1. President Dobbins called the meeting to order and asked Hahn to provide an update on enrollment. Hahn reported that this is the 20th year of increasing enrollments with more than 12,000 students – 12,087, up by 170 students over this time last year – a 1.4 percent increase. There were increases in new freshmen, international students, and online and dual credit enrollments.

President Dobbins distributed the composition of the Presidential Search and Screening Advisory Committee. He reported that there were a number of great people nominated and excellent turnout in the voting for the candidates. He reported that the Committee will meet with Parker Associates soon and asked that members of the Council submit their thoughts and ideas regarding characteristics to look for in candidates for the presidency, positives and possible challenges.

2. Collaborative Advising Update – Dr. McAllister reported on each of the subcommittees looking at collaborative advising.

#1. Vice Provost McAllister in collaboration with Drs. Bowen, Bai, and Michele Tapp are to draft criteria for determining whether or not an academic department is providing successful advising to first- and second-year students. It was reported that they are researching several rubrics that might look at retention within majors and retention within the university.

#2. Deans in collaboration with department chairs are to give to Vice Provost McAllister a list of all specialized/pre-professional majors/academic programs wherein academic advising for the first-year student should continue to be the responsibility of the department. Examples might include Communication Disorders, Athletic Training, etc. Deans have provided those lists to McAllister and Tapp is comparing data to look at those advised within each department. The president asked that a lists of the number retained within each department be provided and that we specifically look at where we are losing students.

#3. Deans in collaboration with department chairs are to work on the specific objectives that will define when a student is transferred from a professional academic advisor to a faculty advisor. The intent is to develop a roadmap or check-off list that defines the “hand-off” process, using total number of credit hours earned as a guideline and not number of semesters. Guidelines for satisfactory academic progress need to be taken into consideration. Tapp reported that those with academic issues always remain with a professional advisor. Bowen reported that departments will need training, professional development, a checklist, etc., as to how to advise or who to transfer the student to. How do we quickly get students to the correct advisor, and then follow up to make sure
the student made it to the correct advisor? We need to establish protocols and advising comments need to go in a standardized area so all can have access.

#4. Provost, deans in collaboration with Faculty Senate need to have a discussion regarding an exact deadline for the posting of grades immediately following the conclusion of a course, especially for four-, eight-week and short-term courses, to better assist students and advisors with making decisions regarding future course selection. Issues arise with financial assistance and military support when grades are delayed until the end of the semester. This has been discussed in Academic Affairs and Faculty Senate and there are technical challenges to entering grades, including issues with the Banner system and the need for the system to shut down for transcripts. Hinkle/Sprengel are looking at possibilities.

#5. Vice Provost McAllister in collaboration with the deans, chairs, and Faculty Senate is to assemble a check list or milestones for deciding whether a junior- or senior-level student could be excused from meeting with an advisor. This task is temporarily on hold until critical courses and milestones are recognized – may look at career planning.

#6. Dr. Skinner is to chair a committee comprised of Student Government President Caleb Cockrill, Faculty Senate Chair Diane Wood, Michele Tapp, and representatives from the deans and chairs to determine how advising might be evaluated. Question at Administrative Council – are we looking at advising satisfaction or more advisor specific? Looking at outcomes assessment in addition to student opinions. Cockrill said students want advisor-specific feedback so something can be done to increase the effectiveness of a specific advisor. Advising is not recognized in the evaluation process. Rock star advisors should be recognized for hard work/dedication. For promotion/tenure, advising may be under service or teaching. The system should be altered to reward good advising and provide professional development for those who need assistance.

The President reported that the follow up meeting concerning collaborative advising will be held beginning at 8 a.m., Tuesday, Oct. 28th.

3. Unit Items: Among the various unit items reported:

Eddleman briefly discussed upcoming college meetings and reported that an ad hoc committee has been formed to look at resources and challenges in teaching students with disabilities. He also reiterated the Board of Regents mandate concerning Quality Matters.

Cockrill reported on Student Governments’ discussions regarding a dedicated funding source for transit services.

Tapp reported on the review of the First Step processes which has been initiated with the idea that there may be a need for more one-on-one time with students, which may involve some extra time spent at First Step.

Bowen reported that the University Studies committee is looking at new courses and credit hour distribution.

Skinner thanked members for their support of Family Weekend and the Speakers Series.

Wiles – Chairpersons Forum had their first meeting yesterday with discussion on evaluation of the chairs.

Sprengel reported the installation of new fiber optic cable and increase in band width.
Hinkle announced a new electronic transcript process.

Meyer reported that construction of the Brandt steps and the Boiler Plant exterior updates are progressing, but unfortunately, they ran into utilities issues which lengthened construction.

Hahn indicated a First Step is scheduled in three weeks with Show Me Day October 11th.

Holland – thanked group for Homecoming support and announced a record-breaking crowd at the scholarship reception.

Mangels reported that Board of Regents actions on Sunday included changes in the distribution of the merit increase and a change in student fees.

Starrett reported on the activities associated with the 75th anniversary of Kent Library.

Weller-Stilson – reported on “Hairspray,” and record attendance for the New Student Showcase necessitated its move to the Bedell.

Barrios – reminder of the KRCU fall appeal and Mara Liaisson on Oct. 28th

Jenkins – 11/6 gerontology conference and he announced that Tom Holman has been named Chamber University Educator of the Year.

McDougall reported on the success of St. Louis Interview Days and thanked Tapp and her staff and the St. Louis staff for outstanding work on the event. There were 66 students and 41 firms.

Wood – Faculty Senate continues to work on the handbook and the first mixer will be held on Friday at the Johnson Faculty Center.

President Dobbins – announced that Sen. Claire McCaskill will be on campus October 6th to talk about campus sexual assault. Faculty and staff from Three Rivers and Mineral Area Colleges also have been invited to attend.

The next Administrative Council meeting is scheduled for Tuesday, October 14, 2014, in the University Center Ballroom.

Submitted by,

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