**MINUTES**

**March 19, 2013, 10:00 a.m. -12:00 p.m.**

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| **Present** | Robert Kehrberg, Darrell Parker, Brian Railsback, Dana Sally, Dale Carpenter, Richard Starnes, Regis Gilman, Mark Lord, Marie Huff  |
| **Guests** | Chip Ferguson for James Zhang, Brian Kloeppel for Mimi Fenton |
| **Recorder** | Anne Aldrich |

**DISCUSSION**

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| **Faculty Workload (Mark)** | There is a new GA policy regarding faculty workload. The associate deans are working with the colleges to 1) develop a workload policy if the colleges do not have one in place and 2) develop a monitoring system. This is the standard Delaware Report and has already been submitted to GA. Chip is working with the associate deans on a draft policy so we can be consistent across colleges. They plan to look at other models in the system, as well as the GA policy and develop a template. ASU has a solid model.Robert indicated his policy will be different – maybe similar to nursing. Models will be similar but must meet college individuality.Mark discussed a GA report regarding the number of sections taught by tenure track faculty. The report indicated all universities in our system met those targets except two of which WCU was one. Melissa has contacted GA (they asked us to put forth a plan of action to address the issue). We count in such a way as to not do any double counting which does not mean our number is too low, but it may mean others may be too low because they have counted in a different way. |
| **Strategy for spending $23,000 to support implementation planning for** **the new UNC Strategic Plan (Mark)** | We received the $23,000 related to enhanced performance - this has nothing directly to do with the Performance Based Funding Model. This is based on good performance regarding an initiative a few years ago. We were asked to pull together a team to determine how to spend the funds and determine the expected outcomes which must be tied to the UNC System Enhancement Plan. Angi suggested these funds be used to cover Grades First. Grades First is a program that greatly improves interactions between faculty and advisors, easing the advising process and facilitating retention. COD agreed to this suggestion as to how to utilize the funds.  |
| **Budget Update (Mark)** | Mark asked the deans to reflect on the budget process. Any questions or follow up discussion? The one-time list was discussed – at this point in the year it will not be possible for some of those projects to be completed. If we have year-end money, this is what we can cover – it may be that we potentially wait, but it does provide us with a priority list.Funding sources were discussed – CITI and E&T - it would be helpful to know where those spending pots come from – a gray area that we need to keep our eye on. This was our second time through this type of budget process. How could it be improved? * We see the division requests but don’t know the total budget. It would be helpful to have some insight into the units’ working budget.
* Program Prioritization Task Force determinations could also influence decisions made – need better context for these conversations.
* It is a good thing we moved service contracts, etc into a recurring funding line, however currently there is no cash in those accounts – the quicker we can put cash in those accounts, the quicker colleges can take care of those needs and possibly become self insured and manage these funds better. The money is there in theory, but the actual funds are not in the accounts – this would allow us to do away with service contracts where possible. Increased ability to manage the funds is critical.
* The current manner of presentation is having individuals read the list of items. It might serve well to get that information ahead of time and use the face-to-face time for Q&A.
* It would be nice if there was a bit of prioritization so we do not have to review massive lists.
* If we could get forms finalized before Christmas break, we might get better participation from the colleges; schedule at beginning of year rather than having to adjust once the process is finalized.
* Forms were challenging for some.
* Detail is too much – maybe reduce to one line descriptor. Detail is good at the unit level but not so much at the larger level because people do not have time to go through all that information.
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| **Two Step Process Update (Brian)** | The Publications and Print Shop both thought the other was completing this process. It will be the Print Shop. Brian hopes to have an email out about this by the end of the day.  |
| **Master Planning Update (Mark)** | We just signed a contract with a consultant a couple weeks ago that will guide the master planning process. All should have been invited to a meeting on Thursday. This will be the consultants’ first visit to campus to meet with key stakeholders. We gave them an aggressive timeline – they will be back for an extended time later in the semester to meet with students and faculty. Mark distributed materials the organization provided during the bidding process. Melissa Wargo and Sam Miller are co-chairing this committee. Mark distributed a hand out regarding some of the feedback the consultants will be seeking. If there is any feedback from your faculty or department heads, that would be helpful. Mark distributed another handout regarding enrollment projections through fall 2023 – this is a confidential draft – mainly because growth can be a significant issue with the community. This information is so the consultant can get a sense of where we are and where we intend to go. Discussion ensued.  |
| **Institutional Interdisciplinary Theme for 2013-14,** **The Decade of the ‘60’s** **(Robert Kehrberg)** | The College of Fine and Performing Arts is thinking about conducting a tribute to the 1960’s. FPAC has scheduled a Beatles tribute band to play on the 50th anniversary of the Beatles début on the Ed Sullivan Show. This has developed into a campus wide tribute the 1960’s. We have three events along these lines already scheduled in FPAC next year. We have two co-chairs spearheading this initiative. We would like to broaden this to encourage faculty to incorporate this theme into courses where possible. CFPA will have funding for this initiative. Given where we are regarding the feminist movement and civil rights, it might make for an interesting view to see where we were then as compared to where we are now. Any ideas you have, please share with Robert. Robert will be talking with department heads in A&S. How many of our disciplines may have emerged during this era? This is an inter-disciplinary initiative that will continue to be discussed. Robert is happy to meet with you and your faculty. |
| **Affordable Care Act****(Mark)** | Mark distributed a handout regarding part time faculty who taught last year to give us a sense of how this will impact us as we move forward in meeting the obligation of the Affordable Care Act. The developing theme is 1 credit = 3 hours of work. This means 9 credits would = 27 hours of work which will not require health care insurance. When we exceed 9 credit hours, we will become obligated to provide health care insurance. This will begin in spring 2014.Until we have GA guidance on what the system policy is going to be, there is limited action we can take. If someone is eligible for health care, we will provide health insurance. Discussion ensued.  |