NOTES FROM PROVOST COUNCIL
November 6, 2013

Provost Byington

- Professional Enhancement Grants – 12 applications approved for a budget of $50,000. Additional funding of $34,000 has been requested from the Horry County Commission on Higher Education. That should be approved tomorrow by the full board, November 7th. Letters will go out to the applicants on Friday.

- Technology Grants – Distributed approximately $400,000 in technology grants.

- COOL Grants – Currently being reviewed by the committee and announcements will be coming out soon. Great proposals that exceeded the $100,000.

- On-line evaluations will go out to students. Talk this up so that we can get a strong response by the students.

- Advising – resources have been put into advising. We will be hiring 7 new advisors: 3 COHFA, 3 COS, 1 COE. The effort is to bring up the profile of our advising.

- Mid-term grades – questions have come up if we do anything with them. Procedures have been put in place for those students that are not preforming at the level we would like, to work with their advisor to find out what the issues are, the problems are, bring them up to acceptable levels.

- Academic petitions – we need to do a better job of collecting the supporting documents and to be sure that there is enough supporting evidence.

- Retention Committees – Work is continuing. Looking for concrete things that can help us make some progress towards better retention. Right now we are looking at our registration for spring. The numbers are looking very good. We are at 60% of the eligible students. This is up from 57% last year.

- Upcoming dates:
  - Holiday Video – November 12
  - Town Hall – November 14
  - Tree Lighting – December 3
  - Board of Trustees – December 12, 13
  - Senior Celebration – December 13
  - Commencement – December 14
Sandy Williams, Director, Facilities Planning and Management

- Process for Capital Projects. *How we get a building built.* The priority of buildings is up to the Board of Trustees. A Capital Project is new construction that is budgeted at $500,000 or more; renovation projects of $1,000,000 or more; or the purchase or donation of land.

- Process has 2 phases – design and construction.
  - Phase I – Architectural Selection:
    - Advertise
    - Collect resumes
    - Set committee (including end users)
    - Make short list
  - Phase II – Construction
    - Come up with a plan
    - Plans posted for all to look at
    - Plans are submitted to Office of State Engineer for review
    - Bid process begins.
    - Construction starts
    - Final completion date
    - 1 year warranty

Taylor Damonte – Is any consideration given to local contractors?

Williams – Because of low bidder requirements from the state, we cannot show preference.

Steve Madden – Is technology considered in the planning? With the “lag time” of projects, technology will change faster than the building process. IT needs to be included in the process.
Michael Ruse, Director, Honors Program

Seeking help with the development of the Honors Program that will eventually immerge into the Honors College. Ruse has met with the Department Chairs regarding the makeup of an Honors College and how to revise the Honors curriculum. With the growth of the Honors Program, it has become very difficult for faculty to arrange for “special arrangement courses” for students between their freshman Honors 101 and senior capstone classes. Need to develop a program that has a uniformed front in curriculum and each department customize their courses so that the students can graduate both from the Honors Program and with University distinction. Now is the time to make these plans in order to establish an Honors College by 2015.

Margaret Fain, Core Curriculum

The form for the “Petition for Exception to the Core Curriculum” requirements has been revised and the new form will be under the Provost Office section of online forms. Effort was to reduce the steps to get forms processed. Also allows for better tracking of the forms. New form will be used effective January, 2014. A copy of the form will be sent to you via email.

Dr. Byington adjourned the meeting. Next Provost Council is December 4, 2013 at 9:00am in the Johnson Auditorium.