

**ACADEMIC LEADERSHIP COUNCIL**  
(a.k.a. Chair's Council)  
August 8<sup>th</sup>, 2011  
Rankin Center – Centennial Room  
RAN 252  
8:30 am – 10:00 am

Agenda

1. Retention Data – Bill Potter (20 min.)
2. New Faculty Orientation – Betty Stolarek (15 min.)
3. Policies Regarding Travel Funds, Memberships, & Subscriptions (20 min.)
4. Use of Carryover Funds (20 min.)
5. Updates from Colleges/Schools/Departments
6. Open Forum

## ALC MEETING MINUTES

August 9, 2011

### Membership

Members: Sandra Balkema, Paul Blake, Michael Bouthillier, Robert Buckingham, Cheryl Cluchey, Michael Cooper, Debra Cox, Brian Craig, Deborah Dawson, Cambria DeHoag, Gayle Driggers, Stephen Durst, Van Edgerton, David Frank, Sharon Hamel, Kim Hancock, Susan Hastings-Bishop, Joseph Karafa (chair), Gregory Key, Pat Klarecki, Joe Lipar, Glen Okonoski, Matt Pinter, Tracy Powers, Piram Prakasam, Theresa Raglin, Nancy Reddy, Steven Reifert, Randall Schroeder, Larry Schult, Grant Snider, Todd Stanislav, David Steenstra, Karen Strasser, Deborah Thalner, Matthew Wagenheim, Kirk Weller, Greg Wellman, Trinity Williams, Helen Woodman, Jim Woolen, Fred Wyman, Gregory Zimmerman

### AGENDA

1. Approval of Minutes from 7/26/11
2. Retention Data – Bill Potter
3. New Faculty Orientation – Betty Stolarek
4. Policies Regarding Travel Funds, Memberships, & Subscriptions
5. Use of Carryover Funds
6. Updates from Colleges/Schools/Departments
7. Open Forum

Handouts: 4 University Leadership Booklets, Draft Checklist for Retention Initiative, New Faculty Transition Program Tentative Schedule

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1. Approval of Minutes from 7/26/2011
  - Minutes approved
2. Retention Data – Bill Potter
  - Handout: Draft Checklist for Retention Initiative
  - Housing – never examined retention by residence halls, are starting to do so now
  - Greek system – never examined retention for first-time freshmen pledges, are starting to do so now
  - Financial Aid – starting studies looking at amount of unmet need in relation to retention and retention by amount of loan taken
  - Need to start tracking students in our individual divisions
  - TIP students – very few completing degrees; those completing are staying for Bachelors
  - Allied Health – high attrition rate in Nursing BSN found; identifying things to do differently to increase retention rate
  - 22% of Freshmen first semester end up on probation – Math readiness identified as an area of concern
  - At Retention Summit, new tools will be introduced: Retention Pro software

- Encourage faculty to attend Retention Summit
3. New Faculty Orientation – Betty Stolarek
    - Handout: New Faculty Transition Program Tentative Schedule
    - Transition program continues throughout the Fall semester, lunch provided
    - Encourage new faculty to go through the program to develop and maintain relationships within and outside of the college
    - Report online at FCTL website
  4. Policies Regarding Travel Funds, Memberships, & Subscriptions
    - New program through which to run all travel – it will select airline, hotel, etc.
    - Will still allow people to make decisions and override suggestions
    - Intent is to automate process
    - Todd Stanislav wants feedback on TIMME Travel Grants, how is the program working for you, is funding level satisfactory, what are faculty saying?
    - Departments will not pay for organization memberships out of professional development money, however PDI money is used unequally around campus for memberships and subscriptions
  5. Use of Carryover Funds
    - Student hiring over summer
    - Remodeling classrooms
    - Conference funding, professional development
    - Equipment purchases
    - Intent is to use Carryover for special projects or equipment, not to fold it back into regular budget
  6. Updates from Colleges/Schools/Departments
    - Today at 2pm, IDEA Webinar
    - University Leadership Council booklets
    - Dave Nicholls had open heart surgery (quadruple bypass), came through well; keep him in your thoughts
    - Robbie Teahen breast-cancer surgery went well; is working from home
  7. Open Forum
    - Tuesday after Labor Day meeting cancelled
    - Computer equipment standards (“every 6 years”) are measured periodically and anything under the standard will be updated and funded 50% through Academic Affairs – contact Kim Wilber for list of replacements

Adjourned: 9:58 a.m.