**MINUTES**

**March 5, 2013, 10:00 a.m. -12:00 p.m.**

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| **Present** | , James Zhang, Dale Carpenter, Mimi Fenton, Brian Railsback, Darrell Parker, Carol Burton, Robert Kehrberg, Dana Sally, Richard Starnes, Mark Lord, Angi Brenton |
| **Guests** | Judy Neubrander for Marie Huff, Susan Fouts for Regis Gilman  Marie Huff, candidate for HHS Dean |
| **Recorder** | Anne Aldrich |

**DISCUSSION**

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| **CHHS Dean Candidate Marie Huff Interview** | Council of Deans interviewed College of Health and Human Sciences dean’s candidate Marie Huff. |
| **Structural Deficit/IT (Craig Fowler)** | Craig Fowler presented a PowerPoint presentation on the IT structural deficit to COD. |
| **Budget Priorities (All)** | Handouts were distributed and reviewed with COD regarding the priorities rankings submitted by the deans. Discussion ensued. |
| **Implementation of Transfer Plan (Brian)**  **Updating 2 Step Program Information**  **(Angi)** | Brian reviewed the plan to ease the transition of transfer students. A template has been re-created that would provide a step-by-step plan for community college advisors and internal advisors to navigate. Community colleges are using the 2- step notebook from 2006 because WCU has not revised it since. Creative Services representatives are willing to facilitate this with a 30 minute meeting with each Department Head to enter the data for them. Discussion ensued. |
| **Workload Reports (Mark Lord)** | GA passed a new policy on workload reporting. We are required to report data along with the Delaware II report. We will need to develop a working document so GA can collect this data and monitor faculty workload. Mark will continue to work with the Associate Deans on this project. |
| **Affordable Health Care Act (part time faculty, GA’s)**  **(Mark Lord)** | For anyone working 30 hours or more, we must provide them with health benefits effective January 2014. We still do not have a lot of details but in the meantime the system will put forth a reasonable policy regarding healthcare that meets federal mandates. It may have very little impact on us, but we still don’t know. It could be that one hour in class equates to two hours outside of class, in terms of defining hours worked. Discussion ensued. |
| **Graduate School and Research Dean Search (Angi)** | Angi would like to proceed with this search in the next few weeks. If you have not sent names to Angi for possible search committee members, please do so as soon as possible. |
| **Program Prioritization Task Force - Stand Alone Minors (Angi)** | Stand alone minors are presenting some challenges for the task force. Some stand alone minors are concentrations in majors. We chose not to review concentrations because they are not coded in Banner in such a way that we could get consistent data. Also, if we chose to not look at stand alone minors, there is a whole area of programs we are not reviewing. Explanations can be provided in the program prioritization narrative or course enrollment data can be provided during the interview process. Departments/programs need to complete the report on minors. |