

APPROVAL OF MINUTES: The minutes from the September 1, 2004 meeting were corrected to show that John Marcis was present, and Kristen Intemann was the substitute for Claudia McCollough. A motion was then made by Rich Koester, seconded by Dennis Edwards to accept the minutes as corrected. The motion passed.

EXECUTIVE COMMITTEE REPORT: Evans brought the following recommendation to the Senate. On page 25 of the 2004-2005 Faculty Manual, Item 13. Strategic Planning, change “Membership: Seven tenured faculty” to “Membership: Seven faculty”. Rationale: The need to be tenured came from the Faculty Budget Advisory membership requirements, not the Long Range Planning membership requirements, prior to last year’s merger. Since the activities of this merged committee lay largely on the planning side, the Executive Committee, at the request of the ad hoc Committee on Faculty Senate Membership, feels that wider representation will be more helpful to this committee’s activities. This will be voted on under New Business.

PROVOST AND OTHER ADMINISTRATIVE REPORTS: Dr. Lynn Willett, Vice President for Student Affairs, introduced Dr. Lloyd Holmes, Dean of Students.

COMMITTEE REPORTS: The following annual reports were received after the October Agenda was emailed, and were sent to faculty separately:
- Academic Affairs Executive Committee Report for AY 2003-04
- Buildings & Grounds Annual Report for AY 2003-04
- Calendar Committee Annual Report for AY 2003-04
- Campus Judicial Annual Report for AY 2003-04

The attached report was inadvertently omitted from the October Agenda:

Student Retention and Assessment Committee AMENDED Final Report for Academic Year 2003-2004

A motion was made by Andy Hendrick, seconded by Steve Sheel to accept the recommendation for the proposed establishment of a Bachelor of Science in Business Administration degree in Resort Tourism Management. The motion passed.

PENDING BUSINESS: None

NEW BUSINESS: A motion was made by Richard Dame, seconded by Philip Schneider to accept the recommendation from the Faculty Senate Executive Committee noted under Executive Committee Report. The motion passed.
Dan Ennis, Academic Affairs Committee Chair reviewed the following online forms used for submitting requests to Academic Affairs:

Form A - Request for Changes in or Deleting of an Undergraduate Course

Form B - Change(s) Proposed for an Undergraduate Program

Form C - Proposal for a New Undergraduate Course

Form D - Proposal for New Undergraduate Program

The forms can be found by clicking onto https://www.coastal.edu/forms/provost/academic/

Ennis thanked Micheline Brown, the 2003-04 Chair for the amount of work she and her committee had done to get these forms online.

ANNOUNCEMENTS: None

GOOD OF THE ORDER: None

ADJOURNMENT: The meeting adjourned at 4:40 PM.

Respectfully submitted,

Approved by Steve Sheel on 10-20-04
Faculty Senate Secretary

Janet Straub
Faculty Senate Recorder
STUDENT RETENTION AND ASSESSMENT COMMITTEE
AMENDED
Final Report for Academic Year 2003-2004

Chair: Lee Bollinger (College of Humanities and Fine Arts)
Members: Robert Burney (College of Business), Allison Faix (Kimbel Library), John Goodwin (College of Natural and Applied Sciences), Julia Orri (College of Education), Constance Edwards (Academic Affairs Committee), Robert Stevens (Core Curriculum Committee), Judy Vogt (Ex Officio, Office of the Provost), Christine Mee (Ex Officio, Office of Institutional Research and Assessment), Linda Hollandsworth (Ex Officio, Office of Student Academic Support Services), Lynn Willett (Ex Officio, Office of Student Development), and Renee Howard (Ex Officio, Student Representative)

The committee met five times during the academic year. At two additional meetings, a quorum was not met but discussions were held.

During fall 2003, it was believed that ex officio members could not vote. However, according to Robert’s Rules of Order, an ex officio member “… is a regular member of the organization, and there is no distinction between the ex officio member and the other board members. The ex officio board member is counted in the quorum and has the right to make motions, debate motions, and vote on all questions.” At all spring 2004 meetings with a quorum, ex officio members voted. However, since the commencement of our last meeting, the chair learned that the faculty manual dictates the membership and voting and that ex officio members are not allowed to vote. Voting, therefore, for membership in SRAC is limited to eight members and excludes ex officio and the student member.

As of April 2004, the membership of the
Student Retention and Assessment Committee is as follows:

Five faculty (1 from each college and 1 from the Library) elected to a two-year term with a staggered start to insure some continuity.
One member elected from each of the following committees for a one-year term: Academic Affairs Committee, Core Curriculum Committee, Long Range Planning Committee.
Ex Officio: One representative from the Office of the Provost; one representative from the Office of Institutional Research and Assessment; one representative from the Office of Student Academic Support Services; one representative from the Office of Student Development.
One student from the pool of peer mentors.
The Assessment Coordinator provides support for assessment and retention activities.
The membership will result in 8 voting members with five non-voting member for a total membership of 13.

“Long Range Planning Committee” should be changed to “Strategic Planning Committee.” Although membership includes a representative from the Strategic Planning Committee, a member was not elected from that committee.

Chair: The chair shall be a faculty member and shall be elected from among those currently in their second year of service.
At the first fall 2004 meeting, a new chair will be elected because the present chair, Dr. Lee Bollinger, has fulfilled her two-year appointment.

Purpose: The duty of the committee has not changed since the committee’s final report of Academic Year 2002-2003.

During Academic Year 2003-2004, committee members were charged with looking at retention and advisee data and conducting interviews with representatives from specific academic departments. Attachments to this report include: Report from Dr. Linda Hollandsworth who interviewed Dr. Joan Piroch about psychology’s retention plan; report from Dr. Lee Bollinger who interviewed Dr. Linda Henderson about accounting majors, Dr. Wink Prince about history majors, and Dr. Dan Selwa about politics majors; report from Dr. John Goodwin who presented key ideas about retention based on his department’s experience; and report from Dr. Judy Vogt who interviewed Dr. Nancy Ratcliff about retention of early childhood education majors.

Committee members sought to gain an understanding of student retention trends among academic departments. There were discussions about developing a template for a successful student retention plan. However, there are many variables that impact student retention and a template may not capture all of them.

For Academic Year 2004-2005, committee projects were proposed by Christine Mee and Mary Gunn, Assessment Coordinator. A copy of the proposal is attached. At the meeting of April 22, 2004, the proposal was discussed in detail and approved by the committee. The core of the proposal is as follows:

“Specifically, we recommend that SRAC conduct research on first-year (FYE), second-year, and third-year experiences for students, compile information, and assess the information in terms of its relevance for coordinated university-wide student experiences at Coastal Carolina University. From this, a report should be developed and sent to Student Affairs, the Provost, and the Faculty Senate.”

The proposal involves research and a division of the committee into smaller working groups. It is expected that the committee will identify and investigate best practices for first-year, second-year, and third-year programs at other higher education institutions that may be appropriate for effectively addressing student retention at Coastal Carolina University. Since this research may exceed one academic year, projects initiated during Academic Year 2004-2005 may be continued into Academic Year 2005-2006.

Respectfully submitted,
May 5, 2004

Lee Bollinger