

Opening Day Meeting  
College of Arts and Sciences  
August 13, 2009, 10:30am-12:30pm  
AGENDA NOTES  
David E. Barlow, Dean

Welcome Back! – *too fast for PowerPoint, lot's to cover*  
---pass out attendance sheets

**A. This Year's Theme: "THE BUCK STOPS HERE"**

1. Where does this saying comes from?
2. What does it mean?
3. Taking Responsibility, Ownership

***"Responsibility is not passed on beyond this point"***

The sign "The Buck Stops Here" sat on President Truman's desk in his White House office. The saying drives from the slang expression "pass the buck" – passing the responsibility to someone else. The latter expression comes from poker – moving the marker to designate the next dealer. Taking responsibility – I'm not going to blame someone else (point fingers) – FSU Team

"I'm going to fix your problem"

The responsibility for fixing your problem is mine.

Gives you a Sense of Pride and Empowerment – I'm making this decision

**1. Customer Service (Staff, Faculty and Chairs)**

What does "The Buck Stops Here" mean in terms of Customer Service?

Student Satisfaction Initiative – What can I do?

"I'm going to take personal responsibility for your satisfaction with the university"

-Talking bad about the Registrar, Financial Aid, Budget and Finance, the Department Chair, or fellow faculty and staff will not increase their satisfaction with the university.

-Helping them get a clear, direct answer to their questions.

-Being friendly, positive, and supportive.

Answering the Phone --- Voice Mail Messages --- Out of Office Replies

--Identify yourself and the unit = give them alternative ways of getting help.

## 2. Advising

What does “The Buck Stop Here” mean in terms of Academic Advising?

“I’m going to take responsibility for you being properly advised”

It also means that “I” am going to take responsibility for

- reaching 80/30/50
- reducing D/W/Fs
- getting students to register for a full load
- making sure students are taking the courses they need and only those courses

Why is this important? PRIORITY #1 ---Retention and Graduation Rates

-Chancellor’s Priority #1, Strategic Plan, CAS Operational Plan, Department Plans

It’s how I and each of our units will be evaluated.

### Retention and Graduation Rate Table

Fayetteville State University Retention and Graduation Rates						
Year	Retention Rate		4yr Graduation Rate		6yr Graduation Rate	
	Target	Actual	Target	Actual	Target	Actual
2006		70.8%		18.4%		37%
2007	73%	73.3%	18%	12.7%	41%	35.6%
2008	74%	69.2%	21%	11.4%	44%	37.9%
2009						
2010						
2011						
2012	80%		30%		50%	

#### a. Strategies

Advisement in the Major

- results from requiring the PIN for registration, Highest student and faculty satisfaction rates with advising ever recorded
- Academic Progress Reports

Advisement in the Major II

- Start the clearing process much earlier – degree audits
- Standardized Academic Progress Reports
- CAPS, its working!
  - implementing by # of majors (CJ – PSYC)
  - Not launched to students until complete
- May raise admission standards quicker than planned, balancing enrollment needs and expanding CHEERS program - success
- Respond to John Brooks’ messages about students/advisees (keeping records)

Class Roster Reports – Make sure that

- everyone in your class is registered for your class
- everyone registered for your class is in your class
- \$\$\$\$\$
- students will not be added after the class has ended
- Performance Evaluations

#### Blackboard for every class

- Helps students stay connected
- Notification of events (illness, due dates, etc.)
- Disaster Management (Swine Flu)

#### Posted detailed 3-year schedule

- Student planning and ease advising
- Location, Times
- Keep students' retention and graduation in mind

#### Avoid Incompletes

- like lending a friend money

#### Academic Progression Plan

- Good Academic Standing – 2.0 GPA
- Below 2.0
  - Warning
  - One semester to raise it
  - Only 5 Ws and 5 repeats
  - We must discourage withdrawals

#### CAS Academic Counselor – Jennifer Draper

- Handout
- Title III proposal, CAS Center for Academic Counseling

#### Advisor of the Year Award

- College Honors and Awards Committee
- Department Award
- Must be based on measurable data

#### Syllabi

- Follow FSU template
- Make the grade criteria clear
- Make sure the students receive a syllabus on the FIRST day of classes (or posted on the course Blackboard site)
- Training, Shirley Chao
  - SACS requirements
  - Clear evaluation criteria

### **3. Enrollment**

What does the Buck Stops Here mean for Enrollment?

We must take personal responsibility for increasing the enrollment at FSU.

