

FAYETTEVILLE STATE UNIVERSITY
 The Graduate School & Sponsored Research Programs
 Staff Meeting Minutes
 February 9, 2009
 10:00-11:00 a.m.

The meeting was called to order by Dr. LaDelle Olion, Dean of the Graduate School at 10:00 a.m.

Present: Deborah Robinson, Dr. Doreen Hilton, Kimberlee Hyman, Shenetta Dudley, Kaity Parson, and Mark Powell. Absent: Katrina Hoffman and David Camps

Sponsored Research Updates: Mrs. Shenetta Dudley

Mrs. Dudley presented an update of Sponsored Research's proposal submissions, grant awards, and comparison data as of February 9, 2009.

The grand total of 31 proposal submissions

Amount Requested:	\$17,863,258.16
Amount Awarded:	3,216,299.50
Amount Pending:	7,727,767.13
Amount Declined:	21,888,133.26

Mrs. Dudley explained that there was an increase of 177% in awards due to Title III. Dr. Olion requested this data and a detailed report of workshops conducted by Sponsored Research be sent to the Chancellor, Dr. Jon Young, Provost and Vice Chancellor of Academic Affairs and to all the Deans and department chairs with a cover sheet to show the impact of Sponsored Research to the university. Dr. Olion requested that a list of the Faculty Development proposals be submitted to Sponsored Research whether the proposal was funded or not.

Student Status Proposal Changes

Dr. Olion has revised the student status, admissions categories, application, and tuition changes for the Graduate School.

Reaffirmation of Student Status: all students holding a baccalaureate degree from an accredited college or university will be classified as graduate students.

Categories of admission: Admitted: applicants holding a baccalaureate degree from an accredited institution must meet the established minimum requirements for admission to degree seeking program.

Provisional: applicants holding a baccalaureate degree with a cumulative GPA of at least 2.5 and pursuing a master's degree but do not meet the minimum requirements will be accepted in provisional status to the Graduate School. Student in provisional status are not admitted to a degree-granting program of an academic department until the student fulfills the admission requirements and seek admission to a degree program as soon as possible.

Dr. Olion will submit the changes in admission and status process to the Graduate Council for approval and will forward it through the proper change of command for final approval by the Chancellor.

This policy will be in affect on 1 August 2009. Formal announcement will be made when increase of fees have been approved by Academic Affairs.

Ms. Parson asked about when the Categories of admission would be announced. Dr. Olion stated this will be added to the catalog but the time line is unknown at this time. The codes within the system are also being re-evaluated.

VI. SACS: Unit Plans

Dr. Olion presented past Graduate School Operational plans and an example of the unit format to used; one plan for Graduate School and one for Sponsored Research to be used as guides. Need to revise mission, objectives and a way to measure these items for our specific areas for both areas. Dr. Olion and Dr. Hilton will be working on revising the updates for Graduate School. Beverly Warren has been working on this for Sponsored Research. Budget has been established. Focus on 2008-2009 and 2009-2010. Please review and have meetings to update. SACS will have a format at a later date but this is the basic information which will be requested.

Dr. Hilton question: Is there an Operational plan we can tie into? Not at this time.

Mr. Powell asked if there was a pre-checklist or overview provided to guide SACS review? Dr. Olion stated at this time people are working in committees. Organized unit plan from SACS will be forthcoming.

Requested meeting with Dr. Gillis-Olion. Dr. Olion stated Graduate School will be meeting to discuss SACS requirements and checklists. Dr. Olion also provided examples of what SACS will be reviewing and how the process will affect the programs.

Ms. Hyman question: Does the development of a Research Council fall under Sponsored Research? Dr. Olion discussed the need for a Research Council and the implications to FSU.

Ms. Hyman question: Will the Faculty Development Committee continue at FSU? Dr. Olion stated there are two committees, one for faculty and one is the university's AD Hoc Committee. At this time we do not anticipate another \$400,000 funding for 2009-2010. Dr. Olion stated these committees will not continue beyond the funding allocated.

FSU Strategic Plan Draft review. 1) Priority #6: Fiscal Resourcefulness and Sustainability and 2) Priority #1: Increased retention and graduation rates. Broken into Six priority areas and Dr. Olion chair of Priority #6 which is broken into three initiatives of committee. Review past information.

1. FSU will maximize use of State and Federal funds.
2. Principal accountability indicators.
3. FSU will expand budgetary resources through grants and contracts.

Will be working with Grants and Programs to develop Initiative 3 and may relate to goals and objectives of the Unit Plans. Dr. Olion will be requesting reports which relate to the needed information.

Question: FSU has six priorities, is there a list of all six? Of those six Dr. Olion stated some are relevant to Sponsored Research. When is the deadline for this report? March 2, 2009. Send to Dr. Conway when

completed. The information is there, we just need to put it into the format. Pull all FSU information into a Strategic Plan. All reports should be mirroring each other.

VIII. Budget Cuts

Dr. Olion a 7% budget cut will be going into effect. Cause: We must have a precise plan on what we want to do. Chancellor priorities include an increase in grants and contracts; and an increase enrollment. Dr. Olion stated that we need to fine tune goals, objects, measured outcomes, budgets and other data to demonstrate needs. Hard decisions will have to be made in response to this package for Graduate School. This presents an opportunity to present plans of what can be done in the future.

Ms. Hyman: Need to adjust reports to show true revenue streams. Review first report and conduct quarterly report showing progress (i.e., Research Bulletins and Million Dollar Club).

IX. Other Concerns.

Duties and responsibilities outline:

Catalog: Dr. Hilton

Thesis and Dissertations: Ms. Robinson and Library.

Faculty and Student Handbook: Dr. Hilton

Graduate Faculty Application: Ms. Robinson reported we have 125 files. Currently outstanding: School of Business and School of Education missing files. Dr. Olion will be holding all schools and colleges to the graduate faculty policy.

Faculty Development: Ms. Shropshire.

Graduate Admissions: Ms. Hoffman

Dr. Olion reviewed files in break room and stressed the importance of managing these files.

Dr. Olion reviewed the Annual report and how the unit plans fit into the format. In the future Dr. Olion will meet individually with the areas and review the annual unit plans to monitor progress.

Program Reviews: This will be revisited to receive an overview of the programs and may be part of the Graduate School Committee's duties.

Activities and Events:

Dr. Hilton discussed recruitment plans for the next 5 years.

Graduate School Open house will be 2/12/09 from 4:30 – 6:00 pm in the Multi-Purpose Room. Please plan to stop by, staff will be introduced. Also, we are working on developing several Graduate School Fairs.

Ms. Shropshire: Team work is important.

Ms. Hoffman: Web site navigation for Graduate School is difficult. Ms. Robinson stated FSU is redesigning the web site and this is being worked on. Links are an issue and suggestions to improve the site are requested. Please send suggestions to Ms. Robinson.

Ms. Hyman: 1.) SR meeting with Office of Contracts and Grants. UNCGA is going to institutions to do an assessment of policies and procedures with the goal of developing a standard. Ms. Hyman stated SR is currently working with Ernest and Young in utilizing templates to develop this standard. 2.) Currently workshops are being conducted for Grant Writing 101, Helping Faculty writes for publication and others.

Ms. Parson: Ordered applications. Discussed numbers needed. Also discussed having students turn in complete applications in order to decrease incomplete application status and the difficulties of reaching the student for additional information. Ms. Hoffman suggested adding an address line on forms to increase communication.

Supplies: Please let Ms. Robinson know if items are needed. This includes souvenirs given away at Graduate Fair events.

Meeting adjourned at 11:40 a.m.