

**Academic Affairs – Associate Vice Chancellors (AVCs)**  
**Meeting Minutes**  
**February 16, 2009**

- I. **Welcome:** Dr. Young welcomed those in attendance which included: Dr. David Allen, Dr. Curtis Charles, Dr. Perry Massey, Ms. Tendai Johnson, Ms. Roxie Shabazz, and Ms. Marsha McLean. He also informed the group about plans to make meeting minutes from the AVCs, Direct Reports, Deans, and Chairpersons Meetings available on the web. Therefore, each attendee was asked to submit a recap of the unit report they would be giving today for that purpose.
- II. **Last AVCs Meeting – February 9, 2009:** Dr. Young referred to agenda items from the previous AVCs meeting held on February 9, 2009, indicating that those agenda items were for reference and would not be discussed in the current meeting. Instead, the February 16 meeting would allow each person to report and share information about his/her area.  
AGENDA ITEMS REFERRED TO FROM THE FEBRUARY 9, 2009 AVCs meeting are listed below:
  - a. Impact of budget crisis
    - i. Fall schedule
    - ii. Faculty hiring
    - iii. Fewer classes, increased enrollment limits, some students unable to graduate
  - b. Printer charges (I have asked for feedback from Mr. Ganesan)
  - c. Admissions Open House – March 21
  - d. Budget Workshop – February 3
  - e. Global Scholars Community proposal
  - f. New Academic Progression Standards – effective fall 2009
  - g. Learning Communities (plan to expand)
  - h. Book Committee – Dr. Petur Jonsson, chair
  - i. Scholars System – workshops in progress
  - j. Faculty specializations available via web
  - k. Post tenure review policy and revised Tenure/promotion policy to Faculty Senate on February 19
  - l. Summer School information
  - m. Online degree programs
  - n. Dual Enrollment
    - i. Increase # of agreements
    - ii. DUER class code (0 credits) – to identify students in program
  - o. Communication issues – CQS continues to show s serious weakness;
  - p. CLA Academy – March 10 – 11 (spring break)
- III. **Unit Reports:** Each attendee gave a brief recap of the unit reports presented in the order given are as follows:
  - a. Marsha McLean, Special Assistant to the Provost, reported on the following items:
    - i. Academic Affairs website activities: The Academic Affairs website is being updated by working with S. Hesseltine. The Administrators and Staff page has been updated. Other pages are being assessed and plans are to have the AA website fully updated by the end of the spring 2009 semester.

- ii. Chancellor's Installation Ceremony: Ms. McLean is serving on the Chancellor's Installation Executive Committee and is co-chair of the Chancellor's Installation Ceremony Logistics Committee. She reported that the event will be held on April 3, 2009 at 1 pm. Classes will be closed that day and offices will close at 11:00 a.m.
  - iii. UNC Tomorrow inclusion in AA Annual Report: Plans are to request that accomplishments and achievements with regard to UNC Tomorrow be included in this year's annual reports from the Academic Affairs departments and units. Ms. Tendai Johnson suggested that Ms. McLean work with Dr. Marion Gillis-Olion, SACS Liaison, with regard to the template and format for these reports so that are in compliance with her efforts. Ms. McLean indicated that she plans to send out a template and timeline for annual reports by mid-March.
  - iv. Special Assistant to the Provost Activities: Ms. McLean indicated she is working on several other items to assist the Provost including:
    - 1. Revised MOU review and approval process
    - 2. AA policies
      - a. Study Abroad Policy (in progress)
      - b. Admissions Exception Policy (submitted to Legal Affairs 10/08)
      - c. Honorary Degree Policy (submitted to Legal Affairs 11/08)
      - d. Centers for Institutes Policy (submitted to Legal Affairs 11/08)
    - 3. University Day Committee
    - 4. Greater Fayetteville Future II Committee
- b. Roxie Shabazz, Associate Vice Chancellor for Enrollment Management, reported on the following items:
- i. 2007/2008 Financial Aid Single Audit
    - 1. We had 2 findings and the office of financial aid was praised for how much it has improved
    - 2. One of the two finding was a repeat that we expected and one was new. Both are related to processes and procedures in the registrar's office,
    - 3. Finding 1 – Untimely return of Federal Funds
    - 4. Finding 2 – Untimely notice to lender of changes in students' status
    - 5. We must write a response to the finding by February 25. We are working on a draft response, where we will investigate all cases cited by the auditors and what solutions we have and/or will implement to resolve the findings.
  - ii. Emergency Management Operations Committee (EMOC)
    - 1. Campus-wide committee that addresses campus emergencies and safety issues
    - 2. Result of violent incidents on college campuses across the country (including NC)
    - 3. In addition to the EMOC, we have a Threat Assessment Team, which handles alleged threats from students, faculty and/or staff. We also have the Access Committee that assesses potential student threats to campus prior to admission.
    - 4. The EMOC has been working on:
      - a. Campus wide communications concerning safety measures and procedures
      - b. Tabletops for emergency planning
      - c. Panic buttons, cameras, call boxes, sirens etc

