UMC Executive Committee
Notes
February 21, 2013

Present: Kim Gillette, Andrew Svec, Dan Svedarsky, Jeff Sperling, Sue Brorson, Corby Kemmer, Tom Baldwin, Chancellor Wood, Stephanie Helgeson, Chris Winjum, Tricia Sanders, Peter Phaiah, Adel Ali, George French, Rich Connell, Ron Del Vecchio

Guest(s):

In these minutes: Admissions Director Update, Compact Process, Residence Hall Naming, Inauguration Plans, Thursday Commons Update, Chancellor Update, Member Updates

New Business:

Admissions Director Update – Peter Phaiah
Peter gave a handout (see attached) and explained the process used to review the Admissions Director position. Following considerable consultation and consideration it was decided to continue with the Director of Admissions and Enrollment Management position. This process helped to more clearly define the duties and responsibilities of this position moving forward.

Compact Process – Tricia Sanders
UMC will present its budget compact to central administrators on March 6. We have been requested to cut $191,000 from our annual budget. Through our compact request process, UMC departments have requested 8.9 million in investments. The cabinet will have the difficult task of going through all the departmental requests while addressing the reallocation and putting together a compact in a limited number of pages.

Residence Hall Naming – Andrew Svec
The name “Heritage Hall” will be on the March Board of Regents Docket for approval. Many names were considered and input was gathered on many occasions throughout this process, but ultimately, this name had the strongest response and approval.

Inauguration Plans – Andrew Svec, Chris Winjum
April 18 is the date of Chancellor Wood’s inauguration event on campus. Below is the itinerary for the date:

10 am – Heritage Hall Naming Dedication
11:00 am – 12 pm – Lunch with select individuals
12:30 pm – 2 pm – Inauguration Program
2 pm – 4 pm – Reception

A few Regents will be coming to campus the day before (April 17) and events will be held for them (open forum, dinner, etc.) for them. More information will follow.
Thursday Commons Update – George French
Professor French provided a handout that summarized the work of the Thursday Commons Review Committee (see attached). Thursday Commons sessions will remain on campus much the same as they have been in the recent past with some modifications in the length of time. Professor French and Vice Chancellor Baldwin will lead on-going conversations regarding the course scheduling modifications that are described in the proposal. Other meetings will be allowed to take place during the Thursday Commons time as well.

Chancellor Updates
  o Senator Stumpf was on campus on Feb. 9. He seemed to fully understand our need for the new Wellness center. It was a good meeting and our students did a great job explaining their perspective on the need for this facility.
  o Representative Kiel will be on campus Feb. 23 for a similar type of meeting.
  o Don’t forget to stop by Bede Friday (2/22) for the Winter Thaw Social.

'Pre-Posted' Member Updates
None were submitted.

Member Updates
Kim Gillette – International Programs
  • Tickets are now on sale for the 4 International Dinners, please come.

Respectfully submitted by Chris Winjum
A. Task- Provide leadership in the assessment of the current structure, components, and functions of the open position and make recommendations on a structure with associated responsibilities that will best position the UMC campus to meet its vision and mission.

B. Questions-
1. Should the position be returned to the previous status as Director of Admissions?
2. Should the position be maintained at the same level as Director of Admissions & Enrollment Management?
3. Should the position be elevated to a higher level of responsibility and authority over Admissions/Recruitment and Enrollment Management?
4. What are the advantages and disadvantage of the different models (i.e. history, reporting flow, cost, political climate, internal equity, people/personalities, etc.)?
5. What is the best overall model to position the campus for future success in its recruiting and retention efforts?
6. What is best model to ensure we recruit the best-fit student fits, as well as provide them excellent student support to help them successfully persistence to graduation and beyond?
7. What model do other Institutions of H.E. utilize for this area?
8. What would the new job descriptions be for each model?

