**PROVOST COUNCIL**

**MINUTES**

**August 6, 2014, 8:30-10:00a**

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| **Present** | Alison Morrison-Shetlar, Brandon Schwab, Jeff Ray, Lowell Davis, Richard Starnes, Doug Keskula, Dana Sally, Brian Railsback, Dale Carpenter, Mimi Fenton, Carol Burton, Greg Hodges, Darrell Parker, Susan Fouts, Tim Metz |
| **Guests** | Cory Causby Kathy Wong |
| **Recorder** | Anne Aldrich |

**DISCUSSION**

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| **Legislative update on salaries, Affordable Care Act, Franklin Covey Products**  **(Cory Causby/**  **Kathy Wong)** | Kathy distributed a fact sheet on the **budget bill** as it currently stands and reviewed with the council. SPA will receive a flat $1,000, if signed by this week; pay will be in August or September, retroactive to July 1. EPA faculty and non-faculty are not included in any appropriations; it will be left to the Chancellor and Executive Council as to whether WCU can provide an increase for EPA. To provide $1,000 per employee it would be a cost of about $900,000 and likely will not happen until October if we are able to do so.  **Salary restrictions** that we have been under for the last few years have been lifted with the exception of raises that hit the 10% threshold or greater.  **Quarterly reporting** requires us to report every salary increase at the end of every calendar quarter. As far as we are aware, this requirement will continue.  There will be a **special annual leave bonus** – every leave-earning employee will receive 40 hours of annual bonus leave – there is no deadline to use this leave.  **Fringe benefits** cost will increase slightly and **vesting for state retirement** has been reduced back to five years.  **Tuition waiver** for state employees is now back to three classes for employees at no cost.  **Affordable Care Act (ACA)** - We hoped the UNC system would be able to bid our own plan, instead the state plan will offer a version of the Affordable Care plan. Kathy distributed handout on ACA. NC State has posted an announcement on its website that allows one to calculate if a part time employee is eligible for affordable care. Kathy reviewed the handout with the council. There are still a lot of unanswered questions. We will have to track hours worked in Banner – will need deans to give us FTE value on forms to be able to monitor this activity. We will start tracking on January 1, 2015. We have held funds to cover this until we know better what we are facing.  We have purchased 200 participant kits of **“The Seven Habits of Highly Effective People”** and we have a team working on a roll out plan with a test session scheduled in September. We have three individuals being trained as trainers. We plan to target a group during the fall semester with the hope this is the first of one of these products at WCU which are excellent and very timeless. The initial focus will likely be on those in supervisory roles. |
| **Space Utilization**  **(Alison/Lowell Davis)** | This is one of the metrics for which we are being measured. Our guiding principle is what is the best pedagogical space needed to teach our students. We can no longer operate as we have in the past. We have expanded a few classrooms. We now need to work together to document space utilization. The two metrics are 1) time used throughout and across days and 2) classroom capacity. These metrics formerly were used to allocate more funds. They are now being used to reduce the amount of funds being decreased. Thoughts and suggestions to help faculty and staff assist us in meeting these goals:  **Upgrade of R25** – we will have assigned super users for particular space(s) as part of the current conversation around this topic. As an example, we are considering classroom assignments for English 101 to have 20 classrooms assigned to them. There is also the issue of classes being mostly taught on Tuesdays and Thursdays which creates problems with parking, etc. We need to spread classes across the week. Discussion ensued.  HHSB has no assignment of staff to set up space – this is true for all buildings with the exception of those controlled by the UC. It would be helpful to have a set of clear criteria regarding classroom space.  We need to look at pre-assigning more spaces. The current system assumes equal importance of all spaces; allows us to flex upward in terms of meeting student demands.  There is a consideration to have Tim Metz bring all academic space to the deans and request you to work it out (you and your associates may be more familiar). We could start to plan for next year – thoughts? This type of collaboration could be very powerful. |
| **Articulation Agreements and SACSCOC Substantive Change**  **(Tim Metz)** | We are trying to be attentive to curricular matters that required SACSCOC notification. We have a mechanism in place that works fairly well (Ann Green – paperwork completed with notification to Tim); others seem to fly under the radar (e.g., RIBN program – SACSCOC does not require notification for articulation agreements, but sometimes we need to access whether notification is needed; in the case of RIBN, the program looks like a dual degree program which falls under SACSCOC policy).  When you are working on new types of programs or program agreements, it would be helpful to alert Tim so he can determine whether this is something for which we need to notify SACSCOC. Of the other five institutions that offer RIBN, two indicate notification is needed, three indicate this is not so. We will have to determine from SACSCOC whether it is needed – the program has been in existence since 2010. Once these items are pushed to the Provost Office, they should go to Tim. The lack of notification to the Office of Institutional Planning and Effectiveness may have been the result of this office not reporting to the Provost Office and the effect of having had multiple provosts in past years. Discussion ensued. This is a process flaw that will be corrected. |
| **Course Spread**  **(Carol Burton)** | Carol reviewed the reports produced by the Office of Institutional Planning and Effectiveness with the council. We have one standard for all colleges, and are uncertain if this is appropriate. The standard was developed at a different time with different space and number of students – it may be time to re-evaluate that standard. We may consider changing out when faculty teach MWF vs. TTh. Unspoken tensions are created by situations that are not equitable. |
| **Performance Funding Metrics**  **(Alison)** | We will keep providing this document and continue to review for ways to improve processes. |

