

Enter Boyd with question: "What are we talking about?" He then cited problems involved with launching an expanded orientation course. After much discussion, Boyd placed an "offer" on the table that he will develop course content when 25 faculty volunteers have committed themselves to teaching the course.

The Dean called the committee's attention to a meeting on "Assessing the Effectiveness of Student Retention" to be held at the University of Georgia on December 1 and 2. He would like for a sizeable group from FJC to attend the meeting. (Copy of information attached--any takers?) He further mentioned a National Conference on the Freshman Year Experience to be held in Columbia, South Carolina February 21 - 25, 1987, and said he would like for at least one representative from the school to attend. Boyd questioned the expenditure of funds for conference attendance.

The Committee asked Boyd to bring recap of statistical information on student retention to the next meeting.


Boyd asked that the committee give attention to two factors regarding student retention:

- 1) Curriculum offerings--what do we need to offer that is not now available?
- 2) Lack of guidance services

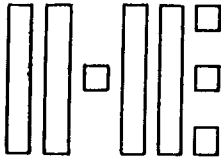
Members agreed that both factors should be considered.

The committee will meet again on Tuesday, November 11 at 1 p.m.

Respectfully submitted,



Adrian Bowers
Secretary



INSTITUTE OF HIGHER EDUCATION

UNIVERSITY OF GEORGIA

October 24, 1986

Copies: Boyd
Kerr
Div. Chmn.
10/29/30

DEAR

DEAR COLLEAGUE:

In cooperation with the Board of Regents of the University System of Georgia, the Institute of Higher Education, the Office of Institutional Research and Planning, and the Georgia Center for Continuing Education at The University of Georgia are sponsoring the Fourth Annual Research Conference on December 1-2, 1986. All sessions will be held at the Georgia Center.

RECEIVED

The theme of the conference will be, "Assessing the Institutional Effectiveness of Student Retention" and the keynote speaker will be Dr. Patrick Terenzini, who has recently joined the IHE staff as professor of higher education. Dr. Terenzini is nationally known for his research on student retention and institutional impact on student learning and development.

OCT 28 1986

ADMISSIONS

Other speakers and panelists at the conference will address the perennial questions of: what works in institutional efforts to retain students? how well do student retention programs work? and how do we know what works? Other questions will deal with special problems and practices in two-year colleges, four-year colleges, technical education, health professions, developmental studies, and honors programs.

If there is sufficient interest, we will also offer a pre-conference workshop on the organization and implementation of institutional retention studies. Thus, if your institution is interested in such a workshop, please let me know by November 1st.

Attached is a pre-registration form for the conference and additional information about housing and parking at the Georgia Center. Registration at the conference is scheduled from 12:00-1:00 p.m. on December 1st and the conference will conclude in the early afternoon of December 2nd. Best wishes to you in your work.

Sincerely,

Cameron

Cameron Fincher
Regents Professor
and Director

Enclosure

Boyd

MINUTES

ACADEMIC PROGRESS COMMITTEE

The Academic Progress Committee met at 2:30 p.m. on Thursday, September 3, 1987, with Dean Walraven, Mr. Boyd, and Mr. Kerr present. Absent were: Dr. Borchardt, Mrs. Bowers, Mrs. Sims, and Mr. Singleton.

Computer printouts regarding academic status at the end of Summer Quarter 1987 were reviewed. Number of students placed on academic action were: 1 on dismissal; 19 on probation; 26 on warning; and, 152 on Dean's List. Peppermint Patty wasn't even threatened!

The meeting to hear the dismissal appeal (if she appeals) will be on Thursday, September 17, 1987, at 2:00 p.m. in the Dean's Office.

Meeting adjourned.

Thursday, September 17, 1987 --- No appeals!!!

RECEIVED

SEP 21 1987

STUDENT AFFAIRS

ACADEMIC DISMISSALS

Summer Quarter 1987

Ms. Braden, Staci Lynn

21 Cinnamon Lane

Rome, GA

30161

①

Letter Prepared 9/8/87
JLB

No Appeals!

Copy: Admissions
Trimble
Melter

9/17/87
JLB

RECEIVED
JUN 21 1987
STUDENT AFFAIRS

Doyle

MINUTES

ACADEMIC PROGRESS COMMITTEE

The Academic Progress Committee met at 9:00 a.m. on Friday, December 11, 1987, with Mr. Kerr, Mrs. Bowers, Mr. Singleton, Mr. Moshier, Mrs. Nora (for Mrs. Rees), Mrs. King, and Mr. Boyd present.

Computer printouts regarding academic status at the end of Fall Quarter 1987 were reviewed. Number of students placed on academic action were: 6 on dismissal; 66 on probation; 65 on warning; and, 200 on Dean's List.

The meeting to hear dismissal appeals will be on Monday, January 4, 1988, at 2:00 p.m. in the Dean's Office.

Meeting adjourned.

Monday, January 4, 1988 --- There were no appeals.

Mr. Boyd
Acad. Prog. Comm.

PROPOSAL FOR
FLOYD COLLEGE HONORS PROGRAM
FROM
HONORS PROGRAM STEERING COMMITTEE

CURRENT

Four separate, non-coordinated
and confusing awards and
activities

1. Dean's List

A student earning at least
five hours of credit during
the quarter is eligible for
the Dean's List for that
quarter if the student has
accumulated 15 quarter hours
at Floyd College and

(1) The student has achieved a
grade point average of at
least 3.4 on all courses
completed during the quarter,
has no grade other than A, B,
or C, and has no more than one
W for that quarter, or

(2) The student has a
cumulative grade point average
of 3.2 and has no grade other
than A, B, or C, and no more
than one W for the quarter.

2. Graduating with honor
criteria:

GPA - 3.3 (about 1/5 of all
graduates).

3. Floyd College Laureate
Society Criteria:
minimum of 42 hours and at
least a 3.6 GPA (about 8% of
all graduates).

4. Honors Program

PROPOSED

One Integrated Honors Program

1. Dean's List

A student earning at least
five hours of credit during
the quarter is eligible for
the Dean's List for that
quarter if the student has
accumulated 15 quarter hours
at Floyd College and has
achieved a GPA of at least 3.4
on all courses completed
during that quarter, has no
grade other than A, B, or C,
and has no more than one W for
that quarter.

2. Graduating with honor
criteria:

Cumulative GPA OF 3.4 or
higher

3. Floyd College Laureate
Society recognition for
graduates who have achieved
academic excellence

Criteria:

1. GPA of 3.6 or higher, and
2. Participation in at least
one honors course

4. Honors Program

No change

5/10/88

RECEIVED

MAY 21 1983

STUDENT AFFAIRS



MINUTES

ACADEMIC PROGRESS COMMITTEE

The Academic Progress Committee met at 1:30 p.m. on Wednesday, March 23, 1988, with Mr. Kerr, Mrs. Bowers, Dr. Borchardt, and Mr. Moshier present.

Computer printouts regarding academic status at the end of Winter Quarter 1988 were reviewed. Number of students placed on academic action were: None on dismissal; 67 on probation; 62 on warning; and 194 on the Dean's List.

Since there were no dismissals, the usual meeting to hear the appeals was not scheduled.

The Dean arrived in time to declare the meeting adjourned.

Boyd

MINUTES

ACADEMIC PROGRESS COMMITTEE

The Academic Progress Committee finally met at 2:30 p.m. on Wednesday, June 15, 1988, after a computer blooper and a missing computer programmer forced cancellation of the scheduled 9:30 a.m. meeting. That, however, may have been a blessing in disguise. Attendance numbered four for the afternoon session (Mr. Boyd, Dean Walraven, Dr. Borchardt, and Mrs. Bowers), about double the anticipated attendance at the morning meeting.

Computer printouts regarding academic status at the end of Spring Quarter 1988 were reviewed. Number of students placed on academic action were: 7 on dismissal; 60 on probation; 68 on warning; and, 249 on Dean's List.

The meeting to hear dismissal appeals will be on Monday, June 20, 1988, at 11:00 a.m. in the Dean's Office.

Meeting adjourned.

Monday, June 20, 1988 --- There were no appeals.

Tuesday, June 21, 1988 --- Glendene Krueger, one of the dismissal students, came to talk with the Dean regarding her academic status. After a lengthy discussion, the Dean decided to readmit her for the Summer Quarter 1988 on academic probation and with a reduced course load.

RECEIVED

JUN 27 1988

STUDENT AFFAIRS

Bryd

MINUTES

ACADEMIC PROGRESS COMMITTEE

The Academic Progress Committee met on Thursday, September 1, 1988, at 9:30 a.m. Present were Dr. Walraven, Mr. Gaylor (for Mrs. Bowers), Mrs. Callan, and Mr. Kerr.

Computer printouts regarding academic status at the end of Summer Quarter 1988 were reviewed. Number of students placed on academic action were: 30 on probation; 21 on warning; and 115 on Dean's List.

There will not be a meeting to hear dismissal appeals.

Meeting adjourned.

