Members Present: John Ford for Jeff Butler, Diane Allen, Doralyn Rossmann, Ritu Rozier, Stacey Scott, Matt Rognlie, Patty Inskeep, Kim Rehm, Julie Pester, Sheryl Dettmann

Others Present: Adam Edelman

The meeting was called to order at 2:00 PM by Chair Kim Rehm. A quorum was present. The minutes of April 11 and April 25, 2007 were unanimously approved.

Introduction of New PC Members – Chair Rehm
- Julie Pester – Instructional Tech Specialist for Extended University
- Sheryl Dettmann – Licensing Associate with the Technology Transfer Office
- Doralyn Rossmann – Library Systems Analyst

Parking and Transportation Advisory Committee (PTAC) Report – Adam Edelman
- Adam is the security manager for ITC and was appointed as the Professional staff representative to the Parking and Transportation Advisory Committee. He would like to keep PC apprised of the committee activities and anything needing PC attention will be sent to Gale and disseminated appropriately. He would also like to bring issues that concern PC to the committee. Email Adam with concerns or questions: aedelman@montana.edu
- Professionals conducted a parking garage survey and Stacey Scott will present it to Adam for his information.
- PTAC will hold a public forum twice a year to discuss parking issues.
- Information given to MSU employees is devoid of anything about carpooling, vanpooling or other forms of transportation.
- Adam is hopeful that the PTAC will approach parking on a more creative level, rather than just focusing on the cost. Creative suggestions from PC included letting students, during finals week, park longer in areas with time limits; designated free parking areas.
- Decisions seem to be made before adequate discussions amongst the MSU employees have ensued. PC members would like better communication. Adam stated that the PTAC may generate a newsletter to keep employees apprised of parking/transportation events in between the public forums.

UPBAC – Doralyn Rossmann
- Doralyn is the Professional representative on UPBAC. To view the council’s charge and membership, please go to: http://www.montana.edu/opa/coms/upbac.html
- UPBAC met to discuss student retention processes, since the budget will be designed around the present undergraduate student population. There is a serious drop off of high school graduates in Montana and as a result, MSU is recruiting students from a smaller base and competing for those same students with other universities. Therefore, MSU needs to recruit in markets we will be successful in and more importantly, retain those students we already have.
- At the last legislative session recruitment strategies were discussed. Over three years, $139,500 will be distributed ($71,000 the first year; $68,500 the second year; $64,500 the third year) to help address recruitment issues.
- Some of the issues contributing to student retention problems are:
  - More men on campus than women;
  - Mostly “B”, “C” students are leaving, and we do not know why;
  - Graduation rate - We lose about 25% freshmen, 15-20% sophomores, 10% of juniors and then a very small fraction after that. Graduation rate of entering freshman to seniors is 55-60%. Initially, out-of-state student recruitment costs about $3400. However, since retention is not 100%, it actually costs more.
  - Many reasons for student frustration once they get on campus:
    - Some “gate” classes cannot support student demand; and
    - Students who cannot make gates have no alternatives.
UPBAC looked at how to retain the large populace of freshmen entering MSU each year and gave the following suggestions for retention:

- Presidential Tutors – A math/science tutorial program in the evenings.
- Supplemental Instruction – An academic assistance program that utilizes peer assisted study sessions for historically difficult large lecture courses.
- Out-of-class Experience for Freshmen Seminar Classes – Provide a monetary budget incentive to seminar instructors to have an out-of-class event such as dinner, attending a cultural event, etc.
- Educate and Motivate Faculty (Faculty/Advisor Toolkit) – All advisors need access to vital information to aid students with academic course selection and extra-academic issues.
- Develop Early Contact with Advisors – Data shows that many freshmen know within 6 weeks of the first semester whether or not they will continue into a second year. Early contact with faculty has been shown to positively impact the degree of “belonging” of students with the institution.
- Reduce the Size of English 121 – Start with a pilot program of 4-6 sections with caps of 25 students instead of 33, and try some of them as “themed” sections such as “A sense of place” and “the Montana experience.”
- Early Faculty Connection Within Major – Require every department to hold one event during the first eight weeks of the semester specifically designed to bring new students together with faculty.
- Overview Course in Major – Conduct an inventory of all majors to assess the degree to which the curricular structure provides an opportunity for freshmen in the major to connect with the department and the faculty during the first semester.

Any suggestions by PC members should be routed to Doralyn@montana.edu

Meeting with Geoff Gamble – Chair Rehm

- All special raise money requests were granted (Not all amounts were granted, however,), and President Gamble would make the aggregated data available to PC, sans specifics.
- There has been no agenda for the May BOR meeting. Professionals do not have anything to present, but President Gamble believes Professionals should have a presence.
- Stipends for chair and chair-elect of Professional Council were discussed, again. Compensation might include Professional development, laptop computer.
- President Gamble will report on the Professional handbook status.
- In reference to the Virginia Tech incident, MSU’s emergency response plan includes working with the community and public. PC would like the plans made more public and accessible to MSU employees.
- President Gamble stated that he would like to generate a newsletter, from his office. It would have a different format than MSU TODAY.

New Committee Appointments – Chair Rehm

- Matt is working on the research Professional listserv. Once the research PC members have been elected, PC will find new representatives for Steering Committee, PC Chair-elect.
- So far only one research Professional has volunteered to be on the council.

Summer PC Meetings – Chair Rehm

- The next PC meeting will take place on June 13, 2007 2-3 PM

Supervisor’s Survey – Chair Rehm

- Does PC want to help to develop a tool to survey supervisors?
- Chair Rehm suggested forming a sub-committee to work on it.
- Gale will email the Faculty survey to all PC members so they may use it as a reference tool for crafting their own review.

Agenda for Next Meeting – Chair Rehm

- Discuss supervisor survey and whether to form a subcommittee to work on it.
- Environmental Leadership with respect to Strategic Planning.

The meeting adjourned at 3:00 PM, as there was no other business.

Signature

Professional Council

05/09/2007
Kim Rehm
Chair, Professional Council

Signature

Gale R. Gough
Secretary