

Feb 2, 2007

## **GRADUATE EDUCATION AND RESEARCH**

### **Personnel Actions**

- The Graduate School has two new staff members:
  - Ms. Stefney Simpson is our new Data Specialist: Graduate Admissions Officer for programs in the College of Education and College of Justice and Safety.
  - Our new Administrative Assistant II is Ms. Nicole Kowalski. Among other duties, Nicole will manage applications for graduate assistants and will provide staff support to the Graduate Council.
- Mr. Gus Benson has been named as Director of the Division of Sponsored Programs. Gus has served as Interim Director since 2004. A search is currently underway for an Associate Director of Sponsored Programs.
- Finalists have been selected for the Associate Dean of the Graduate School. Candidates for the position are:
  - Dr. Jaleh Rezaie, Chair and Professor, Department of Computer Science
  - Dr. Paula Kopacz, Professor, Department of English and Theater
  - Dr. Victor Kappeler, Department of Criminal Justice and Police Studies
  - Dr. Barbara Pierce, Associate Dean, School of Business, Florida Institute of Technology, and
  - Dr. Michael Collins, Chair and Professor of the Department of Plant and Soil Sciences at Mississippi State University.

Interviews for the position are being schedule for mid-February.

### **OTHER INFORMATION**

- President Glasser has recommended an increase in the stipend levels for graduate assistants in the FY08 budget approved by the Board of Regents in January. Beginning in the Fall of 2007, graduate assistant stipends will be increased from their current level of \$6500/ academic year to \$10,000/ academic year.
- President Glasser has also provided additional funds under the Special One-Time Funding Initiative to support Graduate Recruitment and Retention and Faculty Research. A pool of \$300,000 has been designated to support faculty research and \$100,000 will be targeted toward graduate recruitment and retention.
- The Division of Sponsored programs will be implementing a new database system for funding searchers called SPINplus. The new system includes information from over 5000 Sponsoring agencies plus an alert service on an individualized basis when additional opportunities become available. Training sessions for funding searches using the new system will be held on February 7 and February 13. Please contact Sponsored Programs for more information.

## **INSTITUTIONAL EFFECTIVENESS AND RESEARCH**

The Office of Institutional Effectiveness was engaged in the following primary activities in January 2007:

- Worked with the Strategic Planning Committee to develop rubrics and reporting templates for the 96 key performance indicators of the 2006-10 EKU Strategic Plan to be used by academic leaders, including deans and department chairs.
- Began or continued work with five academic programs – social work, athletic training, computer science, interior design, and art & design – to achieve or retain programmatic accreditation.
- Finalized general education assessment data with Gen Ed committee for Spring 2006.
- Finalized the 2003-06 EKU Strategic Plan progress report to the President reflecting progress toward the goals and direction of the plan (i.e., “closing the loop”).
- Prepared for NSSE administration and began promotion of the survey to prospective student respondents.
- Continued to work with SACS committees.
- Finalized institutional initiatives in 2005-06 CPE accountability report.
- Provided support to University Assessment Committee and Academic Program Review Committee.
- The end of the fall and the beginning of the spring semesters are the busiest time for Institutional Research. Within this time frame, IR has completed a variety of federal and external agency reporting, as well as conducted on campus research.
  - The Integrated Postsecondary Educational System (IPEDS) federal reporting for enrollment and fall staff are complete.
  - The faculty salary and benefits surveys, CUPA and AAUP, are complete. IDEA, the student evaluation of classes for fall 2006, have been submitted, processed, and recently distributed.
  - The annual SACS Institutional Profile has been submitted.
  - A non-returning student survey was administered to students who were enrolled in spring 2006 that did not return for fall 2006: results have been analyzed and findings are being written.
  - The Factbook has been updated and is currently being reviewed for printing.
- In addition, IR has completed at least seven external surveys and assisted several departments/programs/committees with survey creation, data requests, and data analysis.