RECEIVED

SEP 10

ST. LOUIS

Boyd

MINUTES

ACADEMIC PROGRESS COMMITTEE

The Academic Progress Committee was scheduled to meet on Monday, December 12, 1988, at 9:00 a.m. Due to a computer problem, the meeting was postponed for about an hour and a half. Then, miraculously, the meeting was on again by about 9:30 a.m. Present were Dr. Walraven, Mrs. Bowers, Mr. Singleton, and Mr. Kerr. Mr. Moshier tried to attend at 9:00 a.m. and again at 10:30 a.m. Mr. Boyd and Mr. Weatherman were on a student activities ski trip. Mrs. Casey had jury duty. Other absentees were Mrs. Bowman and Mr. Sharp.

Computer printouts regarding academic status at the end of Fall Quarter 1988 were reviewed. Number of students placed on academic action were: 4 on dismissal; 77 on probation; 63 on warning; and 262 on Dean's List.

The meeting to hear dismissal appeals will be on Tuesday, January 3, 1989, at 2:00 p.m. in the Dean's Office.

Meeting adjourned.

Tuesday, January 3, 1988 --- No dismissal appeals!!!

RECEIVED

JAN 8 1959

STUDENT AFFAIRS

Boyd

MINUTES

ACADEMIC PROGRESS COMMITTEE

The Academic Progress Committee met on Wednesday, March 22, 1989, at 1:30 p.m. Present were Mr. Kerr, Mrs. Casey, Mrs. Bowers, Mr. Boyd, Mr. Sharp, and Mr. Singleton. Absent were Mrs. Bowman, Mr. Moshier, Dean Walraven, and Mr. Weatherman.

Computer printouts regarding academic status at the end of Winter Quarter 1989 were reviewed. Number of students placed on academic action were: 6 on dismissal; 64 on probation; 70 on warning; and 287 on Dean's List.

The meeting to hear dismissal appeals will be on Monday, March 27, 1989, at 2:00 p.m. in the Dean's Office.

Meeting adjourned.

Monday, March 27, 1989 --- NO APPEALS!!!

RECEIVED

APR 3 1989

STUDENT AFFAIRS

Boyd

MINUTES

ACADEMIC PROGRESS COMMITTEE

The Academic Progress Committee met on Wednesday, June 14, 1989, at 1:30 p.m. Present were Mrs. Bowers, Mrs. Bowman, Mrs. Casey, Mr. Moshier, and Mr. Singleton. Absent were Mr. Boyd, Mr. Kerr, Mr. Sharp, Dean Walraven, and Mr. Weatherman.

Computer printouts regarding academic status at the end of Spring Quarter 1989 were reviewed. Number of students placed on academic action were: 8 on dismissal; 59 on probation; 80 on warning; and 307 on Dean's List.

The meeting to hear dismissal appeals will be on Monday, June 19, 1989, at 2:00 p.m. in the Dean's Office.

Meeting adjourned.

Monday, June 19, 1989 --- No Appeals!!!

RECEIVED

JUL 5 1989

STUDENT AFFAIRS

Harold Boyd
Student Off-

MINUTES

ACADEMIC PROGRESS COMMITTEE

The Academic Progress Committee met on Friday, March 23, 1990, at 9:30 a.m. Present were Dr. Kemper, Mr. F. Green, Mrs. Weatherly, Dean Walraven, and Dr. D. Cook (for Mr. Sharp). Absent were Mrs. Bowers, Mrs. Bowman, Mr. Boyd, Mr. T. Green, Mr. Kerr, Mr. Sharp, and Mr. Singleton.

Computer printouts regarding academic status at the end of Winter Quarter 1990 were reviewed. Number of students placed on academic action were: 8 on dismissal; 49 on probation; 94 on warning; and 297 on Dean's List.

The meeting to hear dismissal appeals will be on Wednesday, March 28, 1990, at 2:00 p.m. in the Dean's Office.

Meeting adjourned.

Wednesday, March 28, 1990 ---

The meeting convened at 2:00 p.m. with the following in attendance: Mr. T. Green, Dr. Kemper, and Mrs. Weatherly. A frantic telethon to remind committee members about the meeting produced one addition, Mr. F. Green. Dean Walraven and Mr. Boyd left a called budget meeting long enough to prompt the committee members regarding hearing dismissal appeals.

Absent were: Mrs. Bowers, Mrs. Bowman, Mr. Boyd, Mr. Kerr, Mr. Sharp, and Mr. Singleton.

About 2:30 p.m., the committee called the first student, Charles Glenn, to appear. After hearing his appeal, the decision was made to readmit Mr. Glenn for Spring Quarter 1990 on probation and to have him meet with Dean Walraven for special advising.

Dean Walraven joined the meeting. The Committee heard the appeal from Stephen Smith. Decision was to readmit Mr. Smith for Spring Quarter 1990 on probation and to have him meet with Dean Walraven for special advising.

Adjournment came a bit more promptly than did the beginning.

Friday, March 30, 1990---

Robert Edward Maples came to appeal his dismissal. He talked at length with Dean Walraven. He was readmitted on probation for Spring Quarter 1990 with a reduced load.

Monday, April 2, 1990 ---

Chance Winborn New appealed his dismissal to the Dean. After a very lengthy discussion, the Dean readmitted him for Spring Quarter 1990 on probation. His class load for Spring was limited to two courses.

RECEIVED

APR 4 1990

STUDENT AFFAIRS

N. Boyd
Student Off -

MINUTES

ACADEMIC PROGRESS COMMITTEE

The Academic Progress Committee met on Wednesday, June 13, 1990, at 10:00 a.m. Present were: Mr. F. Green, Mr. T. Green, Dr. Kemper, Mr. Kerr, Mr. Singleton, and Dean Walraven. Absent were Mrs. Bowers, Mrs. Bowman, Mr. Boyd, Mr. Sharp, and Mrs. Weatherly.

Computer printouts regarding academic status at the end of Spring Quarter 1990 were reviewed. Number of students placed on academic action were: 3 on dismissal: 74 on probation: 71 on warning; and 353 on Dean's List.

Dean Walraven called the Committee's attention to the fact that "S" grades, and possibly "K" and "V" grades, are causing some otherwise eligible students to be omitted from the Dean's List. In the future, computer will read "K", "S", and "V" grades for the Dean's List. The computer programmer is to receive a copy of these minutes. Also, the committee noted that the next catalog should show "S" for Dean's List.

The meeting to hear dismissal appeals will be on Wednesday, June 20, 1990, at 3:30 p.m. in the Dean's Office.

Meeting adjourned.

Wednesday, June 20, 1990 --- There were no dismissal appeals!

RECEIVED

JUN 28 1990

STUDENT AFFAIRS

Boyd

MINUTES

ACADEMIC PROGRESS COMMITTEE

The Academic Progress Committee met on Friday, August 31, 1990, at 9:30 a.m. Present were: Mrs. A. Bowers, Mr. F. Green, Dr. Kemper, Mr. Kerr, and Mr. Sharp. Absent were Mrs. Bowman, Mr. Boyd, Mr. T. Green, Mr. Singleton, Dr. Walraven, and Mrs. Weatherly.

Computer printouts regarding academic status at the end of Summer Quarter 1990 were reviewed. Number of students placed on academic action were: 2 on dismissal: 18 on probation: 27 on warning; and 226 on Dean's List.

The meeting to hear dismissal appeals will be on Monday, September 24, 1990, at 3:30 p.m. in the Dean's Office.

Meeting adjourned.

Monday, September 24, 1990 --- The two students on dismissal did not appeal.

RECEIVED

OCT 4 1990

STUDENT AFFAIRS

Boyd

*****NEXT MEETING--MAY 12, 2:00PM, PCR*****

ACADEMIC PROGRESS COMMITTEE
MINUTES--FEB 18

Present: Dr. Walraven, Mr. Blalock, Mr. Sharp, Mrs. King, Mrs. Weatherly, Mr. Boyd, Mr. Peters, Mr. Shelton, guest.

Mr. Shelton presented a proposal on the grade change policy(see attachments). The purpose of this proposal would be to relieve instructors and/or department chairs of making grade changes after the end of quarter. This responsibility would fall on a newly established committee or the Academic Progress Committee. This system is currently in use at Kennesaw State College.

Discussion followed. The question of ownership of grades was raised by Dr. Walraven. Is the grade the property of the instructor or institution? Does grade ownership pass from instructor to the institution and at what point? Another consideration is that of the absence of the instructor. A short survey will be made of other University System schools to determine their policies and report will be made back to the committee.

Dr. Walraven announced that the computer will be programed to compute a Nursing GPA for Nursing candidates.

Meeting adjourned.

*****NEXT MEETING -----MAY 12, 2:00PM--PRESIDENT'S CONFERENCE ROOM

ADGENDA:

- Further consideration of grade change policy
- Institutional attendance reporting for Financial Aid purposes.

