

President's Cabinet
Minutes
April 27, 2009

The Cabinet met on April 27 at 9:00 a.m. Present were: Bryant, Byrd, Chin, Denley, Dennis, Gregory, Hall, Jackson, Loos, McMillan, Mulkeen, Persinger, Robinson, and Struckmeyer.

Cabinet members presented the major things that their offices are planning to implement for next year. Below is a brief list of items covered at the meeting.

- Denley
 - Hire program director for new CET program
 - Implement degree programs at Dickson Renaissance Center
 - Create College of Business and College of Education
 - Make interaction at Fort Campbell Center seamless
 - Review guidelines for faculty promotion, tenure and retention
 - Look at new ways to administer student evaluations
 - Redesign some core classes/pilot this fall
 - Increase funding of honors and PELP programs
 - Re-imagine academic support

Denley stated four things need to be built into the structure of APSU's first year experience. These things need to be stressed to our students. 1) take care of business in class, 2) get engaged in activities on campus, 3) find a faculty friend, and 4) take advantage of our support system.

- Robinson
 - Enhance deferred payment plan
 - Enhance project management
 - Enhance building security
 - Conduct Microsoft training
 - Complete Web time entry implementation
 - Enhance campus communication
 - Enhance staff development
 - Upgrade Banner to 8.0 series
- Byrd
 - Complete movement of student email accounts to an outside source
 - Implement marketing plan to better promote and increase visibility of yearbook
 - Expand marketing/distribution of Student Handbook and Calendar
 - Market PAL (Peer Advocate Leaders) alcohol/drug outreach program to classes
 - Convert additional processes in Disability Services to electronic/online to prevent students from being required to visit the office in person
 - Expand AACC "Cooking Show to include more countries and more frequent events
 - Implement electronic equipment check-out system for University Recreation
 - Extend Peay Pick-up route
 - Eliminate "interim housing" and associated charged during winter breaks/incorporate a 10 month student housing contract

- Partner with Division of Finance and Admin. to expand staff/hours for Welcome/Information tents
- Partner with Athletics to support and recruit students for “Peay-Nuts” spirit group
- Implement “AP Reads” program as a collaboration between New Student Programs and Student Life and Leadership where all APSU 1000 students will read a common book during the summer

Hall asked Byrd to check to see if APSU could provide a housing option for commuter students to stay overnight for a nominal fee.

- Gregory
 - Implement online giving
 - Implement rating system of prospects
 - Increase visits, proposals, and asks
 - Increase corporate partners
 - Incorporate schools/departments in targeted fund raising
 - Increase membership in “Friends of the Library”
 - Increase interest in Center of Creative Arts – 25th anniversary this coming year
 - Kick off Business After Hours August 20
 - Expand Peay Pride campaign
 - Coordinate Fall Ball on September 18, 2009
- Persinger
 - Make publication processing easier
 - Update publication guidelines
 - Implement new billboard campaign
 - Improve university image/offer to change websites/possibly retain company to update all web pages

Hall asked Persinger to present to him the new billboard campaign.

- Jackson
 - Complete the documentation of the strategic plan activities for the current year
 - Begin the TBR 2010-15 strategic planning cycle
- Mulkeen (presenting in McQueen’s absence)
 - Continue attention to communication and customer service in all areas of Enrollment Mgt.
 - Send letter to parents of Lottery recipients informing them of lottery renewal requirements
 - Utilize auto-dialer system to communicate reminders dealing with financial aid
 - Coordinate annual meetings with faculty venues to educate them on financial aid initiatives
 - Streamline financial aid processes to include increased development of fillable online forms
 - Send academic warning letters to students who are in academic jeopardy
 - Send letter to all new first time full time freshmen informing them of office of registrar’s services and contact information
 - Enhance Banner Self Serve to allow midterm grades to be viewed by student to assist advisors during advisement sessions
 - Add a customer relations management piece of software to Admissions
 - Add Imaging System in Admissions and Registrar’s office
 - Improve identification of Academic Support Center

- Expand mentor responsibilities into the second semester to help student feel connected and assist with registration
- McMillan
 - Make APSU more visible and connected to Nashville
 - Update cabinet on legislation passed when this Legislative session is over

The meeting adjourned at 10:30 a.m. This will be the last cabinet meeting for the 2008-09 academic year. The next cabinet meeting will be on **Monday, August 31, 2009**, at 9:00 in the Iris Room.