C. Process-
1. Received task directive from the Chancellor
2. Identified components and functions of Admissions (document sent via e-mail)
3. Identified components and functions of Enrollment Management (document sent via e-mail)
4. Identified redundancies and potential efficiencies/savings
5. Met with all the constituents
   a. Department Heads
   b. Recruiters
   c. Admissions Staff (regularly)
   d. Student Affairs Staff
   e. Individuals as needed
   f. Executive Committee (intended two weeks ago)
   g. Chancellors Cabinet
6. Consulted with other Admission Directors at our System Campuses
7. Developed reports and charts on the various models
8. Make presentations of the various models/options
9. Make a recommendation
10. Take decision and implement best strategy to find the best candidate
11. Develop a communication plan to clarify various roles, responsibilities and authority associated with the position

D. Proposal- (see slide/s)
ad hoc Committee Charged with Reviewing the Commons Time Practice at UMC

This committee met four times to discuss the current “commons time” practice at UMC during the fall semester of 2012. At the November Faculty Consultative Committee Meeting, it was suggested that a survey be developed. With the help of Steve Hannah and others, a survey was sent out to faculty, staff, and administration. A separate, less complicated survey was sent out to students. Results of the survey indicate the following:

1) All groups surveyed prefer keeping a “commons time.”
2) Two particular options on the survey, which was having a commons time at 3:00 on Mondays or Fridays, did not generate a favorable response.
3) The preferred time for a commons period is on Thursday.
4) Respondents were evenly divided between starting classes at 8:00 or 8:30 on Tuesdays and Thursdays.
5) The data from the survey has been distributed to the ad hoc committee and is available for review.

Because rescheduling Thursday afternoon labs will be problematic, the ad hoc committee has determined that the commons time be approximately over the noon hour and somewhat beyond. However, there was concern that the present “two hour” period is too long, resulting in an unacceptable utilization of classroom resources. Given the above considerations, the committee recommends the following Tuesday/Thursday schedule for the 2013-2014 and the 2014-2015 academic years:

A. Labs and four-credit classes will begin at 8:00, 10:00, 2:00, 4:00, etc. (no change)
B. Three-credit classes will begin at 8:00, 9:30, 11:00, 2:00, and 3:30 and run 75 minutes.
C. Classes of one and two credits will start at the same times of the three-credit classes, and will run for 50 minutes.

The commons period will run from 12:25 to 1:50 (85 minutes)

The ad hoc committee also unanimously agreed that the commons time be opened up to include more activities such as faculty assembly and other meetings/activities/programs for administration, faculty, staff, and students.

The following is a list of considerations:

1) The “new” scheduling of three-credit classes on Tuesdays and Thursdays allows for five possible class times as compared to the current three.
2) Students enrolled in labs and four-credit classes on Tuesdays and Thursdays are not disadvantaged in respect to the number of three-credit classes they can take. In some cases,
they might be advantaged, and as an example, a student who is enrolled in one lab at 2:00 is able to take three 3-credit classes before that lab rather than the current two.

3) The only possible implication to the Monday, Wednesday, and Friday classes will be a consideration that 3:00 three-credit classes be offered on Monday and Wednesday from 3:00 to 4:15 which is likely to increase the utilization of that later afternoon time period.

4) Currently, the 8:00 three-credit Tuesday/Thursday class ends at 9:15, the 10:00 class ends at 11:15, and the 2:00 ends at 3:15 with no real provision for any later classes. The amount of time between these three class times is 2 hours and 45 minutes. With the proposed revised schedule, five three-credit class times are offered while the amount of time between these five classes is reduced to slightly less than 2 hours.

5) The chair of the ad hoc committee recommends this new schedule be reviewed at the beginning of the 2014-2015 academic year.

6) Members of the ad hoc committee have had the opportunity to review this recommendation. This new schedule will begin fall semester, 2013.

7) It is advised that departments take care that that two identical 3-credit classes meeting Tuesdays and Thursdays are not scheduled over one 4-credit lab/class. For instance, students could potentially be disadvantaged if a 3-credit class that is currently offered in two sections Tuesdays and Thursdays at 8:00 and 10:00 were offered at 9:30 and 11:00. Offering the class at 8:00 and 9:30 or at 8:00 and 11:00 would not disadvantage students.

Committee members:

Alexmai Addo, Ron Del Vecchio, George French (chair), Laura Gabrielson, Stephanie Helgeson, Kenneth Johnson, Ken Myers, Bill Peterson, Christo Robberts, Lisa Samuelson, Adam Switzer, Timothy Tallman