

# MINUTES

## LSUA Chancellor Cabinet

9/5/2017 9:00 AM | *Meeting called to order by* Chancellor Huang

### In Attendance

Dr. Guiyou Huang, Deron Thaxton, Stephan Moore, Melinda Anderson, Shelly Gill, Eamon Halpin, Erin Weilbaecher

Guests: Mary Treuting, Abbey Bain

Excused: Dr. Hatfield. Filling in for Dr. Hatfield is Dr. Eamon Halpin

- Dr. Huang welcomed two guests, Abbey Bain and Mary Treuting. Dr. Halpin was standing in for Dr. Hatfield during her absence.
- Dr. Huang discussed Hurricane Harvey and how campus was fortunate to not withstand damage. He thanked Deron and the Emergency Preparedness Committee for their help with determining closure.
- LSUA is ranked within the top 198 in Tier 2 National Liberal Arts Colleges in the 2018 U.S. News & World Report rankings.
- Enrollment numbers were reviewed. As of September 5<sup>th</sup>, LSUA has 3,392 students enrolled. This is extremely close to the 3,400 predicted enrollment number. We are 3.5% up from last year and we are still expected to increase slightly. We are hopeful that the number will be 3,400 within the next few days, but due to purging for non-attendance, it will likely not remain at 3,400. We still have several dual enrollment students to add, which will boost this number.
- When looking at the breakdown of the enrollment figures, we need to pay close attention to the FTF (First Time Freshmen). We are down 55 students in that category. Our job is to figure out the cause and find a solution to negate attrition. That is a work in progress and will continue to be addressed.
- Mary Treuting, chair of the Retention Committee, presented the Retention Plan. The plan was approved by the Cabinet.
- Dr. Huang pointed out that two additional things need to be addressed in the Retention Plan:
  - The 2<sup>nd</sup> year, 3<sup>rd</sup> year and 4<sup>th</sup> year retention measures. We cannot lose sight of those categories. They are just as important as our 1<sup>st</sup> year students.
  - The causes of attrition needs to be determined. Once that is determined we will be better able to find a resolution to stop this from happening.
- The purchase of the retention software was discussed for the 2018-2019 academic year. All agreed that even though the software has some strong qualities, it would be in our best interest to first focus on our in-house abilities and better understand what do to with the data before we bring in the retention software. We will budget for the retention software for the next academic year.
- Midterm grades. It is important for all midterm grades to be submitted on time and accurately. Department chairs will make sure all faculty submit midterm grades on time.
- Dr. Huang discussed the potential new building and its need on campus. It would house Admissions, Recruiting, the Registrar, Financial Aid, and a Career Development Office. It will be not only a great appearance for the university, but it will help funnel prospective students and families into a more convenient and aesthetically pleasing area for assistance. It will also have several hotel-like rooms on the second floor that will be available for families and students to reserve when they visit, bringing more revenue to the university.

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## Mary Treuting

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- Presented the Retention Plan.
- Will work to restructure the Retention Committee to have more faculty members.
- Feedback from Retention Plan:
  - Faculty do not like the term “at risk students”. We are looking to change the term to “promise students”.
  - Attendance warning is a little cumbersome. There should be an easier way for faculty to mark absences. This is being looked into.

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## Melinda Anderson

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- We are about 7 weeks out from the Gala! There will be TV appearances with our Board members to help promote this event. About 2,500 invitations were mailed out. Glenda Stock is our honorary co-chair and a supporter for Higher Ed.
- The LSUA Foundation website is now live! Please visit [www.lsuafoundation.org](http://www.lsuafoundation.org) to view the site. Online donations can begin and you can use this site on any electronic device.

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## Deron Thaxton

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- The Evacuation Shelter opened for people from the affected areas of Texas due to Hurricane Harvey. Starting 9/5 or 9/6, buses will start to transport the evacuees back to Texas. This excludes anyone with medical needs. Those staying due to medical issues are expected to be here for the next few weeks.
- We need to clean and maintain campus better. We are looking into different companies and reviewing quotes to see what is best for our campus.
- It will be a financially tight year. Enrollment is up 3%, but that is mainly from online students. We need to pick up the additional students needed to meet that 5% increase over Fall 3 and Spring 2018.

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## Shelly Gill

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- We have already started to recruit from Asia.
- We are looking into and would love to be able to work with other countries to have their students come over to LSUA. We need to work with agents and create contracts that would allow this to happen.
- Deron will work with Shelly on creating contracts.
- We need to review our scholarship stipulations and see if we are able to award international students scholarships who do not take the ACT or SAT. This is important for these students to make it possible for them to come to LSUA.

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## Eamon Halpin

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- Dr. Halpin will continue to pursue membership with COPLAC.
- Suggested an advising plan to be in place for off-campus office hours, which would help strengthen advising.

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## Abbey Bain

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- Handed out Office of Advising Communication Plan.
- Went over the mission statement, which emphasized engaging students in developing an educational, career and a personal plan.

- Presented a more streamlined approach to late enrolled students, collecting data for “promise students”, getting questions answered for students, assigning advisers to certain departments, and various ways to reach out to students throughout the semester.

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### Stephan Moore

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- Looking at effectively and adequately advising students and creating a more streamlined approach. The time needs to be managed a little more efficiently, making each appointment last about 30 minutes.
- Stephan will be the only senior member on the Retention Committee. It is important to have faculty involved with this, so we will bring in more faculty members to the committee.

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Respectively submitted by Erin Weilbaecher

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The Next Meeting will be Wednesday, September 13, 2017, at 9:00 AM

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The Cabinet will meet every 2 weeks.