- d. University and departmental emergency contingency plans
  - e. Emergency Management Policies
5. Department Training Video – we need to schedule training sessions where we can show “When Shots Are Fired” to our academic departments. New employees view the video as part of their HR orientation. The committee is working on options to ensure that current employees can also view the video (on-line options, in departmental meetings etc)
- a. R. Shabazz will work with Dr. Young to ensure that academic departments will view the video. She will explore how the committee can deliver the video as well (possible at your test viewing?)
- iii. Dr. Conway charged a new Banner ERP Committee to increase the effectiveness of the use of BANNER enterprise System software at FSU. There is campus-wide representation on the committee, mostly at the AVC and director level.
- iv. Admissions – Ms. Bowles work with faculty, who will begin calling prospective students next week.
- c. Dr. Curtis Charles, Associate Vice Chancellor for Academic Affairs, reported on the following items:
- i. Economic Transformation
    - 1. On March 12<sup>th</sup> 2009, Fayetteville State University, UNC Wilmington, UNC Pembroke, and the North Carolina Department of Commerce will convene its first Southeastern Regional Economic Transformation Summit to be held on the campus of Fayetteville State University. This meeting is an outcome of the January 2008 Memorandum of Understanding (MOU) that President Erskine Bowles signed with the North Carolina Department of Commerce (NCDOC) that commits the campuses of the University of North Carolina (UNC) to collaborate with industry to help build the region’s economy.
  - ii. Assessment/Faculty Development
    - 1. Recommendations from Dr. Maki’s January 12-15, 2009, work with the Schools and College that was focused on assessment of student learning at FSU:
      - a. Draw on the Power of Technology:
        - i. 2009-2010 should be the year that the institution and its programs, departments, and services actually go through the assessment process:
          - 1. Develop high level outcome statements for the 6 domains that the University has identified, drawing on Bloom’s revised taxonomy that places creativity as the highest level of cognition.
          - 2. Develop a series of workshops that can be repeated throughout the semester and for years to come focused on collaboratively developing scoring rubrics among all members of a department or program.
          - 3. Publicly name 2009-2010 as the year of launching assessment with pilot projects that will give people time to witness firsthand the process and improve it for themselves.
        - ii. Slowly move one to two programs a year into E-portfolios

- iii. TaskStream should become the institution's central repository for its assessment work and a means to chronologically keep track of patterns of strength and weakness in student performance as well as to document steps taken to improve learning and to document results of those improvements.
    - iv. Develop faculty development opportunities for faculty to learn about the value of assessing online.
  - b. Value and Celebrate Groups and Individuals.
  - c. Integrate Assessment into Institutional Structures, Practices, Processes, and Decision-Making Bodies.
  - d. Establish a university wide assessment website that includes the following kinds of information:
    - i. Chronological developments across departments, programs and services about assessment efforts, results, and changes resulting from the assessment process; resources for people new to the process;
- iii. Outcomes from Fayetteville State University/Fayetteville Technical Community College Collaboration Meetings
  - a. Opportunity to develop a 2+2+2 College Connections Academy
  - b. 2 + 2 + 2 Elementary Education Degree under development
  - c. Reverse articulation agreement involving over 250+ FSU courses that FTCC has accepted from FSU is under development.
  - d. (FTCC) AAS degrees to a (FSU) BIS degree.
  - e. Opportunities for i3D collaboration between FSU's Visual Arts/Computer Science programs and the computer technology program at FTCC.
  - f. "Straw man" for a pilot University Center at the Spring Lake Campus.
  - g. There is a need to develop collaborative opportunities to respond to Local and Regional BRAC efforts.
- d. Tendai Johnson, Associate Vice Chancellor for Institutional Effectiveness and Director of Title III, reported on the following items:
  - i. University Testing Services
    1. CQS (Feb-Mar) – March 21 - 24
    2. SSI ( Mar – Apr) – April 1 - 8
    3. CLA (Feb – Mar)- (Mar 17 -18)
    4. Rising Junior Exam (April 4)
    5. FIRST STEPS (Profile Exams) – April 4
    6. FIRST STEPS (Profile Exams) – April 25
    7. Alumni Survey – March 1
    8. Extended Learning Online Survey – February 27
  - ii. Institutional Research
    1. Spring 2009 Student Courseload File
    2. Spring 2009 Student Data File

