**PROVOST COUNCIL**

**MINUTES**

**August 28, 2014, 8:00-12:00**

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| **Present** | Jeff Ray, Mimi Fenton, Alison Morrison-Shetlar, Brian Railsback, Brandon Schwab, Dale Carpenter, Kevan Frazier, Doug Keskula, Carol Burton, Susan Fouts, Richard Starnes |
| **Guests** | Rusty Marts, Tim Carstens for Dana Sally, Dave Kinner for Richard Starnes, Kristen Crosson |
| **Recorder** | Anne Aldrich |

**ANNOUNCEMENTS**

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| **2013-2014 Budget Recap**  **(Greg Hodges)** | The attachment is a look back at what we allocated last year. If you have any questions, please check with Greg. Discussion ensued. |

**DISCUSSION**

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| **Rusty Marts Introduction** | Alison introduced Rusty Marts, Director of Employee Relations, which is the staff counterpart to the faculty relations person. Rusty is also responsible for employee training and described some of the initiatives coming up this fall. Alison requested the council share with their unit heads and department heads the need for releasing staff for training opportunities when those trainings arise. It was requested that there be some brief (3 day) overlap when someone leaves the university and their replacement arrives to train the new individual – finding a way to do that. We are very focused on succession planning. |
| **Update from Executive Council**  **(Alison)** | The main discussion in Executive Council has been about what we are going to do regarding salaries, specifically that no funds were provided for EPA faculty and non-faculty, only $1,000 for SPA. This will be challenging but there is a commitment to do so.  Executive Council has also discussed upcoming budget hearings and conducting those earlier in the year.  We are very concerned we cannot cover R&R costs coming from the state.  The good news is due to enrollment growth which has allowed us to offset the cuts. We met four of our metrics, and thus received a 60% less cut.  We are preparing for an expansion budget which we will discuss later today.  There have been no complaints regarding students getting into classes – it has worked well and Alison thanked the group for their work in ensuring this smooth opening. |
| **Tuition and Fees**  **(Kristen Crosson)** | Each year we receive tuition and fee instructions based on guidelines – we now have a new plan. Kristen reviewed the tuition and fees document and the new plan per the handouts provided. UNC institutions are hearing the cap is going to be 5% which means we cannot increase tuition any more than that. We have no instructions for this year but based on reading the new plan it appears GA will ask for as much information, if not more, than last year. Kristen encouraged the council to look back at what was submitted last year. We do have management flexibility to utilize our funds the way we see fit although we still have to report why our budgets may look different than originally intended. Campuses are no longer being held harmless.  Kristen reviewed the chart provided by GA earlier this month to enable the council to understand some of the concerns being voiced within the system. We are still waiting for instructions – no calendaring has occurred yet. Kristen will provide details as to what other institutions are charging for differential tuition, fees, etc. Kristen will send this to Anne who will distribute to the group. GA is scrutinizing the fees requests |
| **Kimmel School Name Change (Jeff Ray)** | The Kimmel School is requesting to change the name of the Kimmel School of Construction Management and Technology to the Kimmel School of Construction Management, Engineering and Technology. Evidently this was put forth several years ago and was met with resistance by other institutions that had engineering programs. We cannot find any documentation to determine the prior process. Discussion ensued. The council endorsed the proposal to change the name of The Kimmel School, pending research of the process. |
| **Expansion Budget**  **(Alison)** | Alison reviewed the initial email she sent to the council regarding discussion on the expansion budget-due to GA in October. The chancellor requests information on the Provost Council’s deliberations in preparation for when the BOG and GA are on campus in two weeks. The expansion budget will be conducted in two phases: information for BOG, then the actual submission to GA in October.  Richard – for the last expansion budget we submitted a STEM expansion and likely will go the same route, including R&R money for labs, as well as faculty positions in biology, chemistry and mathematics. In addition, we will request R&R funds for improving and increasing lab capacity.  Brandon on behalf of Darrell – support for the undergraduate degree in Entrepreneurship and Hospitality and Tourism; AB Tech has a large associate degree program for which our undergraduate degree program would provide continuation and completion to baccalaureate degree. It is within the business CIP codes so no conflict with UNCA and it would support Biltmore Park mission.  Doug – the RIBN program may be the way to go. We have lots of interest from community colleges. It gives us the ability to grow enrollment and not have to deal with limited clinical sites. We are also looking at other degree completion options (nursing is an obvious one). Hospitals want BSNs; better quality of care outcomes from BSN over RN.  Jeff – we would request a faculty line in BSE to continue growth.  