

DIRECT REPORTS

6/24/09

Present: Larry Barrett, Bryant Dabney, Tony Cardenas, Barb Austin, Jen Wolszczak, KR Johnson

Absent: Madonna Tritle (OSOR fsaAtlasWL), John Coggins (teaching), Sue Wilson (CEP Indi), Carol Kurmis (vacation)

Next meeting is scheduled for Wednesday, July 8, at 2:00 in LSF060.

Positions:

Congratulations to the following on their promotions -

- Jamie Gutowski– Athletics/Activities Coordinator
- Alexandria Densmore –Coordinator of Student Success Center

- The biology advising position will be posted tomorrow.
- Interviews for College Bound and Assistant Dean of Enrollment Operations will begin next week.
- Human Resources is working on the Business Analysis position.

Bryant:

- The Higher Education Equality Act and who should sign the code of conduct form was discussed. This states that students won't be pushed toward a certain lender. Bryant will get copies to Enrollment Services staff and Larry to be signed. This must be done by June 30.
- Award letters are being packaged.
- Bryant is balancing out state accounts.

- Bryant suggested a decision be made as to how many work studies a department can have.
- It was suggested a meeting be scheduled with work study supervisors from all department. Supervisors must attend this meeting if they want work studies.

Jen:

- There was a supervisory audit for the VA today.
- Jen has been setting up fall LCF and WCF courses. Diane Borawski will be registering LCF soon.
- Jen will be working on 75 concurrent enrollment courses this week.
- The issue of MBA terms will be discussed at BIN next week.

KR:

KR is compiling year end stats. Tables will be put on website when completed.

- Gate count was 103,845 which is a 21% increase from last year. Traffic has doubled since Student Success Center was moved to the library area.

EPSCO host (collection of data bases)

- Someone came to the computer and used EPSCO host 18,000 times for 79,000 searches, 3271 articles downloaded. This includes both on and off campus activity.
- Journal storage – 8000 articles being used.

Laptops:

- Larry met with Dan Burns regarding the potential replacement of 20 laptops in the library.
- The laptops were loaned 1472 times this year compared to 1799 last year.

Media set ups:

- 5071, up 70%. Of the 5071 requests, 94% were semester long requests - instructor requested for every time the class met.
- 3705 requests for cart set ups and pickups.
- Of the 31 classrooms on campus approximately 18 are smart rooms.
- PNC- PC is not included in this information.
- In answer to Larry's question as to the need to purchase any specialized equipment KR reported that we will be buying one or two tablets at a cost of \$2500 each. These allow you to do presentations/mark on it.
- We may want to buy another larger LCD projector so we have two.

Tony:

- Meet Your Advisor Half Way was held at PNC-PC with 14 students being registered for 177 credit hours. Carol Kurmis will be submitting a summary report.
- Denise Curtis is doing an audit on summer work studies.
- Applications are up 89 from last year.
- 20 students have been approved for MSEP compared to 23 last year.
- 20 students have been selected for Chancellor's Leadership.

Barb:

- Monday, Wednesday, Friday classes are full for first time freshman. Tuesday/Thursday are open, but there are labs on those days so many students cannot take classes at that time.
- 25 students attended the scheduled assessment today. The next tests are tonight and on 7/22.
- English readers are now available and will begin reading tests tomorrow. There are around 100 tests that have not been read since May because there weren't readers. Those students have not been placed in class yet.

- Barb received a free webinar after purchasing one that was not good. She will send Larry the link for the next one which can be used for up to six months. She also has handouts. Barb has asked advisors to submit three items to her that they think we could be implemented for fall.
- In answer to whether we send a letter to a student following full withdrawal, we do not but that is a good idea.

Larry:

- Madonna and Carol are coordinating the EM&SS staff retreat during the afternoon on 7/14.
- Same facilitator as DR.
- Larry is encouraging the use of work studies to cover office so most staff can attend. Post closings for “off campus meeting”.
- We will start with lunch at PNC-PC, then walk to Porter Starke Services.
- PNC is hosting an all campus Student Services meeting on 7/16.
- At the July 8 direct report meeting, we will discuss boosting enrollment incentives. We need to focus both on-campus and at PNC-PC.