

President's Cabinet  
Minutes  
November 19, 2007

The Cabinet met on November 19 at 9:00 a.m. Present were: Burke, Byrd, Clark, Gregory, Hall, Huffman, Jackson, Kennedy, McMillan, McQueen, Mulkeen, Robinson, Speck, Wilson and Winters. Guest: Bill Persinger

- Hall welcomed McMillan to the Cabinet and explained the main focus of this group is on student success and strategic planning.
- Persinger presented two banner options to replace the old banners on the light poles that have been displayed since 2001. The Cabinet discussed the designs and potential costs of replacing the banners.
- Hall distributed an example of a flow chart that he created to track the progress of his strategic goals for the year. He suggested that each cabinet member put their objectives in a usable form. He will meet monthly with his direct reports to discuss the progress of their strategic objectives. He also encouraged the Cabinet to meet monthly with their department heads to discuss strategic objectives. Jackson said to call his office if copies of direct reports' strategic plans are needed. He can send their reports as an email attachment.
- Hall distributed an article entitled *Student Success in College: Promoting Student Success, What Campus Leaders Can Do*. He stated that 35 percent of our students do not return their second year. This has a real financial impact upon APSU.
- The Cabinet briefly discussed the student initiatives their departments will be implementing this year.

McQueen's report:

- 1) A transfer center will be created to assure a smooth enrollment process for transfer students.
- 2) Barbara Hanson, new Academic Alert Coordinator, will develop a plan to present to departments and faculty to make academic alert more user friendly.
- 3) A virtual academic support center will be created to provide peer tutoring and writing lab support. The Center will also provide on-site tutoring weekly at some of the residence halls.
- 4) Admissions will involve Hall in recruiting high performing students
- 5) Registrar will be providing greater access of Banner registration tools to FCC staff for a smoother registration process.
- 6) Financial Aid will be providing loan and debt management counseling for students during orientation.
- 7) New Student Programs will be assessing strengths of conditionally admitted students.
- 8) Career, Advising and Testing will employ assistant director to create a career center for students.
- 9) McQueen has purchased a DVD on how to improve customer service. She will share with her direct reports and also with Robinson to share with his direct reports.
- 10) The registration help desk has been very successful. Use in the chat rooms has increased.
- 11) Students who have not registered for Spring 2008 will be contacted by Enrollment Management. A list of these students by majors will be also distributed to advisors in hopes that they will also contact the students.

Speck's Report:

- 1) A Chair Academy will be implemented in Spring 2008 with Hall addressing the chairs at the first meeting.
- 2) Promote undergraduate research.
- 3) Faculty lunch meetings will be scheduled Spring 2008 to discuss active learning. Hall will address the first meeting.
- 4) Promote student spaces after hours with white boards installed in different location. Speck is to discuss with Robinson and Jaime Taylor regarding this issue. Clark stated that portable white boards are currently available in the University Center.

Kennedy's Report:

- 1) Increase extramural funding to over 3.5 million by the end of 2007-08 and increase incentives and exposure.
- 2) Increase faculty submitted grant proposals by increasing outreach and exposure to faculty
- 3) Increase amount of undergraduate research.

Robinson's Report:

- 1) Expand and improve learning spaces on campus.
- 2) Improve student access to new technology services, including making all buildings and open areas completely wireless, providing emails to all newly admitted students and allowing alumni to keep their email addresses.
- 3) Enhance and streamline services to students to include implementing direct deposits for students and emphasizing customer service.
- 4) Enhance student safety and security to include expanding blue light stand alone telephones on campus and incorporating emergency text messaging option for students.

Wilson's Report:

- 1) Staff Council will sponsor development opportunities in areas of customer service, communication and stress relief.
- 2) Develop quick guide searchable Web site listing job duties of each staff member.
- 3) Increase staff appreciation initiatives to better staff morale.

Burke's Report:

- 1) Assume responsibility for APSU MySpace blog.
- 2) Refresh Peay Pride signs
- 3) Produce video post cards from Hall to students, alumni, donors, and prospective students.
- 4) Revise student recruitment direct mail publications.
- 5) Create OneStop portal for admitted students.

Byrd's Report:

- 1) Resume responsibility for non-academic components of Summer Welcome and Orientation programs.
- 2) Develop other student housing options for offering theme/major based floors/buildings to enhance student satisfaction and engagement.
- 3) Enhance opportunities for student involvement by increasing programs and services offered.

The meeting adjourned at 10:30. The next Cabinet meeting will be December 3 at 9 a.m. in the Iris Room and McQueen will lead a discussion about academic advising.