Mimi – Professional Science Masters’ degrees are in great need but these are new and we are in the process of developing those; same with certificates – we could use existing courses to create certificates of 18 hours that are useful and contribute SCHs. This is increasingly important for graduate students who don’t have the time and money but need relevant credentialing for their careers.  Dana – please make sure library resources are within your budgets for those of you considering putting forth a proposal for expansion budgets – the library has a deficit with collections. Students continually request additional library hours – the most common request.  Carol – working with students on resumes, transition to graduate school, careers, etc. – we are woefully behind in this area (Courses to Careers); we need a stronger Career Services operation. This would touch every major. Discussion ensued.  Dale – we have programs that may not be a priority area, but one to be considered is Parks and Recreation Management as well as a few online programs that are at capacity (counseling program as well as b-k program). However, we can handle these internally, as there may be more important items to put forth.  It is important to consider Biltmore Park as we think about expansion, particularly daytime programs. Also a focus on expansion of programs focused on military students.  For those of you who put forth ideas, please submit a one page proposal that Alison can take to Executive Council on Monday and would allow us to showcase some of our ideas. We will send the proposals out to everyone for discussion for our next meeting. This would give us information we need for GA and provide for further discussion. Please send these by September 2nd to Brandon; concept and impact primarily. We will discuss at Provost Council on Wednesday, September 3rd. |
| **Summer School Course Structure Suggestions and Undergraduate Research Fellows Program**  **(Richard/Brian)** | APR 19 on Summer Session has been revised and will come to Provost Council next Wednesday. Alison reviewed the compensation package that has been put forth for summer session, and prior years; numbers. UNC online is now being heavily marketed, meaning any UNC student can shop at any institution online and automatically transfer courses back to their home institution. Susan indicated that many other institutions do not offer as many online summer courses as WCU. We might actually benefit from a residential summer. Distance is defined as anything not located on a campus (Jamaica, Smoky Mountain High School, cohort driven programs like Project management at BlueCross/BlueShield); we are able to off residential credit at Biltmore Park. SCH generation is the same but local tuition is different.  Richard described an idea for packaging summer session for students by organizing a series of courses based on a topic; outline it as a problem like poverty in Jackson County then recruit an interdisciplinary team of students to look at that problem with a faculty mentor to serve as the instructor of record and it would be research-based. This could possibly be substituted for courses in a curriculum – we could market it to faculty; it is engagement and allows creative activity on the part of faculty. It also creates an undergraduate think tank. This might encourage students to want to stay here in the summer. We have a little more flexibility in the summer for innovation than we might during the academic year. We could also involve Career Services to help build internships around this project – helping students find summer employment as well as go to school. A living learning community in summer session is very appealing – we have committed $100,000 to funding summer undergraduate research.  In the past, Undergraduate Studies offered a Summer Undergraduate Research Fellowship within the Department of Chemistry that paid a student a stipend (Summer Fellow), with an all summer class/research product at the end. It might be possible to roll this model out to other disciplines with the attachment that students would need to take a course - again engagement based, etc. This is the kind of program that could encourage faculty to get research grants and could become a hallmark for summer session. Many faculty use summer for their research and this would allow both opportunity for the faculty and the student.  This is also a way to introduce graduate mentors to students as part of the interdisciplinary model. It would allow leadership, project management experience, etc., as well as external engagement opportunities for business and industry to be involved; maybe also include the production of some small scholarships from these organizations, etc. It could be a cutting edge kind of program and benefit graduate students as well expedite time to completion. It could attract foundation support as well.  The Honors College has an upper class mentoring program in place and could invite well prepared freshmen to come onto campus early in the summer and get an early introduction to research. It could begin as a pilot program, and then it could become grant fundable. This could be a good topic for a forum with faculty to generate ideas and topics as well as get commitment from faculty. Also ties in study away and service learning.  Richard and Brian will work on a plan to move this forward. We will also have a faculty and student forum to come up with ideas.  Jeff suggested targeting at-risk and honors students to get them a step ahead with courses. We have an Academic Success Program (ASP) but this suggestion is discipline specific. |