PROPOSAL
FOR A
GRADE CHANGE POLICY

10/21/91

1. Any course grade, except "I" and "NR" grades, which has been recorded officially on a student's record in the Office of Admissions and Records may be changed only by action of the Academic Progress Committee.
2. Any decision made by the Academic Progress Committee to change a course grade shall be based upon the merits of each individual request and shall not be interpreted to have established a precedent.
3. An "I" grade may be changed by the original instructor and/or appropriate division chairman if action is undertaken within three quarters of student residence.
4. If an "I" grade is not satisfactorily removed after three quarters of student residence, the symbol "I" will be changed to the grade of "F" by the Director of Admissions and Records.
5. The symbol "NR" may be posted temporarily on a student's record when an instructor fails to turn in grades within the established deadline, but the symbol shall be changed to the appropriate grade when the final grade is reported.
6. A course grade change request may be initiated by either an instructor or a student.
7. All course grade changes shall be processed on appropriate grade change forms.

- NOTE:
- A. Items 1 and 2 represent a change in current procedures. They do not violate any known policy of either Floyd College or the University System of Georgia.
 - B. Items 3 through 7 represent no change in current procedures. They are consistent with the policies of both Floyd College and the University System of Georgia.

FLOYD COLLEGE
Rome, Georgia 30162

GRADE CHANGE REQUEST FORM

This form shall be processed and forwarded to the Academic Progress Committee when any course grade change is being requested.

SECTION I: TO BE COMPLETED BY THE APPROPRIATE STUDENT

Student Name: _____
Last First Middle Or Maiden

Student Social Security Number: _____

Student Address: _____
Street, Avenue, P.O. Box, etc.

Course Abbreviation: _____ City State Zip Code
Course Number _____ Computer Number: _____

Quarter Enrolled: _____ Grade Received: _____ Grade Requested: _____

REASON(S) FOR GRADE CHANGE REQUEST

Student Signature

Date

SECTION II: TO BE COMPLETED BY THE APPROPRIATE INSTRUCTOR (IF AVAILABLE) AND DIVISION CHAIRMAN

Student Performance Records: _____

Instructor Comments and/or Recommendations: _____

Division Chairman Comments and/or Recommendations: _____

Instructor Signature

Date

Division Chairman Signature

Date

SECTION III: TO BE COMPLETED BY THE CHAIRMAN OF THE ACADEMIC PROGRESS COMMITTEE

- () Grade Change Request Approved by the Academic Progress Committee
() Grade Change Request Denied by the Academic Progress Committee

Committee Chairman Signature

Date

This form, when properly processed, shall be forwarded to the Director of Admissions and Records.

RECEIVED

MAY 1 1992

STUDENT AFFAIRS

Boyd

ACADEMIC PROGRESS COMMITTEE
DECEMBER 15, 1992
MINUTES

Present: Mr. Kerr, Dr. Walraven, Ms. Weatherly, Mr. Sharp, Ms. Nora (for Ms. Brock) Ms. Sims, Mr. Peters

Meeting called to order by Mr. Kerr, Chairman.

Fall quarter student records were reviewed and several students placed on dismissal due to lack of academic progress.

There was a review of current practices concerning students who are on "warning", "probation" and "dismissal". Letters are mailed to each of these students from the Vice President's Office informing them of their status and the ramifications of that status. The Office of Guidance Services will be following up with a letter explaining the services of that office such as seminars and workshops on study habits, time budgeting, test taking skills, ect. and strongly encouraging students to take advantage of them and suggesting that they schedule an appointment. Ms. Sims also contacts any minority students who are in academic distress via mail. The question was raised about requiring students who may be subject to dismissal to attend Guidance Services workshops/seminars. Ms. Weatherly reported that students who are "forced" to attend sessions generally resent them and that little is gained from them.

It was decided that the next meeting would be devoted to a survey of what other institutions were doing to help students before they reached the dismissal stage. The purpose of this report would be to develop a more comprehensive program for Floyd College students who are in academic distress.

Dismissal appeals will be heard on Jan. 4, 2:00 pm in the Student Affairs Conference Room with Ms. Weatherly, Mr. Sharp, and Mr. Peters forming the Committee.

Next meeting FEB 16, 2:00 PM STUDENT AFFAIRS CONFERENCE ROOM.

Appeals Meeting--January 4, 1993

Two students appealed their dismissal. Douglas Corley and Ross Selman. The following action was taken. Mr. Corley was asked to drop one the classes he was registered for and take FCS 101 in its place. Mr. Selman was required to register for Eng 060.

RECEIVED

JAN 8 1993

STUDENT AFFAIRS

Boyd

ACADEMIC PROGRESS COMMITTEE
FEB 16, 1993

Present: Musselwhite, Peters, Kerr, Green(for Blalock), Singleton, Boyd, Walraven

Meeting called to order by Mr. Kerr.

Faculty Award presented at graduation

Criteria: Will include but not limited to the following:

1. major financial contribution or support of the college.

or

2. major contribution of time, talents, facilities or any service that enhances instruction or student services.

3. Nominations may include individuals, corporations, or governmental agencies.

Procedures:

1. The Academic Progress Committee will solicit nominations from the faculty.

2. Nominations screened and recommends nominees to the faculty.

3. Faculty votes on nomination(s) during regular faculty meeting.

Report on Students in Academic Distress

Ms. Weatherly reported on services two year units of the University System offer students who are in academic distress. It seems that each unit has a different formula for dealing with these students. At present, Vice-President Walraven sends a letter to all students at risk requesting that they contact the Guidance Service office for help. This is followed by a letter from the Guidance Service office letter informing these students of the various study skills seminars/workshops that the Guidance Services Office offers each quarter urging them strongly to take advantage of these. The letter also encourages them to take advantage of the other services of this office. At this point there is no tracking of how many of these students attend or seek help. General discussion followed about the various options that Floyd College may wish to adopt. Among these were issuing mid-quarter grades coupled with an intervention program for those who are having distress by mid-quarter; a letter from the Vice President requiring students to attend the seminars/workshops with the penalty of not being allowed to register for the upcoming quarter if they do not attend; and working more closely with the advising office to establish an early warning system and ask advisors to intervene with their advisees who are in academic distress. A discussion of the advantages and disadvantages of each proposal was discussed and the committee concluded that more time was needed to test the feasibility of each proposal since each would encompass faculty/staff and offices not currently represented on the committee.

Honor Student Recognition

Mr. Boyd reported to the committee that Floyd College is seeking membership in Phi Theta Kappa, an honor society for two year colleges. This will replace the Laureate Society. However, this will probably not be in place for graduation this year.

The committee reviewed a proposal from the Honors Program Screening Committee that no student be allowed to graduate with honors who had not completed at least one Honors project while at Floyd. The committee rejected this proposal.

The committee considered new honor graduate categories and the criteria for each. There was some discussion as to when these criteria should go into effect. It was decided that the new categories should become effective with '93 graduates, but the criteria for them be based on a GPA of 3.3 since this is what is published in the current catalog and this criteria continue until the publication of the 1995 catalog when the criteria will be changed. The categories and their criteria are as follows:

1993-1995

- cum laude--3.30-3.59
- magna cum laude--3.60-3.89
- summa cum laude--3.90-4.00

1995 and forward

- cum laude--3.50-3.69
- magna cum laude--3.70-3.89
- summa cum laude--3.90-4.00

Next meeting will be March 25, 10:00 in Student Affairs Conference Room.

RECEIVED
FEB 19 1968
STUDENT

MINUTES
OF
MEETING OF ADMINISTRATIVE PROCESS COMMITTEE
October 22, 1985

The first meeting of the Administrative Processes Committee of the Self-Study Program was held on Tuesday, October 22 at 11:30 in the Library Assembly Room.

Members present were: Bruce Pound, Betty Nolan, Shirley Whitworth, David Mott, Lovie Borchardt, Dwight Cassity, Jim McKeel, and Sadie Rush.

Dwight Cassity, Chairman, appointed Sadie Rush as Secretary of the Committee whose duty will be to take minutes and assist in typing. The minutes are to be typed in triplicate, two copies routed to the Steering Committee and one copy to be retained by the secretary to be filed.

Dwight Cassity outlined the different sections that were to be covered by the Administrative Processes Committee and appointed committee members to serve as follows:

6.1 Organization and Administration
Dwight Cassity
Shirley Whitworth

6.2 Institutional Avancement
Lovie Borchardt
Barbara Rees

6.3 Financial Resources
Betty Nolan
Tom Berry

6.4 Physical Resoruces
Harold Pressley
David Mott

6.5 Externally Funded Grants and Contracts
Jim McKeel
Bruce Pound

Dr. Cassity briefly went into what is expected to be covered in each section and will send out a detailed outline to each sub-committee member. He also said that he will get with each sub-committee member and outline a plan of how the whole package goes together.

Dr. Cassity stated that the committee would spend more time on the must requirements.

The Administrative Processes Committee will meet at least twice a month until March 3 when the first preliminary report is due. Dr. Cassity will notify committee members of the next meeting.

Meeting adjourned at 12:05 p.m.

Respectfully submitted,

Sadie Rush

Sadie Rush, Secretary

Approved:

E. Cassity

Kristie Kemper

FLOYD COLLEGE
ADMINISTRATIVE COUNCIL
MINUTES

The Administrative Council convened at 1:40 PM, Monday, November 23, 1987, in the President's Conference Room. Present were Walraven, Melton, Boyd, Berry, Bowers, Dillard, Hays, Kerr, Nora, Pullen, Shaw, Shelton, Trimble, and Whitlow. Dr. Walraven presided.

