

**PROVOST COMMITTEE
P-20 Council**

June 6, 2011 Meeting

**Wilmington University
Administration Building, Room 105-C
2:30 p.m. – 4:00 p.m.**

MINUTES

Present: Betty Caffo, Provost and Vice President for Academic Affairs, Wilmington University; Stephanie Smith, Vice President for Academic Affairs, Delaware Technical Community College; Margaret Andersen, Interim Deputy Provost, University of Delaware and representing Tom Apple; Alison White, Academic Dean, Goldey Beacom College; Colleen Di Raddo, Assistant Vice President for Academic Affairs, Wesley College and representing Patricia Dwyer; Alton Thompson, Provost, Delaware State University.

I. Call to Order

Betty Caffo opened the meeting and welcomed all participants.

II. Review of 2011 Goals

The Committee's work for the year and progress on the 2011 goals were discussed. The consensus was that all the institutions of higher education (IHE) have had initiatives and improvement actions underway for some time that address these goals. These initiatives will continue through each IHE's planning, assessment and improvement processes. For the purposes of the Committee's reporting, the following goals are completed:

- A1. The IHEs will post their admissions and financial aid information on their institutional websites, through links on the DHEC website, and through links on community organization websites.
- A3. The IHEs will participate in events such as those sponsored by DASFAA intended to increase student and family understanding of admissions and financial aid processes
- T3. The IHEs will continue to review and assess, and if indicated, enhance and expand their orientation and freshmen year experience programs
- R1. The IHEs will continue to review and assess, and if indicated, create or enhance early warning systems and intervention processes.
- T4. IHEs will improve coordination of transfer credits and development of connected degree programs to encourage the transition from community colleges to baccalaureate institutions. (Goal adopted by Provosts for 2010-2011.)

III. Review and Discussion of Draft Annual Report for the P-20 Council

The participants approved the draft annual report that provides a brief summary of actions taken for each goal. This will be distributed to the P-20 Council.

IV. Discussion of P-20 Council Meeting, July 7

a. Discussion of one initiative of each IHE that addresses one of the annual goals

The participants will be prepared to showcase one initiative/practice from their IHE that serves as an example of how it addresses the 2010-2011 goals.(5 minutes or less for presentation)

b. Meeting parameters

The Provosts had agreed to a co-chairperson structure that rotates annually. This year Betty Caffo and Stephanie Smith co-chaired the committee. The participants were asked for volunteers to co-chair the committee next year.

V. Preparation for the next (fiscal) year meetings and actions

The participants discussed goals to address next year. Several remaining goals address aspects of student success. These are:

- R1. The IHEs will continue to review and assess, and if indicated, create or enhance early warning systems and intervention processes. (Addressed in 2010-2011, but ongoing)
- R2. The IHEs will promote partnerships between Academic Affairs and Student Affairs to support students' academic success.
- R4. The IHEs will identify and implement strategies to increase faculty engagement in student success initiatives. (Subsumed under R2.)

Therefore, for 2011-2012 the participants decided to develop and address a new overarching goal that subsumes the three goals above:

- R5. The IHEs will foster student retention and progress toward degree completion through various strategies.

Additionally, the participants decided to adopt as their second goal for 2011-2012 the following:

- R3. The IHEs will use nationally normed survey instrument(s) such as the NSSE, CCSSE, and/or CIRP to identify and address retention-related issues.

VI. Announcements

Betty Caffo is retiring in December 2011. A search is underway for her successor. The participants thanked Betty for her work on the committee and for her strong leadership and helpful collaboration with them on higher education issues.