**UPDATES**

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| **Mountain Heritage Day (Carol Burton)** | Mountain Heritage Day is coming up September 27, 2014. |
| **Jackson County Get Fit Challenge**  **(Doug Keskula)** | We are working with Jackson County public health regarding a get fit challenge and would like to have a WCU presence. We have teams from several units; Move-it Mondays are designed to get people together to lead individuals on the hiking trails behind HHSB. All of this information will be publicized. |
| **Biltmore Park Update**  **(Kevan Frazier)** | The first floor renovation of Biltmore Park is completed for the engineering program and new administrative offices, as well as three additional offices for faculty. We will hear from Kevan in the next few weeks to determine each college’s role in Biltmore Park. |
| **CEAP Reorganization**  **(Dale Carpenter)** | Dale distributed a booklet on CEAP’s organizational plan for information; the college is having its first annual strategic planning conference on 9/12 with goals to look at the current plan and programs to determine priority areas for the next two year cycle with resources attached; additionally, Kristen will talk about budget 101. |
| **High Impact Practices**  **(Brandon Schwab)** | Brandon wishes to identify courses that address high impact practices to help students document when a course has a service learning component, etc. Brandon will be meeting with department heads and deans to roll this out. Additionally, there is an Honors College reception for new faculty coming up in a couple of weeks. |
| **NC Biotech Center**  **(Richard Starnes)** | The Department of Biology has collaborated with the NC Biotech Center on a conference - Molecules in the Mountains on Fermentation Science with speaker Ray Daniels, Cycle Institute, a leading school in brewing science, here and in Asheville in April. We are also about to initiate the search for the Sequoyah Endowed Professorship. |
| **Honors College Update**  **(Brian Railsback)** | Brian thanked Brandon and Natalie for assisting in organizing the reception; Imagine magazine is being distributed; and we have put out a call for ideas about faculty doing really cool things with students. Our first semester freshman class is a very enthusiastic class. |
| **IPS Director**  **(Alison)** | We are in the very final stages of hiring an IPS director; we are conducting Rotary talks which provide great opportunities to share information; Reporter top stories about the 125th birthday bash; Kevan Frazier was hired as Biltmore Park Executive Director; and we had our first Summer Institute for SPA employees. Please continue to share good news for EC. |
| **Hunter Library Update**  **(Tim Carstens)** | We are making progress on liaison searches for business school, psychology, and the arts; we are close to finishing our new entrance with a new round book case. |
| **Graduate School and Research Update**  **(Mimi Fenton)** | Grants and research are about to complete hiring a research development specialist that will help with research design and methodology with workshops throughout the year. We are hosting the South Atlantic environmental funding agencies from around the south in October involving lots of faculty. Graduate enrollment numbers down 70; we took a big dive with drop for nonpayment and are following up individually to find ways to assist students with payment plans, etc. We have until tomorrow, census day, to finalize enrollment, but still expect to be down 3%. We had a good orientation with 130 students attending and will continue to work with program directors on enrollment targets. |
| **Kimmel School Update (Jeff Ray)** | Jeff has been informally notified the Construction Management program will be fully accredited for 6 years. The Kimmel School held a student assembly yesterday and had 200 students and faculty attend (had it taped for online students); it was a great event. We kicked off planning yesterday for manufacturing day on October 3rd and what it means to the economy – we are going to host an event on this date and will be inviting high school students and parents. The RAPID Center is going to set up a session and we are working with Robin Oliver on marketing. We will also do something on this campus and invite the public to educate them on manufacturing. |