Dr. Dillard reported that the Humanities Division has devised an art career program that will be presented to the Curriculum Committee at its next meeting. This program, while not a transfer program per se, will permit FC graduates to move directly from FC to the Atlanta College of Art. The Humanities Division is busy at work on another non-transferable program to be called, tentatively, English At Work. Stay tuned.

Dr. Walraven asked that all advisors be notified that a student's decision about which math course to take next quarter cannot be delayed until after the completion of MAT 019. The BSE, he explained, is given only to students exiting Developmental Studies. Mrs. Bowers spurred a general discussion on math advising for students in all majors, career or non-career, under both the old and new system of advising. Some confusion reigns. Dr. Walraven recommended that students exhibiting difficulty with math be steered into one of the new career programs not yet approved. Dr. Pullen wondered if these same students might not be able to make it at Sorter. He noted that there are no certified links between our career programs and specific jobs at the end of each program. This, he believes, is a serious deterrent to the long-range success of these programs.

Dr. Berry allowed that the College was trying to implement change on the community in a fairly ridiculous way - by implementing it from the top. He cited a recent survey of local businesses made by his Division. Quote Berry: "They are not interested in two year degrees. They are interested in quality education." Dr. Walraven retorted by saying that baccalaureates can't find jobs in the Rome area. B.S.'s are plant manager material, he insisted, and Rome doesn't have that many plants.

At 2:50 PM, Mr. Melton rose from his chair, announced that payday would be Wednesday, and left the room.

Discussion continued. There was considerable talk about where to place the emphasis in all this. There was an implied charge of over-emphasis on things temporarily new. It was a real heave and ho meeting.

Dr. Pullen pointed out the success of the MHT program, a program with roots deep into the local mental health community. He also mentioned Criminal Justice. Then Career Business. Career Business people are people who presently have paying jobs and take their courses at night.

Page Two

Mrs. Nora, attempting to get things back on a track, reported that the Nursing Division is developing a study packet designed to help students challenge certain Nursing courses. As a corollary, the Dean announced that Kennesaw College may bring the junior and senior years of a nursing program to Rome.

Mr. Kerr reported that at this point enrollment for Winter Quarter is about 3/4 of what it was one year ago. He also reported that out-of-state schools are participating in Probe Fairs. The word that Georgia has a fairly high standard of living seems to be getting around.

Dr. Hays reported that as far as he was concerned no news was good news and the Southern Association had reported no news.

Mr. Shelton reported that he is about to attend a University of Georgia Conference on Institutional Effectiveness. If FC's effectiveness can be measured according to Mr. Shelton's travel budget, the institution need harbor no fears.

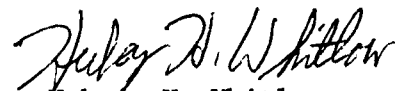
Dr. Trimble reported that students are complaining about the final exam schedule. The schedule for the present quarter calls for a Thursday and Friday off for Thanksgiving, a full day of classes the following Monday, a dead day for Tuesday, and final exams on Wednesday, Thursday, and Friday. The students that Dr. Trimble has talked to want the quarter to end before the Thanksgiving break or else have a more meaningful span of class days and then the finals after the Thanksgiving break.

Dr. Berry announced that December 15th would be a momentous day. Business leaders are invited to breakfast at FC that day at 7:30 AM to discuss the aforementioned questionnaire, find out what they want from us, and to let them know that the Foundation is going to be active. The Committee is invited. Dr. Berry further announced that he will not be getting married again on this occasion.

Dr. Walraven announced that the new, joint, certificate program to be offered with Coosa Valley Tech will be described in the College's catalog without the inclusion of hours. We will see what we will see.

The Dean adjourned the meeting at 3:00 PM, muttering that the meeting had been all Quaker and no consensus.

Respectfully submitted,



Hubert H. Whitlow
Secretary to the Committee

HHW/hs

Floyd College Administrative Minutes

January 8, 1992

The meeting was called to order at 1:03 pm. Dr. Trimble opened the meeting by noting that Dr. Judy Perdue, our new librarian, was due on campus January 9. He mentioned that Jerry Shelton was out sick, and being represented by Riley Evans. A tangential reference was made to the officially sanctioned advertisement for Floyd College President which appeared in *The Chronicle*; copies of the ad were distributed for perusal.

Other items from the mailbag included conference invitations and a request from Chancellor Propst for "brag sheets." The latter are due back in Atlanta by Friday, Jan. 17th; individual offices were requested to turn in items for consideration to the President's Secretary no later than Monday the 13th.

The day and time of Administrative Council is officially rescheduled for Mondays at 1:30 pm; faculty are invited to sit in.

It was determined that a list of radio stations which will broadcast notices of campus closings due to bad weather will be published in the next issue of the *Six Mile Post*, as well as posted around campus. Particular attention was called to the necessity of covering out-of-county areas.

A reception for Dr. McCorkle will be held in the Administration Annex lobby on Tuesday, January 14 at 2:00 p.m. A portrait of Dr. McCorkle, painted by Ruthie Lawler, will be unveiled, and a certificate conferring the title of President Emeritus will be presented by either ex-Regent Maddox or Dr. Trimble.

It was noted that the budget situation looks "pretty good." All requests for travel, supplies, etc. need to be turned in now. Also, it was requested that departments start a list of positions and personnel needed for next year, as there was a possibility of increased funding.

Mr. Melton advised all that a book "Guide to Social Security and Welfare" will be included in next paycheck. He recommended that everyone fill out and send in a form which will verify their social security. He also mentioned the fact that several students had complications in registering for Winter Quarter which had apparently arisen from advisors' incorrect filling out of scheduling cards; he requested that care be exercised in this area.

Adrian Bowers asked whether it was possible to provide a computer-assist in advising students by having the computer "flag" students who have existing deficiencies or other items which may affect their scheduling.

Riley Evans passed out... a revised schedule of gymnasium activities. Of special interest is the Korean Martial Arts Olympic Team demonstration on February 5.

Phil Kerr reiterated the necessity for part-time instructors to be advised as to deadlines so as to keep information flowing smoothly. He also mentioned the Senior College Probe Fair, which will be on campus January 30, from 10:00 am - 1:00 pm. He urged administrators to encourage student attendance. Winter Quarter enrollment currently stands at 2547 students, slightly higher than Fall 1991, and 27% higher than Winter 1991.

Dr. Walraven recommended sending a team to N. Metro Tech campus once a quarter, in order to maintain contact with our off-campus students and answer their queries.

Davis Lewis reported 215 students enrolled at Cartersville and 200 at N. Metro. He voiced a need for a second port in the Floyd College computer, as well as an additional computer at off-campus locations; the volume of students now dictates these requests.

Scott Whitaker reported that the two-year college catalog was virtually ready for the printer; the late hour of a number of revisions would cause a two-week delay in printing.

Harold Boyd briefly discussed a \$900.00 seed grant which the Student Affairs Office Volunteer Center will be utilizing to fund training, seminars and workshops for the Graham Homes Housing Project G.E.D. students; he hopes to expand the services to other projects in the future.

Dr. Dillard brought attention to the temporary establishment of the English lab in the old Financial Aid Office.

It was mentioned that the part-time employee handbook is being revised; the need for an orientation class was reviewed.

The meeting was adjourned at 2:17 pm.

October 11, 1993

**NOTES FROM ADMINISTRATIVE COUNCIL MEETING OF
OCTOBER 11, 1993**

1. Enrollment for Fall 1993 stands at 2,965. That is a 4-5 percent increase.
2. There should be no eating and drinking in any computer location - class, lab., tutorial center, where computers are located.
3. There should be no eating or drinking in science labs. or in rooms with slanted floors, B-206 and B-218. Eating and drinking are prohibited in class rooms at North Metro. Instructors who allow food and drink in other classrooms should insist that students remove litter before leaving.
4. The Council reminds us not to move classes without prior arrangement through Vivian Benton's office.
5. Recycling efforts will be renewed on campus. Remember that slick paper and newsprint should not go into our paper recycle containers.
6. The College now makes its own signs of a fairly permanent nature, like those with Faculty names. Any request should go to Tom Melton
7. The Library staff plans an orientation session for Humanities Faculty, in addition to other groups at other times. We need to set a date. The Library staff wants to acquaint us all with new hardware and processors.

Philip Dillard

Administrative Council

January 9, 1995

Minutes

The Mobile Computer Lab is now operational. Sarah Burkhalter asked everyone to phone the Continuing Education Office (295-6324) in order to schedule the bus. Ms. Burkhalter is currently talking with several area business and industries concerning training utilizing the bus.

Winter Quarter enrollment now stands at 2790, including approximately 100 unpaid invoices. Final enrollment for Winter Quarter 1994 was 2851. This represents a 4% decrease for the Winter. We were down 3% Summer Quarter and 1/2% Fall. Based on where we have been the other quarters, we project that we will be 4 1/2-5% down from what was projected previously. This will mean a decrease of \$138,000 in revenue for student fees for the year. Dr. Cundiff requested that all departments reserve 1% of their budget to make up for shortage.

