

DIRECT REPORTS  
9/9/09

Present: : John Coggins, Tony Cardenas, Bryant Dabney, Larry Barrett, Jen Wolszczak, KR Johnson, Carol Kurmis, Barb Austin, Madonna Tritle, Sue Wilson,

**Next meeting is scheduled for Wednesday, September 23, at 2:00 in LSF060.**

Larry:

- Larry expressed his sorrow at the death of Jodi James. Her passing is a huge loss for the university.
- In order to accommodate students, Michaeline Florek who retired as coordinator of disability services at Purdue Calumet has been hired to assist in Student Support Services for one month.
- Larry reminded direct reports to keep department phone trees current.
- Welcome to Sandy Czekaj who joins PNC as Assistant Dean of Enrollment Operations/Registrar.
- Larry has been working with Bryant and others on the Title IV audit which is due on Monday. It will be submitted after review by Phil Jankowski, Bryant, and Steve Turner.

Fall 2009 Stats:

- Credit hours: 46594
- Head count: full time 2761; part time 1702
- Increase of 5% in both head count and credit hours
- Approximately 60% female and 40% male
- Increase of 900 full time students over the last four year period
- FTE is 3114
- MBA program is down by 37 students for various reasons including competition has mirrored our Saturday program.
- Dual Credit has 547 students for fall of which 511 are included in the frozen data. Dual credit accounts for 2132 credit hours which is 4.7% of our total credit hours.
- Prison education has 257 students, 3491 credit hours.
- 7% of our total credit hours is prison and 4.7% is dual credit.
  
- Barb is gathering data for a meeting that will be held soon regarding academic advising and how our advising takes place on campus. Barb and Larry are discussing whether all advisors should be present for meeting which will include among others Dr. Schmid, college deans, and department chairs.
  
- Work has begun on the spring schedule. Dr. Schmid had requested full days on Monday, Wednesday, Friday, but the schedule will be M-W all day with F until 12:50. There will be no M-W morning only classes.
- Carol submitted course recommendations to departments yesterday.
- John reported that the prison will be ready on time.
  
- Larry met with Audra Pancek from Workforce Development (Work1) to discuss WAG, a program for un- and under-employed workers who can receive up to \$3000 for education plus \$1000 for books and supplies. All training must be completed by June 15, 2010.
- Dr. Brady and Dr. Matthews are working on a proposal for an accelerated certificate program for 50 to 100 students to begin in January 2010.
  
- Larry asked the group to think of ways to work with/inform parents of what information students receive regarding their bills and other campus information.
- It is important to have parents as partners, but keep within FERPA and help students to become independent. How can we let parents know what needs to be done by the student?
- Suggestions were: put a form online in SSB where student give parent permission to receive emails of upcoming requirements; come up with a neutral blanket statement that all parents receive; institute a parent portal similar to one used at ISU and Rose Hullman.

School Partnerships:

- 156 students dual credit students were admitted and registered for dual credit classes between 8/27 and 9/4.
- This fall there are 17 schools, 13 courses, 68 sections.
- 10 more schools are scheduled for spring.

- North Newton contacted Sue today for information.
- Larry and Sue are presenting at NACEP conference in Memphis next month.
- Carrie Davis is the new part-time secretary for School Partnerships.
- Sue reported there are only three international students this semester.

#### Registration:

- Work has started on the spring schedule.
- Mandatory training for department secretaries.
- It was decided to leave concurrents in, see where we're at and go from there. CRNs will stay the same. Jen will get Sue a new list. Jen will do a Cognos query for Sue.
- Form 40s have not been changed. At the May meeting, Faculty Senate designated there will be a process. Form 40 has to be approved by WL, signed by Faculty Senate, then given to the registrar.

#### Institutional Data:

- Working on reports including one ICHE report which is finished and another is due Tuesday. SIS due 10/15; data digest queries are written, just need frozen file; IPEDS open and due 9/30.
- Madonna and Shirley Keeton are meeting every Tuesday afternoon to discuss requests for information. They are working on a project request form. Madonna and Shirley will determine priority. Requests from faculty must go through department chairs.
- Which semesters MBA terms fall was clarified: M1 is counted in fall, M2 and M3 in spring, M4 in summer.

#### PNC-PC:

- There are 191 additional seats at PNC-PC for this fall semester which is an 11% increase from last year. The "Rule of 5" still applies at PPC. The advisors and Carol worked closely in order to save classes.
- Carol is working with Barb in order to offer academic advising at PNC-PC.
- Carol is working with Alexandria to offer peer tutoring at PNC-PC.
- Purdue Pride Week was held at PNC-PC also.
- Media services printed 66 ID cards at PNC-PC and Carol is hopeful to do it again next fall.
- Carol has been invited to work with Work One through the Career Development office.

#### Financial Aid:

- After finishing the Title IV audit, the next project is the FISUP report which should be ready for testing soon. 9/17 is deadline from WL.
- His department continues on cleanup and adjustments from students dropping courses.

#### Library/Media Services:

- Media services staff have been assisting at PNC-PC.
- KR has been gathering stats from faculty.
- Counter system now working. KR can generate monthly stats if needed rather than just annual reports. Yes, Larry would like monthly reports.
- KR will wait a few weeks before checking laptop checkouts.
- KR would like signs for the quiet area reconsidered. Larry will follow up.
- Interesting data - 21% of books that leave the PNC library go to WL.

#### Enrollment Services:

- For fall there are 2635 new admits, denied 123, 309 incomplete applications. There is discussion to deny incomplete applications.
- A new on-line request form is being designed for people to receive information via email enabling information to be received quickly. The same type of form may be used for financial aid in the future.
- Viewbook has not been received yet.
- Admissions advisors have started their fall high school visits.
- Autumn Perkins has been hired as the new financial aid front desk clerk.
- AP staff in T157 will be at their annual retreat this Friday.
- NING, the social networking site, was a hit this summer for new freshman. The number of participants will be forthcoming.
- The phone tree in T157 has been adjusted again, but there still seems to be a problem. Tony will continue to monitor it.

- Larry advised that the state will be conducting *College Go* during the week of October 12. ICHE is encouraging all colleges to waive application fees during that week, but no details have been received from ICHE.

#### Dean of Students:

- Larry commended John on the great job he continues to do with the prison education program.
- John reported 119 classes at the prisons. The program will expand to TC dorm at WCF.
- A decision will be made in the next 30 days as to whether PNC will go with the new SPECTER or not. The campus could really lose out if the decision is made not to.
- The annual athletic golf tournament is tomorrow. It is estimated that \$75,000 will be grossed with a net of approximately \$50,000. 32 teams have signed up and 80 volunteers.
- There is a meeting next week regarding a proposal for a baseball facility.
- The baseball team will not be traveling to California this year.
- Keri Marrs Barron did a great job coordinating this year's freshman orientation.
- Diana Marovich has been assisting with grief counseling in Student Support Services. A memorial service may be held next week.
- A meeting is scheduled to discuss excessive absences to determine who is in charge of reporting/letters. Alexandria Densmore handles early alerts.
- The Dean of Students office has received numerous complaints about not having the student handbook printed.

#### Enrollment Operations:

- Sandy thanked everyone for making her first couple of days so welcoming.

#### Advising:

- Thanks to KR for how wonderful his staff has been all summer with assisting advisors. They have been very helpful.
- The athletic study table begins next week.
- Tutoring will be starting soon.
- Advisors will be rotating again this semester at PNC-PC.
- Registration dates for spring begin October 15 & 16 for graduating seniors only and then will continue the following week.