

6-02-16 RECOMMENDATIONS (DISCUSSION AGENDA)

NEW AND RECOMMENDATIONS PRESENTED AT 4/15 & 5/19 CIC MEETINGS NEEDING FURTHER DISCUSSION

OWG 13: Library:

(reviewed & supported by Tom Ormond NOT supported by
Abiodun Ojemakinde):

- 1. Recommends that the Library and Learning Resources Section for SACSCOC Prospectus be created and written to reflect the change to the Albany State University and its academic libraries:**

Draft for Section 6: Library and Learning Resources has been submitted for review by accreditation team and Dr. Rugg on April 15, 2016.

Irrelevant recommendation – work already done.

- 2. Recommends that Job Descriptions for Classified Positions be submitted to HR as written by ASU and DSC:**

Job Descriptions for Classified Positions have been collected and compiled to submit to HR for ASU and DSC libraries.

Irrelevant – work already done.

OWG 16: Advising, Tutoring, & Mentoring:

(reviewed & supported by G. “Pat” Ridgeway, NOT supported by Paul Bryant):

- 1. Recommends mandatory and on-going online and on-campus professional development training for all professional and faculty academic advisors:**

In effort to minimize advising errors and to ensure that students are advised strategically, consistently, and accurately, professional and faculty advisors must be apprised about modifications in policies, practices, programs, and curricula.

I do not concur with this recommendation due to the “mandatory and on-going” requirement.

2. Recommends that the University’s students be afforded opportunities for the following mentoring relationships: student to student (student clubs and organizations, program peers), professional staff to student (academic advisors, servant leadership, and career services staff), faculty to student (research projects and learning communities), administrator to student mentoring (shadowing opportunities), alumni to students, and community/business leaders to students:

Mentoring relationships can enhance a student’s transition from high school to college, improve program of study recruitment and retention efforts, and complement preparation for graduate studies and/or an intended career by contributing to his or her knowledge about and experience in the field.

I do not concur with this recommendation. As written, it is too specific. A more board recommendation would allow for more autonomous professional oversight and creativity.

OWG 20: Honors Program:

(reviewed & supported by G. “Pat” Ridgeway, NOT supported by Paul Bryant):

1. Recommends that The Velma Fudge Grant Honors Program will operate as one entity by enrolling both students seeking a two-year degree and students seeking a four-year degree:

The Honors Program will service all eligible students who apply for the program. There will be a two year track and a four year track.

I do not concur with this recommendation without further clarification about how the two tracks will continue to uniquely attract and advance academically exceptional students with extraordinary achievements.

2. Recommends that all required honors courses will be articulated as a component of each Honors Program student’s program of study for the degree and used to determine the student’s Honors Distinction at commencement:

Since the honors course offerings differ on both campuses. Students currently enrolled will have their transcript audited to determine the appropriate honor distinction to be held upon graduation. The degree track of each student will also be a determinant. This method will be used until such time that both campuses have merged completely and course offerings are the same.

I do not concur with this recommendation. The explanation does not match the recommendation and a consolidated campus should be taken into consideration at the onset.

3. Recommends that the Honors Program will maintain its current operational structure in Academic Affairs, but will house personnel on both campuses to manage student support:

The Honors Program and the Honors Program Director and Honors Program Coordinators would remain within the Center for Teaching, Learning and Scholarship and the Director will report directly to the Provost/VPAA. Student resources (i.e. lab, study lounge, and resource center) will be housed on the main campus. Staff personnel will be on both campuses to service the Honors Program student population on both campuses.

I do not concur with this recommendation in terms of the recommended staffing structure.

[OWG 22: Faculty Credentials, Rosters, Workloads, Pay:](#)
[\(reviewed & NOW supported by Abiodun Ojemakinde & Tom Ormond\):](#)

RETURNED BY CIC APRIL 15, 2016

ORIGINAL RECOMMENDATION:

Recommends that all files containing faculty and staff academic transcripts and personnel records be transferred to the physical location of the current VPAA's office at ASU, Billy C Black Administrative Building:

For the consolidated University, all faculty and staff files will need to be located in one central location.

Location of academic transcripts and personnel records should be determined once the location of the New ASU Administration is decided.

REVISED RECOMMENDATION:

Recommends that all files containing faculty and staff academic transcripts and personnel records will be transferred to the physical location of the new ASU's VPAA's office when consolidation occurs:

For the consolidated University, all faculty and staff files will need to be located in one central location.

[OWG 30: Preparation of Merged Catalogues:](#)
[\(reviewed & supported by Paul Bryant and NOT supported Frank Malinowski\):](#)

Recommends that all changes that need to be made in the new ASU 2017-2018 catalog be approved by April 30, 2017:

We have researched the USG and SACS requirements for an institution's catalog. If the consolidation is approved for the Fall 2017 semester, the new catalog must be available

to Faculty, Staff, and Students by the beginning of that semester. Having this deadline of April 30, 2017, it would allow enough time to consolidate both institutions' catalog into the new ASU 2017-2018 catalog.

I do not agree with this recommendation. The 2017/2018 catalog needs to be completed prior to early registration for the fall 2017 semester. Students registering for the fall 2017 semester will absolutely need to know the course, program, and major options that are available at the New ASU prior to registering for class. Early registration is scheduled to begin on April 3, 2017. Therefore, I would recommend that the catalog is completed by March 31, 2017.