3. Information Requests
4. Fall 2008 Fact Book completion
5. Spring 2009 SIR II Evaluation preparation for April 9-14 administration
- iii. Title III Formative and Summative external review draft documents under review
  1. Several concerns regarding specific activity expenditures and actions
  2. Recommendations for greater support to T3 office requiring compliance
- iv. T3 Assessment Committee preparing position paper for delivery to HBCU Presidents
- v. Globalization of FSU
  1. Strategic Initiatives developed for Chancellor's priority #4
  2. International Advisory Committee reviewing document for additions and changes
  3. Global Scholars effort proposed
  4. Proposal for 2009-10 FLTA submitted
  5. Higher Education Development (HED) planning Proposal for African-US universities submitted
  6. Preparing policies and procedures for conducting Intl business at FSU
- vi. HBCU Summit on Retention participation on planning committee- March in Ocean City, MD.
- e. Dr. Perry Massey, Interim Associate Vice Chancellor for Academic Affairs, reported on the following items:
  - i. Dr. Massey is currently working on revising the Post-Tenure Review list of faculty who must participate in this year's review. There are at least 15 faculty members who have been identified based on an initial list that he generated and additional input from the deans and chairs. The revised list will be sent to the chairs and deans not later than Tuesday, February 17. In addition, he is monitoring the submission of a few faculty portfolios that are being submitted through the appropriate channels for tenure and promotion. These recommendations are due in the Provost's Office on March 1 and will probably be submitted to the Board of Trustees at its March 26 meeting.
  - ii. Dr. Massey stated that he is also working on putting back the faculty files into the filing system located in the Office of Academic Affairs. In addition, he is working to build a database in Faculty Administration portion of Banner. This database will be able to track faculty from initial appointment through the various stages of reappointment, promotion, tenure, and post-tenure review.
  - iii. He also reported that FSU's Board of Governors' Excellence in Teaching Award person had been identified and his name submitted by the Chancellor to the UNC-GA. Finally, Dr. Massey indicated as a member of the Search Committee for the Provost and Vice Chancellor for Academic Affairs, that the Position Announcement and Leadership Statement has been revised and approved for the search firm to announce.
- f. Dr. David Allen, Associate Vice Chancellor for Military Education, reported on the following items:
  - i. Wounded Warrior Course Initiative is slated for Spring IV session at Bragg (UNIV 110) on "Academic Success Strategies." Concept is to bring FSU courses to wounded Soldiers and thereby facilitate their transition into college and the civilian workforce.
  - ii. Seymour Johnson AFB—Strategic Plan draft has been written and awaits final approval from Provost.

- iii. NCAIR—Presentations comparing academic progress of military and non-military FSU students set for mid-March at the NC Assoc of Institutional Research.
- iv. ROTC Scholarships are available. Commanders want their cadre to tag team with FSU Admissions personnel to promote ROTC scholarships to FSU.
- v. A Military Education Committee is being formed with the dual goal of being a think tank as well as an action committee for military education.
- g. Dr. Jon Young, Interim Provost and Vice Chancellor for Academic Affairs, reported on the following items:
  - i. Academic Assessment Team includes: Dr. Young, Dr. Charles, Dr. Gillis-Olson, and Ms. T. Johnson
  - ii. Commencement Meetings for Spring 2009 will begin soon.

IV. Next meeting – Monday, March 16

V. Upcoming Events:

- a. Saturday Academy – Inquiry Guided Learning – February 21
- b. CLA Academy – March 10 – 11
- c. General Faculty Meeting – March 24
- d. Board of Trustees – March 26

VI. Meeting Adjourned.