A proposal, requested by the Chancellor, will be submitted to the Regents Office for a \$200,000 upgrade to the chemistry lab. The monies will be available July 1 and is from the lottery.

There is a new line item in the Chancellor's budget for programs of national merit. This will be funding for programs which are nationally recognized. The college plans to submit a proposal to provide interpreter training for the deaf and hard of hearing for the entire state of Georgia via television and satellite. More than one proposal may be submitted. We could propose collaborative programs with city and county governments, DTAE schools, and four year schools in this state. If anyone has any ideas for proposals, please meet with the Vice President in your area.

We will be cooperating with West Georgia College to bring baccalaureate programs in business, education, and nursing to this campus by next Fall Quarter. This will be done by GSAMS and by television. We will be proposing a GSAMS in Cartersville so that programs may be offered to students in that area. Proposals for these programs must be submitted to the Chancellor's Office by February 15. There is a three-page form with one sheet being a proposed budget.

Plans to furnish a MacIntosh computer lab for Natural Sciences and Continuing Education will be implemented as soon as the new model of computers are on the market. We will be putting another new computer lab in place and combining that with a testing center. There will be a meeting Friday including the President, Vice Presidents, Dr. Brennan, Dr. Perdue, and Jeff Patty concerning what we need to do with computers on this campus. If anyone has any ideas, they are welcome to attend the meeting in the President's Conference Room at 11:00 a.m.

There will be a training session for secretaries Wednesday afternoon, January 18, at 2:00 p.m. in B-200. The purpose of this meeting is to show secretaries how to complete budget request forms for the budget hearings in February.

**Administrative Council Minutes
January 9, 1995
Page Two**

Copies of the budget notebooks will be available prior to the hearings in February so that individuals involved in the meetings will know what is being requested and prepare their responses. This information is for individuals included in the budget hearings only and must be kept in strict confidence. Dr. Cundiff requested that, in preparing budget requests for new positions, job descriptions should be included with the request.

The air handlers in the library are now on and the air should be circulated well in a few days. There is no health risk to anyone working in or visiting the library at this time. The air only needs to be filtered to eliminate the odor in the building. Plans are to resume normal library hours and schedules as soon as possible.

The heat will be on at Heritage Hall as soon as one more leak is welded; this should be accomplished tomorrow. There will be more parts on the heating system to replace, but the heat will be on sometime this week.

The college will be adding more security at Heritage Hall. To assist with securing all equipment, Dr. Cundiff asked that faculty teaching in that facility lock rooms as they leave. This is the result of a VCR being taken from a nursing classroom. Also, construction will begin again on that facility in March and we will need more security by that time.

Professional development mini-grants are now available. You can pick up the grant applications from Chris Lee in Human Resources. Review of all applications will be done by February 1. A new training intern now assigned to Human Resources will be focusing on these issues over the next few weeks. Mr. Lee asked that everyone submit a resume to HR to be included in their personnel file for professional development training purposes. To assist with this, Phyllis Weatherly has a resume-writing packet available in her office.

Ms. Jenny Martin has been hired as a secretary at North Metro; Ms. Dorothy Morgan as a liaison person at North Metro; Sean Cai as a physical education instructor; and Courtney Campbell as night switchboard operator and RISOGaph operator. The Business Division chair position has been advertised.

Mrs. Bowers requested a listing of faculty teaching loads be submitted to either Mrs. Vivian Benton or herself by 3:00 p.m. on Tuesday. Please include those faculty members in each division who are teaching off-campus. To ensure that faculty are paid according to their class loads, there should be no "staff" assignments on any class.

Changes to the Spring Quarter class schedule should be turned in soon.

Office moves have gone smooth so far. We are half-way complete in the plan and Plant Operations plans to proceed this week with more moves.

Mr. Shelton announced that this December's Holiday Festival basketball tournaments were probably the most successful we have ever had. Mr. Shelton expressed appreciation for those who contributed 45 hours or more working at the tournaments.

**Administrative Council Minutes
January 9, 1995
Page Three**

Mr. Shelton requested copies of course syllabi to develop a matrix to determine what we need on such documents. He also said that the status reports will be revised.

Mr. Shelton said that there were two significant changes made during the SACS Annual Meeting in December. He said these changes would likely affect us.

Dr. Cundiff announced that on February 9, Dr. Gerald Lord, the College's liaison at SACS would meet with the faculty and staff of the college. All faculty and staff will need to be there to hear what he has to say. He will be meeting with the SACS committee prior to this meeting.

Monday, January 16, is the celebration of Martin Luther King's birthday. The College will be closed.

Next Thursday evening, January 19, the Chancellor will bring his basketball team from the Regents Central office and will play a team comprised of Floyd College faculty and staff in the Floyd College gymnasium. All faculty and staff are invited to attend. If anyone is interested in playing on the Floyd College team, practice will take place in the gymnasium Tuesday and Thursday of this week at 5:00 p.m. and Tuesday and Wednesday of next week at the same time.

With the opening of Heritage Hall, the College will be reviewing its emergency plan to include that facility. We will also be updating our inclement weather closing plan. At the present time, the plan is that Dr. Cundiff will discuss the snow/ice situation with the three vice presidents, reach a decision, and notify Sandy Briscar who will, in turn, notify the radio stations in Rome and surrounding areas. Each vice president will be responsible for notifying key people in their departments/divisions who will be responsible for notifying employees.

Administrative Council

January 23, 1995

Minutes

The next Administrative Council meeting, on February 13, will be extended by 30-45 minutes to include a follow-up to the December Administrative Retreat.

A faculty meeting has been scheduled for 3:00 PM on February 6; a staff meeting has been scheduled in Room B-218 at 3:00 PM on February 7. A part of the staff meeting will be an open forum.

Dr. Gerald Lord of the Southern Association of Colleges and Schools will be on campus on February 9 to meet with various groups concerning the College's reaffirmation.

There will be a rollback of approximately 3% on each departmental 1994-95 budget. However, this is still an estimate pending some further study. The exact percentage will be released by the end of this week. In addition, Dr. Cundiff urged everyone to be conservative in what they spend the remainder of the year.

Dr. Pullen and Dr. Cundiff have met with managers of the cable companies in the College's service area and they are all willing to work with us concerning airing Floyd College programming.

Mr. Chris Lee talked about Fall 1995 employee orientation. Plans are to combine with Coosa Valley Technical Institute in some sessions, including workshops and speakers. Proposed dates for orientation will be September 8 for new employees and September 11-13 for in-service training.

Renovation of the new Cartersville Center will proceed when the College locates a plumber who will let us use his license. Workers are also removing asbestos from the ceiling and under the floor.

The College is waiting on the contract to be awarded on the chiller at Heritage Hall. The contract will be awarded soon on Phase 2 of the renovation.

Dr. Cundiff received a call from an individual who is in the process of purchasing the Hubbard building in Bremen and is willing to give the College space to offer classes there. The individual has offered to renovate at no cost if the College will pay utilities. Plans are to meet with a group from Bremen sometime next week.

After meeting with a group of faculty and administrators concerning the College's computer lab needs, it has been recommended that the Tutorial Center will be moved to Room B-202; the current Reading Laboratory (B-306) will be designated as a laboratory for specialized and computerized assistance to deaf and hard-of-hearing students; the old Nursing Laboratory will become the new MacIntosh Laboratory; the current B Computer Laboratory (B-166) and the current Library Computer Laboratory #1 will remain as computer laboratories and will be configured as to accommodate additional computers; the

old Bookstore space will be outfitted as a computer laboratory; Classroom AA-42 will eventually be outfitted as the fourth computer laboratory, but will continue to be utilized as a classroom until the conversion is made; and the two areas in the Library now known as the Tutorial Center and the Library Laboratory #2 will become the new Testing Center.

The method of dividing the budget for next year was discussed.

It is anticipated that the fee decrease proposed to take place in July will be 5% at two year colleges. There will probably be a 4% increase at four year colleges and universities.

New student fee assessments for next year have been proposed by the Vice Presidents to be submitted for approval by the Regents. It is recommended that fees be assessed for transcripts, parking fees be assessed each quarter instead of a one-time charge per year, late registration fees, class drop fees, and increased student activity fees. Dr. Cundiff recommends that it needs to be done, but we need to be reasonable.

Chris Lee discussed the new employee request forms which have been saved on the network drive g.

Dr. Harvey Moody has accepted the Chemistry faculty position and will start in the Fall.

**Administrative Council Minutes
March 6, 1995
Page Two**

**May-October,
1995**

On-going system training involving administrative and registration personnel. There would be a three-day workshop which translates into four days -- three days to learn and one day to teach the rest of their staff this material.

September, 1995

Administrative Productions. Administrative flow of how we register students.

October, 1995

Letter Generation School. People will attend this school to learn how to produce letters and merge them with student records for mailouts (mail-merge).

January, 1996

Course descriptions for each course needs to be in the system. The descriptions need to be ready several months before they need to be in the system. Summer schedule must be ready and entered into the computer sometime during this month.