OWG 31: Recruitment:

(reviewed & supported by Frank Malinowski, NOT supported by Paul Bryant):

The committee recommends that DSC and ASU maintain a separate recruitment and program presence during the Fall of 2016 and have a singular presence as ASU in the Spring of 2017 after all formal consolidation approvals have been completed:

The sub-group addressing this task assessed tour programs, events, and general recruitment practices (college fairs, HS visits, etc.) and concluded that maintaining a separate, but collaborative recruitment presence in the fall would be in the best interests of each institution. SACSCOC review and USG formal approval of the new ASU will not be complete at the onset of fall recruitment. Upon official approval of the consolidation, spring recruitment, including events and tours, will commence as the new ASU.

Paul Bryant: The recommendation seems to suggest that these offices await full approval before beginning to integrate services. However, the college admissions recruitment cycle will already be in full swing when full approval is granted. This will place ASU at a grave disadvantage if we are not taking full gain of this recruitment cycle as a proposed single entity. I can understand waiting to implement some distinct programs such as tours or visitation events, but not waiting to plan for these. I therefore suggest that the committee reevaluate the wording of this recommendation. We should be cross training staff and integrating our marketing and recruitment approaches with distinct pathways for students when appropriate. This will help offer extraordinary academic pathways for all students interested in the ASU and Darton.

OWG 51: General Auxiliary Services:

(reviewed & NOT supported by John Clemens):

ORIGINAL RECOMMENDATIONS:

Recommends that a consultant be employed to begin the process of determining the feasibility of expanding on the Early Learning Center currently on site at ASU as a short term goal with a long term goal being construction of another site on the Darton campus:

The Early Learning Center on the ASU campus is currently operating at or near capacity for Pre-K through After School Care aged children. According to Child Care Resource and Referral data, there is a need for additional child care in Albany especially in the area of infant care and children with special needs. The Early Learning Center, which serves the Albany community and ASU faculty/staff and/or students, is currently Quality Rated and NACI accredited so there is a base to build upon. Employment of a consultant with expertise in this area can assist with identifying focus groups, identifying private/grant funding sources, identifying additional target markets and determining whether it is more advantageous to expand on the current site or construct a new center on the Darton campus.

Although the recommendation seems to have merit, I would prefer to learn more about this Center before committing funds for consulting. I would ask they someone representing the center submit documentation explaining the purpose and scope of the Center and those managing the Center present a short presentation outlining their goals and objectives regarding expansion on the ASU campus and on West campus.

REPLY FROM JOHN CLEMENS:

Clemens: After further review of the Early Learning Center's current contribution to ASU and future plans to serve the new ASU, I concur with the recommendation as stated by the OWG 51. Dated – May 10, 2016

[OWG 59: HR, including Position Descriptions and Salary Bands: \(reviewed & supported by Cassandra Alexander & Kimberly Carter\):](#)

ORIGINAL RECOMMENDATIONS:

3. Recommends contracting with a vendor to perform a compensation study for the new University to include the creation of new job descriptions, identify pay inequities, and recommend salary adjustment costs to address inequities:

The new University should conduct a comprehensive compensation study to ensure that all of its employees are compensated fairly for the work being performed. The OWG is recommending that an outside firm be contracted to do this work. While in-house staff could perform this duty, an outside firm would produce a document that would have a greater appearance of independence and, perhaps, would be more legally sound. Additionally, an outside firm would produce a finished product much more quickly than in-house staff.

Reason for Return: A similar report was prepared for DSC by the Vinson Institute of Government within the last two years. Should review that report before moving forward.

REPLY TO CIC CONCERN:

OWG 59 will review DSC's pay study that was prepared by Carl Vinson Institute of Government (CVIOG). The OWG will perform an assessment to see if this study meets the needs of the new University. The results of the assessment are to be shared with the CIC:

The CIC has expressed interest in assessing the feasibility of using DSC's pay study to suit the new University's need.

OWG 76: Counseling Services:

(reviewed & supported by Rocco Cappello NOT supported by Danette Saylor):

Recommends changing the name from Student Disability Services to Office of Access. (name change would be Counseling, Wellness and Student Access or (Accessibility)):

Currently at ASU and DSC the name is Student Disability Services. Best Practices and new trends indicated and suggest that Office of Access better services the student disability population.

Danette Saylor RESPONSE: NOT SUPPORT: Access Services and Disability Services are two different concepts. Both services are provided by a Student Disability Services office. Also, removing the word disability from the title, does not readily identify to potential clients the services provided. Additionally, the term wellness, while in some respect is represented within the scope of services from a counseling center, is misleading. Most of the wellness programming, services, and outreach efforts will be provided via student health services. Two possible options for the two separate departments can be: (a) Student Counseling/Psychological Services and (b) Office of Access and Disability Services.

OWG 76: Counseling Services:

(reviewed & supported by Danette Saylor; NOT supported by Rocco Cappello):

Recommends the review of appropriate and parity of position salaries for professional counseling staff:

Currently there is a huge discrepancy in salaries between institutions for same or similar positions.

Rocco Cappello: Does Not Support- Who is this recommendation forwarded to? It is my understanding this will be a part of the consolidation process and salaries are something

that are outside of the scope of the OWG's and the CIC. If this is a recommendation for the presidents, I would support this, although I believe this is already a part of the consolidation process.

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