Enrollment drives our budget

This is absolutely critical for low-producing programs – (low # of graduates)

-Economic Crisis programs can be shut down

**-Student Recruitment, Retention, and Graduation**

Image of the university – let's all take responsibility for trying to improve our image –

-Ask yourself what you can do to enhance our image in Fayetteville and in NC

Websites – Everyone should review them, check them, and make sure they are accurate

-and that they represent us well

Cross Creek High School

-6 of the top 10 graduates, including the Valedictorian have confirmed that they are coming to FSU

-Demonstrates the value of faculty being engaged with high school students

#### **4. Student Learning – Assessment – SACS Accreditation**

Shirley Chao – CAS Lead Assessment Coordinator

Taking responsibility for Student Learning

- a. Major initiative across the campus, but CAS is particularly difficult
- b. Preparation for SACS
- c. **Specialized Accreditation**
- d. Demonstrating value added – and ready for the next level
- e. Program Advisory Boards
  
- f. Service Learning
  - Lisa Barlow's Grant, \$460K
  - Institute for Community Justice (and Service Learning)
  - Supervising a Vista Volunteer, Name?
  
- g. **Jon Young's class for New Faculty**
  - They'll be working for their course release
  - Engaged in a full course on best practices in teaching strategies being taught by Dr. Young

#### **5. Paperwork**

Taking responsibility for High Quality paperwork

Accurate, complete, typed – professional

NO hand written documents will be accepted

Assistant Dean Blanche Radford-Curry

- working on developing new forms
- working on developing a website with specific instructions

Do not bring me things to sign immediately

- Plan ahead
- Being late does not make it a priority
- Give it to my staff, let them know if it is a rush
- Mistakes are made when we try to rush things

Travel Requests / Campus Leave Forms

- Submit early!
- need to be in the Travel Office 10 days before you leave (after the Chairs, Dean and Provost signs)
- 20 days to me when requesting funds
- CAS Faculty Campus Leave Form**
- HR Campus Leave for those who earn annual and sick leave

Chairs' Evaluations

- I'm holding Chair's responsible for their signatures

## **6. Supervision and Leadership**

Following Protocol - Chain of Command

Student complaints (Chancellor) – Faculty/Chair complaints

- 80% of the declared majors
- 230 full time faculty, 40 staff
- 12 units, 10 academic departments

I work through the Chairs, Directors, and Assistant Deans – I need them to represent and support me, just as I do the Provost

## **7. Budget Crisis**

Thank you for your work on the Fall Schedule

- particularly the Chairs who often had to deliver the bad news
- Taking responsibility for being efficient and effective*

### **Global Scholar**

This is a shining example where the CAS Faculty and Staff took on this Responsibility

- 95 faculty/staff, over \$4,200
- Name of our CAS Global Scholar -
- Will roll the money over \$3,500 into a foundation for next year.

## **B. Operational Plan and Assessment / Annual Reports**

Combines our Annual Report – Assessment – Strategic Plan – BRAC – UNC Tomorrow

I am doing one for the College and each unit must do one – last year and this year.

Quarterly Reports and the Scholar System

- Please keep your Scholar system up to date
- Will replace much of the quarterly report information
- We still need to collect highlights and information not found on the Scholar System (i.e., Committee work)

Operational Plans – Retention Rates, Persistence Rates, Graduation Rates, Enrollment, Student Satisfaction with Advising, Student Learning) – much of what we talked about  
-this is how departments will be measured

## **C. New Faculty Evaluation Process**

The flexible pre-planning process will match what we are doing with the Operational Plan

-you will have an opportunity to negotiate with your Department Chair precisely how you will help the department, College and University meet its goals.

- How will you contribute to the goals of the department and the university?
- Operational Plan?

-Advising

# that graduate without waivers and substitutions {Nov, April})

-Teaching (syllabi, grade appeals, grade distributions, incompletes),

-Scholarship

-Service

- Community Engagement, UNC-GA

-Constitution Day, September 17<sup>th</sup>

-United We Service – PS 2<sup>2</sup>

-Must become more engaged in Public Schools

-Recruitment, Enrollment

-Cross Creek High School

## **D. Scholarship**

“If you (*remain standing*)

- a. had a successful grant proposal award last year – please stand”
- b. published a scholarly or creative piece of work – please stand”
- c. submitted a grant proposal last year – please stand”
- d. presented a paper at a conference last year – please stand”

- e. Thank you for your scholarship - *clap*

Provost Young is working on some strategies to greatly enhance scholarship on our campus.

**The Electron Microprobe and the Center for the Science of Disaster Recovery**  
(Dr. Singletary)

**E. CAS Procedures**

*Notebooks for new faculty*

*Continuing faculty – were emailed to you*

1. Faculty Search Guidelines
  - a. Absolutely critical job
    - 1) Need to follow guidelines
    - 2) Job announcements (purchase orders and p-cards)
  - b. Lost positions and failed searches
  - c. Meetings with Search Committee Chairs - guidance
  - d. Thorough background checks
  - e. Mistakes are made when we rush
  
2. Class Scheduling Procedures
  - a. 12 credit hours and 1.0 SCH
  - b. Meeting the needs of students first
  - c. 2:00pm to 3:30pm Meeting Times retained
  