February, 1996

**Financial aid live tracking
Location management
Faculty assignments**

March, 1996

Academic history conversion

April, 1996

Print the schedule for Summer Quarter

May, 1996

**Live system registration begins for Summer Quarter 1996
Accounts receivable converted to the BANNER system
Registration assessment and billing**

July, 1996

Accounts receivable go active

The Regents will not be funding the request for the \$160,000 for the Human Physiology Laboratory in the Physical Education Building. Mostly science and computer lab requests were funded.

The Foundation Dinner Theatre is this Friday night. The play is named "Graceland." There are still tickets to be sold. All proceeds go for the renovation of the Centre Stage area of Heritage Hall.

There are three searches currently on-going. There are nine applications for the Business Division Chair. The application period for the Computer Science position closes this Friday. The secretarial position in Learning Resources is on hold.

The SACS process is proceeding on schedule. The College has asked for a Review

**Administrative Council Minutes
March 6, 1995
Page Three**

Committee visit in November, 1996.

The request for approval of the Physical Therapy Assistant program was mailed Monday.

Dr. Cundiff expressed thanks to Mr. Shelton and those who volunteered during the basketball tournaments.

Administrative Council
July 24, 1995

Minutes

The Council convened at 2:05 p.m. in B-202 with 21 members present.

UPDATES OF ON-GOING CAMPUS PROJECTS:

Dr. Cundiff updated the Council on progress made in Bremen. He and Dr. Vardemann are attending a meeting this evening to discuss whether or not Bremen will be giving us the school building, which will not be available until fall quarter 1996. If we do get it, Bremen will pave the parking lot, and the Speaker of the House has assured us he will have furniture installed in the GSAMS classroom. Mr. Webb is working with Bremen officials to renovate and have ready 3-4 classrooms in the City Hall Bldg. for winter quarter 1996. Speaker of the House is adamant that the funding will be available and a large contingent of students want to attend classes in Bremen.

Also, Carroll Tech is aware of the proposed move, and will be working with us in a cooperative manner, though in a somewhat different situation than CVT or NMTI.

Ms. Bowers asked if a Needs Survey was still needed for this September ; Dr. Cundiff replied it was a good idea--anything that accentuate that we are coming into the area would be beneficial.

Heritage Hall should have air by 7/25/95. Mr. Webb assured Heritage Hall residents that the air quality is safe, in spite of the headache-causing fumes produced by the floor tile sealant.

Cartersville is progressing -- prisoners are working on the sheetrock, and are doing a good job.

Regarding main campus changes, Wayne Harrison is working on a revised map of the campus, which should be available in time for fall orientation.

ORGANIZATIONAL CHART

Dr. Cundiff is talking with the Regents regarding new organizational chart. The two Vice President positions that will be vacated (Tom Melton this spring and Mr. Boyd next spring) cannot be filled before they are vacated due to salary funding.

The proposed organizational chart reflects where we expect to be in about two years, after Mr. Boyd has left, and after we have been through the SACS process. The new chart has four Vice President positions: Academic Affairs, which will incorporate Enrollment Mgt. Svcs., Business & Finance, Development, and Student Life.

To take care of the transition, someone internally will be appointed on an interim basis to work with the President to aid in facilitating these changes.

Mr. Boyd will be working on putting together a plan to

address converting applicants to real students. Currently, the conversion rate is approximately 45% and we are working on a Recruiting Plan to increase that rate. Staff people will be needed to assist Mr. Boyd in this project.

Council was reminded of retreat dates (Aug. 29, 30, 31) and to pick up yearlong calendars if they had not already.

Mr. Shelton updated the Council on Critical Success Indices, asking for members to please supply feedback. Also updated progress on SACS process, reporting that he attended a workshop this past week which he found very beneficial.

SACS committees are working on status reports which will be followed by action plans; committee work will resume full force by fall. Mr. Shelton stressed that there is STILL WORK TO BE DONE.

Ms. Bowers reported that CVT & NMTI have not been very involved in the SACS process and efforts are being made to correct this.

Our Mission Statement will not be approved until the Sept. or Oct. BOR board meeting. Dr. Cundiff reported that though the conference with Regents on 7/11 was very positive, there will be some revisions to the statement per the Chancellor.

Ms. Briscar's office has issued copies of the PRESIDENT'S REPORT to area people our college affects, and Dr. Cundiff encouraged everyone to read a copy. Ms. Briscar also reported that her office is developing a new brochure.

Dr. Mugleston mentioned that transportation is still needed for our Japanese intern from Cartersville to Rome daily, Sept. - Dec. -- Anyone know a car dealer who'd work a deal??

MINI GRANTS: \$10,000 available for this year (the money cut was budgeted for student workers, and the student worker situation will be resolved this week!

Mr. Lee provided a list of openings available and reported on the status of various searches. Current open positions include:

- Interpreter Trainer
- TV Production Technologist (closes 7/28)
- Biologist
- System Support Specialist
- Lab Coordinator
- Nursing Professor
- Physics & Math
- Developmental Math
- Student Activities Director
- Director of Student Development

At this point, we have no Biologist, and there is the

possibility that the position will have to be re-opened this fall and the process will start over. Will advertise this fall for Physicist and Math positions. Mr. Lee mentioned that Judith Town resigned and that position will be open.

Mr. Lee also went over the "new" people, and the "old" people with new titles.

IN-SERVICE: Mr. Lee noted that VPs have not responded on classes for in-service--please do so in order that the program may be finalized.

Dr. Cundiff announced that beginning Sept. 1, the per diem will be \$26/day for meals--it will no longer be designated x-dollars for breakfast, lunch, dinner, but MUST HAVE A RECEIPT for the amount turned in. Note that tips are included in the \$26/day allotment.

UPCOMING CELEBRATIONS: The Foundation's Pacesetter Campaign will conclude 8/4/95 with a celebration at the home of Jo & Lyons Heyman since Dr. Cundiff's house will not be available at that time as originally planned.

Dr. Vardemann brought to the Council's attention that Floyd College was the only two-year unit of the University System to receive a special allocation award : Grant-funded GSAMS projects from the State GSAMS programming office were awarded; there were 150 applicants, with only two 2-year units receiving funding (the other being DTAE not BOR). Congratulations go to Catherine King for her PE 102 class and to those who worked so hard in getting this grant funded!!!

Dwight Cassity and Debra Holmes have each been appointed to Regents Committees.

Dr. Cundiff pointed out that Floyd College does excel as an institution, in all areas except Institutional Effectiveness (an area we are working on improving!); being an outstanding institution carries with it a great deal of responsibility and hard work. He is aware of the hard work we've done, and knows we are aware that we must continue to maintain the high standards we've set as an institution.

The meeting adjourned at 3:10 p.m.

Respectfully submitted,
Emily L. Farmer

Administrative Council
August 14, 1995

Minutes

As of August 8, there is an increase of more than 100 applications on file over this time last year. There is a great deal of concern over enrollment. The HOPE grant has not significantly helped us. The newly adopted admissions standards will eventually cause our enrollment to increase, but that will not happen until the year 2002. In an effort to increase enrollment in the meantime, Dr. Cundiff is asking for volunteers to call and follow up with students who have applied in order to inquire as to their status and if they are still planning to attend. If enough individuals volunteer, they would only be assigned 8-10 students each. Dr. Cundiff feels that any faculty or staff person could do this.

This past year, the Board of Regents has passed an academic forgiveness policy where if a student has been away from college for 8 or more years, any low GPA would not be counted against the student. Letters will be sent to those past students who could take advantage of this policy should they reapply.

Other recruiting efforts will involve going into plants where closings and cutbacks are occurring in order to distribute information on our programs and on-site testing. Public Information is working with Recruiting in planning an aggressive marketing campaign in the Cartersville/North area, where our largest growth is occurring.

There will be an Open House at the new Cartersville Center from 2:00-4:00 p.m. on September 17. The intent is to say thanks to the individuals and businesses who donated \$150,000 as well as those who donated materials for renovation of the building. Plans are to have the Mobile Computer Lab on site for tours. This event is not intended as a recruiting function -- it will be by invitation to those individuals who played a part in the new Center.

There will be a one-year anniversary celebration of FCTV. There will be a reception and activities for a small group of individuals from the community. Activities will be aired on FCTV99.

Mr. Chris Lee will present a final proposal for a Minority Recruitment Initiative on behalf of the College to The 100 Black Men of Rome. Initiative efforts will include: (1) a series of committee meetings, approximately one per month, in order to disseminate information on higher education. A cohort group (40-50 people) will be recruited to attend these meetings; (2) a Spring Minority Conference concerning higher education for minorities. Faculty, staff and students from the high schools will be invited; and (3) a Summer basketball league aimed at youth. This will be a 4-5 week program before classes begin and after NYSP has ended. Plans are to bring in NCAA athletes to talk with the participants about educational opportunities. We will also be doing some SAT preparation with them. The College will be asking for sponsors.

Dr. Cundiff met last week with the education and business leaders from the community to talk about a viable workforce in this area.

The College has contracted for an Employee Assistance Program which will begin September 1. This program is through an outside agency and its purpose is to offer assistance in several areas (stress, financial, marital, etc.) at no cost to the employee. Information concerning the program will be made available at In-Service in September.