## **ENROLLMENT MANAGEMENT**

Enrollment Management was engaged in the following primary activities in January 2007:

- Moderated and participated in Tuition Forum for EKU students.
- Set up Youth Competition (160 participants) recruiting event to be held on-campus March 30.
- Supported and participated in the Retention and Graduation Task Force.

## **ENROLLMENT MANAGEMENT (CONT.)**

- RFP Admissions Review (reviewed bids to do admissions publications out of house) resulting in choice of FMB Advertising in Knoxville who did a spectacular job on the BEACON publication.
- Collaborated on financial aid strategies with Financial Affairs—culminating in BEACON grants & scholarships program recently announced by President Glasser.
- Helped numerous students resolve admission and enrollment problems for the Spring Term.
- Coordinated Admitted Student Publication with Admissions and Student Services.
- Coordinated Admissions Activities for All-A Classic.
- Admissions/Financial Aid Coordination for Marketing of BEACON program.
- The Office of Admissions conducted 130 high school visits and 18 Community College visits, and hosted 330 visitors for campus visits.
- Admissions also collaborated with the ROTC program and hosted 20 Junior ROTC students for a campus visit program.
- The Communications Department mailed approximately 8,500 pieces of mail, including the collaborative piece for the NACAC national fair.
- Recommended Initiatives for CPE 2020 Goals.
- Preparing for February Spotlight to be held 2/24.
- Started generating diplomas for those students who were confirmed to have completed all of their curriculum requirements in Fall 2006.
- Named the following Enrollment Management staff members as recipients of the Outstanding Service Awards for the most recent quarter ending in December:
  - Bobetta Bullins (Registrar's Office),
  - Sharon Smith & Steve Greenwell (Admissions),
  - Lisa Sons (Educational Talent Search),
  - Betty Parke (Student Financial Assistance), and
  - Debbie Zabawa (Academic Advising & Retention).

### **Enrollment Management (cont.)**

- We have recently started the search for an Associate VP for Enrollment Management. Everyone is encouraged to help promote this important position to their colleagues inside and outside the university.

### **Continuing Education and Outreach**

- Dr. Byron Bond and his staff have assisted the institution in hosting the All “A” Scholarship competition; the All “A” Classic Basketball tournament and Models regional swim competition this week. About 50,000 participants were in Richmond for the event.
- The EC started their second semester at the new Lancaster Higher Ed Center with enrollments growing since the spring term. (up to 61)
- The EC also saw an increase in their Blue Grass Community and Technical College site.
- The Danville campus has completed an expansion and its enrollments are up 25%.
- Plans for the new campus in Manchester are proceeding.

### **Academic Affairs**

- The SACS Leadership Team is continuing to develop Focus Reports and is preparing for the April site visit. There are still outstanding issues of non-compliance, but substantial research is being done to address them prior to the site visit and much progress is being made.
- We have recently started the search for an Associate VP for Enrollment Management. I encourage everyone to help promote this important position to their colleagues inside and outside the university.
- Based on initial meetings with the Associate Vice Presidents in the Provost’s Office; with the College Deans, with members of the Faculty Senate, and with others from the university community, I am encouraging a renewed, university-wide discourse on our academic enterprise. These "Conversations on Academics" will include topics such as:
  - fundamental principles of shared governance;
  - faculty workload reporting;
  - the role of the academic units in pursuing the university’s strategic plan, and,
  - other topics of interest.

These conversations strengthen our ability to communicate regularly and will help us build a “common vocabulary” of shared values as we “move forward together”.

### **Personal Note**

I have now been with ECU for over a month and have started to become more familiar with Eastern's campus, its policy and practices; and its people. My most important lesson to date is that I have much to learn, and I pledge to continue to meet with faculty, staff, and students as I better understand how to serve this great university. I would like to publicly thank the President, the staff in the Provost's office and everybody else that has welcomed me so warmly to the university. I already feel at home.