**UPDATES**

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| **Kimmel School**  **(Jeff Ray)** | Jeff will bring forward a name change to Kimmel School. It is confusing, in that the Kimmel School shows two other versions of names in searches. He will propose changing to Kimmel School of Construction, Engineering and Technology. We will need to check on any issues with other institutions or GA and he will bring this forward to this council for consideration at our next meeting.  Kimmel School received a six year accreditation for Construction Management. Jeff also received an email from Pat Gardner at Ft. Bragg regarding our students who outperformed grad students on capstone products. We are working on a press release – our students were very impressive |
| **Ombuds Position**  **(Alison)** | The ombuds position was a one year trial position to see the impact on campus. Now that Rusty Marts in HR is on board, he will deal with much of this. Alison is hearing concern about Ombudsman for faculty. There are strong feelings that faculty prefer to discuss issues with an ombudsperson rather than HR. What are your thoughts about an ombudsperson and how would you like to proceed?  Doug spoke very positively about his experience working with Jayne and they were able to resolve problems which were a huge benefit. Dana agrees it is a great neutral ear appreciated by both faculty and staff. Darrell had a faculty/staff issue that would have ended up as a legal issue and was resolved by Ombudsperson as a result. Richard expressed a need for stricter protocol on what is an ombuds issue and what is a leadership issue.  This discussion indicates support for an Ombudsperson, which is the plan. We wish to put forth a request to campus for all who are interested. We will provide training and clear criteria for the position. Candidates will come before this council. We could consider a course overload vs. course release. Faculty Senate also needs to be involved. |
| **Proposed new programs**  **(Brandon Schwab)** | Brandon will follow up with email. We need to collect names of proposed new programs. We currently have two in the queue – Doctorate in Psychology, World Languages and the B.A. in Musical Theatre. |
| **Certification Exams**  **(Lowell Davis)** | Lowell will follow up with email regarding programs with certification exams at the end of the program. The Board of Trustees want passage rates for past five years for those programs. |
| **Fermentation Science Conference**  **(Richard Starnes)** | The North Carolina Biotech Center will cohost a conference with WCU on fermentation science. |
| **College of Health and Human Sciences**  **(Doug Keskula)** | The inaugural Physical Therapy (PT) class received a 100% pass rate; the School of Nursing received three new grants; PT students are working to develop a pro-bono component to serve the community. HHS is in the process of finalizing arrangements with a person in the area to provide building service for communication sciences regarding compliance issues. |
| **College of Education and Allied Professions**  **(Dale Carpenter)** | The EDD program has a second studio on campus this Friday and Saturday. It is usually at Biltmore Park. It has superintendents in the area on the panel as well as community college presidents. The State Legislature did not reinstate pay for teachers receiving a master’s degree, but we hope it will be reinstated in the long session next year. |
| **Graduate School and Research**  **(Mimi Fenton)** | Graduate School enrollment is still down a bit; grants are about the same to keep pace where we were last year. We are receiving a lot of applications for internal seed money. |
| **Community Engagement Metrics**  **(Carol Burton)** | We submitted community engagement metrics report to GA early. Thanks to Dana for working to accommodate the Mountain Heritage Center’s relocation to Hunter Library by the end of the academic year. |
| **College of Fine and Performing Arts**  **(Darrell Parker)** | FPAC will be sending an invitation to join Friends of the Arts and other events being planned including the silent auction in the spring. |
| **College of Business**  **(Darrell Parker)** | Kadie Otto received a major book deal on applied ethics. It is substantive and a great contribution for WCU. |
| **Educational Outreach**  **(Susan Fouts)** | We had our last robotics camp this week; you can see the items they made on display at Camp. |
| **Fact Book**  **(Tim Metz)** | We are going to have a fact book published this fall. |
| **Provost Remarks**  **(Alison)** | Thank you for your annual reports which have been synthesized into a 34 page report and submitted to the Board of Trustees on Monday. We will share this document to all – Anne will send. You will get feedback on all your documents. Thank you and thank your faculty for the amazing things happening on campus. Also thank you for helping us find an executive director for Biltmore Park – we have two more candidates this week. |