Work on Heritage Hall is proceeding on schedule. The air conditioning will be turned on as soon as some wiring problems are corrected. The parking lot is scheduled to be paved today. The rooms on the second floor have been painted. The windows are yet to be painted. This phase will be ready for Fall Quarter. The Social and Cultural Studies Division has moved into the old Bookstore area. Learning Resources Division will be next. The Cartersville Center will be ready any day.

Recommendations from the Building Program Committee have been submitted to the Facilities Office at the Board of Regents, along with a letter asking Vice Chancellor for Facilities Doug Rewerts to appoint an architect for the project.

In response to the request from the Regent's Office asking for proposals for major renovation projects costing between \$500,000 and \$1,000,000, the College has submitted a proposal for a Library renovation and addition, to include a computer center and a testing center. The addition would be between the existing Library and the Physical Education Building. If approved, the project would be funded next year. A follow-up to that proposal was also submitted requesting an upgrade to the observatory, a \$160,000 visual fire alarm system in the B Building, and \$145,000 for tuckpointing outside the buildings at Heritage Hall.

There will not be a parking lot constructed in front of Heritage Hall, which indicates that the Regents are considering constructing a parking deck on the vacant lot which the College is leasing across Glen Milner. The College has been awarded \$50,000 high tech funds which will be matched with \$50,000 from the Floyd College Foundation and will be used for light and sound equipment for Centre Stage. The rest of the tech funds will be received after January 1 and will require no match.

The MacIntosh Lab is up and the B Lab has been reconfigured. The 20 computers removed from the B Lab will be reassigned replacing old XT's currently used by faculty members.

Governor Miller has announced that he will "take back" 5% of each state agency's budget for the next three years (15% total) unless the funds are internally redirected. Any internal redirection must be approved by the Chancellor. This translates into \$250,000 which must be redirected at this institution. However, the System anticipates receiving \$70 million in new monies -- \$30 million for ?, \$6 million for professional development statewide. There will be no monies for model classrooms. A 6% salary increase for employees as well as increased formula funding has been proposed but will not be part of the \$70 million.

The College is currently working to develop a policy for GSAMS services for outside groups. There are no state policies of this type -- these are left up to the individual institutions. The state committee on Distance Learning and Instructional Technology is about to make its internal report to the Chancellor. A part of this report is a recommendation that charges for GSAMS usage be standardized statewide.

Beginning in September, each division/department will be issued a Mastercard or Visa (probably in the name of the division head) for purchases up to a certain dollar amount.

The institutional travel reimbursement policy for meals will change in September.

There is a part-time temporary clerical position open in the Business Office (Michelle Stephens is out on sick leave.) There are also openings for 2 custodians, a Clerk III position under the NTU grant, a Director of Interpreter Training, a television production technician, an Assistant Professor of Mathematics position (vacated by the death of Fred Browder), Assistant Professor of Physics (vacated by the death of Brad Bishop), two biology positions, and a Computer Specialist position. The Lab Coordinator position has been filled by Sue Bishop.

The Financial Aid Office reports that they have 900 applications on file for financial aid. These applications are outsourced. Most are being funded through federal financial aid sources.

Telephone registration will start next year.

There will be 100 students coming in tomorrow (Tuesday) at 10:00 a.m. and 70 at 5:30 p.m. for orientation.

The System requires that if an institution once provides services for learning disabled students, the services must be continued. Cheryl Baker is the contact person concerning this.

There will be a workshop on September 7-8 sponsored by the SBDC and the Department of Revenue. There will be over 200 businesses represented on both days.

Work on the parking lot across from Heritage Hall has been halted due to requirements by the EPA for paperwork and permits.

Mr. Shelton distributed and explained an update on the Critical Success Indices.

The end of quarter luncheon is being planned by Mr. Chris Lee and is scheduled for August 28.

Administrative Council
August 28, 1995
Minutes

The four classrooms in the Bremen City Council building are being renovated for use by Floyd College beginning Winter Quarter. The Haralson County School Board is doing the renovation on the Waco school, which will be available Fall 1996 as the permanent Bremen Center. Final work is being done on the Cartersville Center in preparation for the Open House Sunday, September 17. Ceiling tile and carpet is being installed. The second floor rooms at Heritage Hall have been painted and the floor tiles are being replaced.

The Vice President's Council decided that the College would provide lunch each day for the Mr. Noda, the Japanese intern.

It has been recommended that Floyd College look into a contractual agreement with the Medical College of Georgia for transferability of credits in the Physical Therapy Program, which has not yet been approved by the Regents. Information will be submitted to the Regents for inclusion on the October Board agenda.

Part-time Faculty Orientation will be September 13-14, for Rome and Cartersville campuses. The North Metro orientation will be delayed due to the delay in beginning classes on that campus.

There will be a reception at 1:30 p.m. on September 15 at North Metro Tech for Amelia Billingsley. This will be an opportunity to welcome Amelia as Coordinator for North Metro Programs as well as an Open House for the new Floyd College offices at that facility.

E-Mail will be working at Heritage Hall by Friday, September 1.

Administrative Council

March 6, 1995

Minutes

Dr. Cundiff has contacted two of the local legislators most involved with the Police Academy/GSD issue and the closing of the School for the Deaf in Cave Spring is not official. The College requested \$1.7 million to build a new Police Academy building on this campus which the state legislature says it cannot fund this upcoming year. As a result, the local delegation is trying to come up with an alternative for our situation, and since the fate of GSD is hanging in the balance, this would help us and also utilize a campus which may be vacated in the near future.

Concrete is being poured at the new Cartersville facility. There will be two classrooms, nursing and biology, open for use this fall.

The College still has not settled the issue of a classroom facility in Bremen. The College has had two offers, neither of which have come through at this time. The College has also been offered a facility in Douglasville.

The College will let a contract on or around March 15 for the chiller at Heritage Hall. Workers are continuing to work on the heating system under the Business Division. They have installed new units as well as new pipes.

We have a basic agreement on the architectural plans for Phase 2. Included in this phase is an elevator and a balcony in Centre Stage. We are about \$200,000 over budget on this phase of the project. In an effort to alleviate the parking problems at Heritage Hall, administrators are talking about constructing a brick wall in the front of the building next to the sidewalk and having most of the front lawn paved for parking, with a driveway on both sides. Dr. Cundiff emphasized that we will leave the trees intact. We will probably not be doing any more remodeling in regard to the relocation project on this campus until the next budget year.

Dr. Cundiff plans to make an appointment with Ron Swanson, president of Coosa Valley Tech, in order to discuss the details of moving Continuing Education to Riverbend Mall.

In updating on the BANNER progress, Dr. Cundiff described the system as pervasive; it will affect everything we do on this campus. He outlined a timeframe for implementation of the system:

- | | |
|--------------------|--|
| March, 1995 | BANNER will be installed on our system and will be available to who has the capability to call it up and look at it. |
| May, 1995 | (Mid-Late May) Four days of administrative training. This will require exclusive dedication of all of the Computer Services staff and four computer labs. |

**Administrative Council
December 7, 1995**

Information/Announcements

The temporary Bremen facility will be ready December 15. An Open House is planned for January or February. There are currently 30 students registered for classes at the Bremen Center for Winter Quarter.

There are problems with the sewer system at the Cartersville Center. Work is continuing on the science lab there. The lab will be completed in January. The Chemistry lab is currently being remodeled. The construction at Heritage Hall is complete. The final inspection took place last week. The upstairs is completely furnished, except for 4 classrooms of furniture which were transferred to the Bremen facility for startup in January. The College will be receiving \$20,000 to buy furniture to replace what was taken to Bremen. Bids are being let for the sound system for Centre Stage. State Purchasing is in the process of bidding the lighting and carpet as well. Centre Stage will be completely finished by the end of January.

The Foundation will be sponsoring a dinner theatre on February 23 at Centre Stage with a Georgia Mountain Theatre production of "Our Town." The play will be performed for student on February 22. The Floyd College Chorale is looking at some dates in May to perform a musical production.

The College is close to getting a permit to finish the parking lot across from Heritage Hall. Paving will be done when the temperatures moderate. Dr. Cundiff met with the employees at Heritage Hall last week. The employees are submitting to Dr. Cundiff a list of suggestions for alleviating the parking problems there until the new parking lot is done. One suggestion made at the meeting is to offer a shuttle during peak hours. Dr. Cundiff met Monday with John Bennett, Rome City Manager. Mr. Bennett will assist the College in getting space across the river or in the general area for shuttle parking. Mr. Bennett also agreed to provide some signs showing arrows for directions to Heritage Hall.

There will be a retreat for Administrators, by invitation only, on Friday, December 15 at Misty Mountain Girl Scout Camp. Registration is \$18.00 per person to cover expenses and a requisition should be made out to Human Resources. Information concerning the retreat has been distributed to attendees. Subjects to be discussed includes SACS. The EAP Counselors will speak to the group during lunch.

Mr. Lee gave a hiring/search update:

English: Interviewing this week and next week.

Math: Mr. Brent Griffin has accepted the position.

Physics: Mr. Neil Koone has accepted the position and will start in the fall.

Biology: Made an offer and is expecting an answer tomorrow.

