

ACADEMIC LEADERSHIP COUNCIL  
2/12/08 MEETING SUMMARY

Attendance: Jannet Vreeland (Provost)  
Ted Batchman (Engineering)  
Heather Hardy (Liberal Arts)  
Marsha Read (Research/Graduate School)  
Mark Brenner (Research/Graduate School)  
Charlie Bullock (Health & Human Sciences)  
Greg Mosier (Business Administration)  
Karen Hinton (Cooperative Extension)  
Jerry Ceppos (RSJ)  
Jeff Thompson (Science)  
Bill Sparkman (Education)  
Dave Thawley (CABNR)  
Dave Lupan (UNSOM)  
Steve Zink (Library/IT)  
Fred Holman (Extended Studies)  
Mike Collopy (Academy for the Environment)  
Bill Cathey (Vice Provost)  
Paul Neill (Core Curriculum)  
Bruce Shively (PBA)

Announcements:

1. **Provost Search.** Individual input concerning the candidates for Provost is due by the end of the day. A decision will be made by Friday, February 15.
2. **Status of Dean Searches.** Searches for the deans of the Colleges of Science and Engineering opened yesterday. The firm of Isaacson Miller are the search consultants; Steve Zink and Greg Mosier are acting as search chairs.
3. **Self Evaluations Due.** Provost report self-evaluations are due by February 15.
4. **Deans' Meeting with Pappas Consultants.** The deans will meet with the Pappas Consultants, who are conducting a review of the Office of Sponsored Projects, on Friday, February 22, at 8:30 a.m. in the Phillips Conference Room.
5. **Budget Plan Update.** The university's budget plan was approved at the February Board of Regents' meeting. The Knowledge Center will open as scheduled on August 11.
6. **Add/Drop Reminder.** Deans were asked to remind their faculty that when students add a course during the add/drop period they must be given an opportunity to pass the class.

## Discussion Topics:

### Conflict of Interest Forms

A spreadsheet for tracking each college's conflict of interest forms is being prepared by Jacque Ewing-Taylor. A draft spreadsheet was reviewed, and the deans recommended that it be populated by HR with the names of personnel in their college. It was clarified that the conflict of interest forms should be filled out retrospectively. Additional questions were posed, and following the meeting it was determined that original forms will go to HR, with copies of any forms with a "yes" answer going to OSPA. Classified employees are also required to complete the form.

### Scholarship Discussion

There was a discussion on scholarship policies and procedures. The deans were asked to get their questions regarding scholarships to Audrey, who will collate them into a document that will be used to frame a discussion with scholarship office personnel at a future meeting.

### Print Releases

The deans were reminded that they needed to get approval before anything from their college is printed. This is done through a release process. Purchasing will not approve purchase orders for printing services without a signed release. For details on this release, check the Digital Initiatives website.

### Target 500 Update

Bruce Shively distributed information on the results of the Target 500 recruiting efforts. He announced that the university is 629 admits ahead of last year at this time and that the number of students who have visited campus has tripled. There are still a number of applications in process as well. A report on the recruiting of National Merit scholars was also provided. Bruce noted that they are also seeing an improvement in the applicant pool.

There is a subcommittee working on retention. That group's first task will be to look at the university's existing data about retention. Their objective is to determine what retention efforts are working well and to establish targets for retention. The group will provide a report with recommendations by the end of the semester.

It was noted that the focus should now be on improving yield—admitted to enrolled students. There also needs to be thought given to having sections and availability of courses for all the new freshmen. Another area to be thinking about was creating new efforts toward recruiting nontraditional students. As the semester progresses, the group will be looking at planning and the necessary budget for these efforts next year.

Bruce was congratulated for his leadership on this project. He noted that this would not have been as successful without the extraordinary effort on the part of the recruiting and retention personnel in the Colleges and Office of Prospective Students.

### Accreditation Report and Assessment

Jannet Vreeland announced that the President had received the final NWCCU accreditation report. There will be an interim review team visit in Spring 2009, with one of the areas to be reviewed being assessment. While the reviewers found that the university had made progress in assessment, it was recommended that further steps be taken to ensure that all academic programs have completed the evaluation and analysis contained in their assessment plans and have implemented curricular improvements based on what they have learned from their assessment efforts. Bill Cathey distributed a document of the planned response to the NWCCU assessment recommendation. There was a discussion on the planned response, and members of the ALC provided input on how programs and departments could be assisted in their assessment efforts. The deans were encouraged to remind their departments of the Northern Nevada Assessment Conference being held on campus on Friday, February 22.