

**Academic Affairs Administrative Staff Meeting**  
**Chancellor's Dining Room, May 4, 2009, 10:00 am – 1:00 pm**  
**Meeting Notes**

**In attendance:** Dr. Jon Young, Dr. Dave Allen, Dr. David Barlow, Dr. John Brooks, Dr. Curtis Charles, Dr. Yunkai Chen, Dr. Marion Gillis-Olion, Dr. Leontye Lewis, Dr. LaDelle Olion, Dr. Assad Tavakoli, Ms. Tendai Johnson, Ms. Marsha McLean, Ms. Roxie Shabazz, Ms. Sandra Williams, and Mr. Bobby Wynn

- I. Dr. Jon Young, Interim Provost and Vice Chancellor for Academic Affairs, welcomed the group and thanked them for all that they have been doing considering the additional workload of closing out the spring 2009 semester.
- II. "Flexible furloughs" – 0.005 or .05% or one half of one percent: Dr. Young clarified that the percentage rate of the salary reduction that will affect the May and June paychecks. Also, because of some questions, he indicated that his office would contact Human Resources to find out how are the 10 hours of leave to be requested (leave forms?) and accounted for.
- III. Commencement
  - a. Rehearsal will be held on Friday, May 8 at 10:00 am for students in Seabrook. Marshals representing the college and schools should arrive at 9:15 am for a meeting with regard to the guidelines and some new information. For instance, students will line up in the Agri-Expo Center adjacent to the coliseum. A walkthrough of the coliseum is being planned.
  - b. Commencement will be held on Saturday, May 9, at the Crown Coliseum. Marshals for the student line up should arrive by 7:30 a.m. at the Agri-Expo Center. All other marshals, including those for administrators and faculty should arrive by 8:00 a.m. to the lower level of the coliseum.
- IV. Preparations for pandemic flu
  - a. Follow up from meeting of April 29 with UNC General Administration: Campuses are preparing for pandemic flu. Currently, the UNC system is in Phase I and the World Health Organization is in its Phase 5. Next steps include designating mandatory and essential employees among the direct reports of the Provost's office and each unit should do the same. Academic Affairs must develop its plan. Ms. McLean reported that Academic Affairs must review existing Academic Affairs response plans, update them as necessary, and develop action and implementation plans for responding to any health warning level. One of the first actions is to define essential and mandatory personnel. Then, an Academic Affairs response plan needs to be developed, documented, and communicated to all members of the Academic Affairs Division. An Ad Hoc Committee will include Dr. Curtis Charles, Academic Affairs representative on the FSU Pandemic Flu Committee, Dr. David Barlow, who previously served on the planning committee, Ms. Roxie Shabazz, a member of the FSU Crisis Committee, Ms. Marsha McLean, who has formerly worked on crisis plans, and Dr. Jon Young, ex-officio.
  - b. Commencement: With regard to Commencement and the Pandemic Flu health warnings, Ms. McLean distributed a draft of a memo that will go to the university community,

- including students, explaining how FSU will implement health prevention measures at Commencement. She reported that this information will be available on the FSU website.
- c. Table-top exercise: Dr. Charles informed the group that a Pandemic Flu Table Top Exercise is being planned modeling after other similar efforts that have taken place on this campus and other campuses in the UNC system. A date was tentatively schedule for the table-top exercise of Thursday, May 14, 9-12 at Shaw Auditorium. Deans, direct reports, and chairpersons are to attend. Also, George Tatum, FSU Director of Emergency Management, should be invited to attend. Dr. Charles is to plan the table-top exercise and Ms. McLean agreed to contact Mr. Tatum.
- V. End-of-Year Conference
    - a. Dr. Young reported that the Faculty Symposium will be held on Monday, May 11, at Shaw Auditorium and various classrooms in the SBE Building.
    - b. On Tuesday, May 12, in the morning, the status of the FSU Strategic Plan will be presented by Dr. Thomas Conway, Vice Chancellor and Chief of Staff. In the afternoon, unit meetings will be held to discuss their Operational Plans and Budget Planning. Departments need to fold in student learning outcomes and include that section in the Operational Plan. Also in the afternoon, faculty must update their Scholars System information for 2008-09 to be included in the Academic Affairs Annual Report. They can update information from earlier years at a later time, if needed.
  - VI. Annual Report: The Deans and Direct Reports were reminded that Annual Reports must be submitted by the end of May. These reports should include an Executive Summary. These reports are due to the Provost by May 22. Given that departments are also working on Operational Plans, Dr. Young stated that the Operational Plans should tie-in with the Annual Report.
  - VII. Revised Academic Progression Standards for fall 2009: The Academic Progression Standards-Limitation on Class Withdrawals procedures that will become effective in fall 2009 were distributed as a handout that explains and interprets the probation-suspension-appeal process. The group discussion suggested that student support will be needed, ranging from remedial assistance to academic assistance in the major courses.
  - VIII. Advisement and registration
  - IX. Adjunct faculty
  - X. SACS / Operational Plan / Strategic Plan: Dr. Marion Gillis-Olion distributed the Operational Plan and Assessment Record form for Academic Affairs and explained how to complete it. This form is in compliance with information required by SACS. Each Direct Report should work with his/her unit to complete the information and submit to Dr. Young by May 29, 2009.
  - XI. Evaluations: Everyone was reminded that performance evaluations are due in May for all employees:
    - a. SPA
    - b. Faculty
    - c. EPA
  - XII. Other

- a. 5/12/09: American Recovery and Readjustment Act Meeting will be held from 10 am to 12 noon at the Lyons Science Center, Room 120. Dr. Young indicated that some FSU employees should attend, particularly representatives from the School of Business & Economics.
- b. 5/12: Graduate application information for faculty to be submitted.
- c. Grants submitted late are a problem. Please adhere to the 10-day advance submission guidelines established by Sponsored Programs and Research.
- d. Calendar of Events: Each area is being asked to submit their events using the online form established by Academic Affairs. These events will be reviewed for potential scheduling conflicts within Academic Affairs or with other divisions such as Student Affairs.

XIII. Meeting was adjourned by Dr. Young.