Physical Therapy: Ms. Wendy Linatoc has accepted the position of Director of the program.

Admissions: Jimmie Burkhalter has accepted the position in Admissions.

There is a second biology position and a career development specialist position open as well.

The Board of Regents will vote next week on renaming the Academic Building "The Wesley C. Walraven, Sr. Science and Math Building." The formal naming, with placement of lettering and plaque, will take place in February.

The Semester System Conversion plan and timetable will also be approved next week.

There are significant changes in the core curriculum to be voted on in February or March by the Board.

GPECC has completed a report which has been approved by both the Board of Regents and the Technical and Adult Education Board. The report recommends the establishment of a BAS degree to be awarded by 4-year institutions awarding Bachelor's degrees. The program of study would allow for transfer of credit from programs completed by a COC accredited technical institute into a 4-year University System institution. There are currently 4 University System colleges which have applied to award the BAS degree: Clayton State, Southern Tech, Valdosta State University, and Georgia Southern. The degree will be a terminal degree; there will be no Master's level work beyond this degree. There will be 60 hours of core courses required, 60 hours of general education taken at a 2 year or 4 year college, or technical institute. The BAS awarding institution will add another 60 hours required in order to award a BAS degree.

Tom Melton reported on the FICA 12-20 rule, which requires that student assistants working between quarters should be considered temporary employees, with fringe benefits paid/deducted from their salary.

Mr. Chris Lee explained the update of the pay structure, revised to reflect a 3% increase (classified employees only.)

Mr. Harold Boyd reported that the College is moving forward with BANNER training.

Phil Kerr asked for assistance from divisions and departments inputting course descriptions in the catalog section of BANNER. This will be done at 1:30 p.m. on Wednesday, Thursday, and Friday, December 13-15. They need at least one secretary from each of the five divisions to assist. Call Marsha Welch and give her the names of people who will assist and she will arrange for training.

There will be a mock registration on February 10, 1996 using BANNER. There will be 100 semi-fictitious students (already enrolled Winter Quarter.)

Mr. Boyd commended Wesley Jones, Marsha Welch, Susan Tate, and Terron Wright on their work with BANNER. He also commended Wayne Harrison for putting together facilities information.

**Administrative Council Retreat
December 15, 1995
Minutes**

The Administrative Council held its Fall Administrative Retreat at Misty Mountain Girl Scouts Camp in Armuchee, GA with the following members present: A. Billingsley, A. Bowers, E. Brennan, S. Briscar, L. Cundiff, T. Floyd, B. Griffith, B. Jones, W. Jones, P. Kerr, C. Lee, R. Linafelt, T. Melton, B. Mugleston, B. Nora, C. Parks, C. Patterson, J. Patty, J. Perdue, B. Pound, P. Weatherly, and D. Webb.

L. Cundiff welcomed the group at 9:00.

J. Shelton referred the group to two handouts: 1) Comprehensive Status Report (blue) which states whether or not Floyd is in compliance with the "must" and "should" statements of the SACS Criteria for Accreditation and 2) Limited Status Report (green) which lists those issues on which Floyd rates either questionable or in non-compliance.

J. Shelton announced that the SACS committees have developed a draft report on our SACS status which will be available for check-out in the library or in his office.

J. Shelton re-clarified our need to link our unit mission to the institutional mission and goals.

A. Bowers expressed her gratitude to J. Shelton for all his work and appreciation to the Administrative Council for work done thus far.

The "green" and "blue" handouts were distributed and the Limited Status Report (green) was reviewed in detail. A. Bowers stated the need for all units to do a "compliance audit" in order to bring our status to a strengthened, acceptable level. We need to be near completion at the end of Spring quarter.

Questions concerning the "green" sheet were raised during discussion time. The A.C. was reminded that what is most important to meet compliance is regular EVALUATION of effectiveness. All units must have a process on paper for evaluating effectiveness.

A copy of the SACS criteria will be distributed in the near future and all are encouraged to read this document. A. Bowers and T. Floyd will serve as resource people for any questions raised.

L. Cundiff requested that B. Vardemann list any statements on the green sheet which may pose budget implications.

Primary issues raised during discussion/question time were as follows:

- the need for policies regarding fundraising
- the need for policy on written student complaints
- need clarification on 4.2.3. 26 6 (secondary schools)
- need clarification on 4.8.8 50 1 (perception of faculty that Floyd is more administratively driven...)
- need for a document which clearly lists what courses are transferable. need to also mark this on transcript.

Due to time restrictions, the remainder of the materials were slated to be discussed during the January Administrative Council meeting.

After lunch, EAP counselors Lynne and Larry Moosberg talked about the role of the supervisor in EAP services.

- 1) EAP can serve as a consultant service to supervisors, offering educational information and confidentiality.
- 2) Supervisor can refer an employee a) informally or b) through formal administrative referral.

Handouts summarize the issues which the Moosberg discussed with the group.

After a break, L. Cundiff spoke on several issues:

1) Floyd has the opportunity to be part of a pilot program to provide (lease) laptop computers to every Floyd student and faculty member next Fall. A workshop on learning styles would be provided in May for 14-18 faculty members to prepare them for this process. B. Vardemann asked department chairs to submit faculty names to her by Monday (12/18). A lengthy discussion followed concerning how this would effect student fees and the possible resistance of some faculty members.

2) L. Cundiff is currently taking bids from three banks to provide a debit card for students and faculty by next Spring. The debit card could be used for financial aid purposes at the business office and at the bookstore, copy machine, cafeteria, etc. A discussion followed concerning where the revenue would go (Floyd Foundation?) and financial aid details. L. Cundiff also announced that an "ATM-like" machine will be on campus in the Spring.

3) L. Cundiff discussed several privatization issues. He has asked the chancellor for permission to have a pilot project concerning developmental studies. A lengthy discussion ensued concerning privatization in other areas.

4) Jan King will be the contact person at Bremen and is resigning in July.

5) The question of "how do we prioritize items in our budget process?" was raised. L. Cundiff will send information on budget planning to all members during the first week of January.

The meeting was adjourned at 4:00 p.m.

Respectfully submitted by R. Linafelt

FLOYD COLLEGE
SEMI-MONTHLY MEETING OF THE ADMINISTRATIVE COUNCIL

Monday, February 12, 1996

Room B-200, Administration Building

Agenda

I. ANNOUNCEMENTS

- A) Appointment of a Computerization Task Force
- B) Debit Card Task Force
- C) Budget Hearing w/Chancellor's Staff - February 20
- D) Deadline for requests for new fees - February 16
- E) Status of COE
- F) Open House at Bremen Center - March 3
- G) Learning Styles Workshop (C. Lee)
- H) "Our Town" performance for students - Thursday, February 22
- I) Upcoming meetings:
 - (1) Faculty Meeting - February 19, 3:00 p.m.
 - (2) Staff Meeting - February 20, 3:00 p.m.
- J) Use of Japanese Intern (B. Mugleston)

II. POSITION VANCANCIES

- A) Update (C. Lee)
 - (1) VP for Finance and Administration
 - (2) Assistant Librarian for Technical Services
 - (3) Secretary, Cartersville Center
 - (4) Security
 - (5) Systems Support Specialist
 - (6) Part-time Physical Education Instructor
 - (7) Assistant Professor of English, Learning Resources (On hold)
- B) Recent Hires
 - (1) Garry Prince, Data Processing Specialist

III. STRUCTURAL CHANGES

- A) Privatization of Financial Aid

IV. POLICY ISSUES

- A) Policy for Centre Stage

V. CELEBRATIONS

**Floyd College
Administrative Council Meeting**

February 12, 1996

Announcements/Discussions

Announcements

- The President has appointed a Task Force to study the impact of computers and technology used in instruction. A meeting will be scheduled for the purpose of charging the committee. Dr. Dwight Cassity will chair the committee.
- A Debit Card Committee is being formed to look at uses and implementation of the Debit Card.
- The President and several others from the College will meet with the Chancellor's staff at 9:00 a.m. on Tuesday, February 20, to present a high-tech, hard-hitting budget presentation.
- The Regent's Office deadline for requests for new student fees is March 6. These are the additional fees to the matriculation fees. Floyd College currently only charges "student participation fees" in addition to the student activity fees.
- The Council on Occupational Education has been formed as an accrediting body for Postsecondary Schools.
- There will be an Open House at Bremen March 3, 2:00-4:00 p.m.
- Mr. Chris Lee reported that Dr. Barbara Vrana will submit a proposal for the Learning Styles Workshop in May.
- There will be a performance of the play, "Our Town" for students on February 22. At the present time, 184 tickets have been issued; 40 have signed up for the shuttle bus; seating is limited to 250-300. Faculty and staff are welcome to get tickets; there is a 2 ticket minimum per person. A workshop will be held at 12:15-1:15 p.m. that day by the actors in the play to talk about their parts.
- The faculty will meet at 3:00 p.m. on Monday, February 19; the staff will meet at 3:00 p.m. on Tuesday, February 20.
- Dr. Mugleston announced that Mr. Yuzo Noda, the Japanese intern, is available to do programs and to speak to groups.
- The Chair of the SACS Visiting Committee will be named soon and committee