3. Faculty” Requests for Campus Leave Procedures
  - a. 10/20 days in advance (at your own risk)  
-I will not rush approval just because you’re late
  - b. Must receive authorization before you travel
  - c. Summer School or Conferences - No Travel or vacations
  - d. Missed classes
  - e. Staff, staff uses HR Campus Leave Form
  - f. New Campus Leave Form for Faculty
  
4. CAS Committee Procedures
  - a. Most college committees should have one representative from each department with exceptions  
-Black History Month, Fine Arts Series, Women Studies, Mathematics and Science Teacher Education
  - b. Chair will recommend appointments to the Dean w/ exceptions
  - c. Working Committees
    - 1) Minutes (attendance) - SACS
    - 2) Quarterly Reports – highlights (evaluate effectiveness)
  - d. New list of Committees
    - 1) Eliminating,  
Extended Learning Committee

- 2) Hospitality Committee  
Special Recognition to  
CAS Newsletter – great job!  
College Tenured Faculty Committee (TPR)  
-69 personnel decisions  
-Proud of the thoughtfulness and integrity  
-The Buck Stops Here  
-3 year appointments  
-Elections needed in Nursing, Natural Sciences, Sociology,  
and Government and History

5. All college procedures are living documents and subject to revisions

### **I. Introductions of Dean's Office Staff**

1. Ms. Petty – Faculty Issues
2. Ms. Anthony – Student Issues
3. Ms. Jennifer Draper  
-Academic Counselor, July  
-Working to improve advising in the College  
-CAS Webmaster
4. Assistant Dean (Sponsored Faculty and Student Research)  
Dan Okunbor
  - a. Grant Writing and Sponsored Research
  - b. NC-LSAMP, OPTIMUM, FICAMS, and UCAMS
  - c. Center for Promoting Stem Research and Education (with Dr. Allen)
  - d. McNair – we received a large grant to support the McNair program
  - e. CAS Grants Submissions (Annual Report)  
-# down from last year (53 – 43)  
-amount requested 50% higher  
-86% of all grant submissions for the university  
-Over \$1.6 million received  
-36 still pending
5. Assistant Dean (Student Affairs)  
Blanche Radford-Curry
  - a. Student Paperwork (requests, waivers, substitutions, overloads)
  - b. Grade Appeals
  - c. Putting Forms ONLINE (improving them with a redesign)
  - d. Greatly enhanced the quality of our paperwork – working on the direction of Dr. Perry Massey and me.
6. Distinguished of Science and Technology  
Dr. Bogan (Denny) Czejdo
  - a. BRAC

- b. E.E. Smith and other High School recruitment initiatives
7. New Department Chairs
- Ernest Lamb
  - Kwaku Ankrah
  - Robert Brown
  - Jimmie Williams
  - Please introduce your new faculty and staff*
  - Provide highlights about your programs (top three)*
  - NCLEX success this year?*

Thank you to Dr. Morgan, Dr. Watson, Dr. Guevara, and Dr. Adu-Mireku for your service

5. Returning Chairs and Unit Heads:
- Terri Moore-Brown
  - Ronald Johnston
  - Ed McShane
  - Tom Van Cantfort
  - Vinod Arya
  - Adegoke Ademiluyi
  - Dorothy Holmes
  - Kimberly Smith-Burton
  - Please introduce your new faculty and staff*
  - Tell us any highlights about your program (top three)*
  - Ft. Sam Houston Graduation and SACS Substantive Change*

## **I. Announcements**

1. **August 10, Adjunct Faculty Meeting**
- a. 6:00pm – 7:00pm
  - b. LSA 128
2. **August 16 - Freshman Pinning Ceremony**
- a. 1:00pm – 2:30pm Capel Arena
  - b. The Chancellor wants to see some faculty there
3. **August 17, Monday -New Faculty all-day Training????**
4. **August 17-19 ?????**
- a. All faculty must be in available in this offices to advise and assist students
  - b. 9:00am to 12:00pm and 1:30pm to 5:00pm each day
  - c. Chairs will be responsible
  - d. No meetings can be held on these days
  - e. *Department Offices are to be open from 8:30am to 6:30pm from the 17<sup>th</sup> to the 20<sup>st</sup> ??????*

5. **August 20, Classes Begin**
6. **August 25, Discussion with the Dean** (formerly called the New Faculty Meeting)
  - a. 2:00pm – 3:30pm
  - b. LSA 120
  - c. New Faculty are expected to attend
  - d. Untenured faculty are encouraged
  - e. All faculty invited
  - d. Subsequent meeting – 9/22, 10/27, 11/24
7. **August 21 - Classes begin**
8. **September 7, Labor Day**  
-university closed, no classes
9. **September 15, 2009**
  - a. Fall Convocation
  - b. Full regalia
  - c. 2:15 – 3:30pm
- J. **CAS Calendar – Did it work?**
- K. **Questions**
- L. **Adjournment – 12:30pm**