**PROVOST COUNCIL**

**MINUTES**

**October 1, 2014, 8:30-10:00am**

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| **Present** | Alison Morrison-Shetlar, Jeff Ray, Richard Starnes, Lowell Davis, Tim Metz, Carol Burton, Greg Hodges, Kevan Frazier, Mimi Fenton, Brandon Schwab, Dana Sally |
| **Guests** | Kim Winter for Dale Carpenter, Debra Burke for Darrell Parker, Shawn Collins for Doug Keskula, Alison Joseph, Stan Hammer, Larry Hammer, Johnnie Lail, Kay Turpin, April Tallant, Elaine McKee Filos, Robbin Brooks, Henson Sturgill, Amelia Schlott |
| **Recorder** | Anne Aldrich |

**ANNOUNCEMENTS**

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**DISCUSSION**

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| **Update from Executive Council**  **(Alison)** | Executive Council has spent a great deal of time discussing **capital expense items** and what the top priorities should be.  **Enrollment** is looking great – we opened up the Admissions portal two weeks earlier this year than last year. We already have over 6,000 applications compared to 4,000 at the same time last year.  **WCU on Tour** is this week. The Admissions staff has requested more information from the colleges so they can better represent the departments. Alison had previously suggested brag sheets for each department on students, faculty and alumni. Alison strongly encouraged departments to provide this sort of information to Admissions. It was suggested sharing our Academic Affairs Annual Report with Admission which may be helpful (Anne will send to Sam Miller). Creative Services has a format for fact sheets that can be used.  The **Board of Visitors** is on campus this week. This is an effort to garner friends and future Board of Trustee members as well as a way to showcase WCU.  BOG has requested every institution put forth a 2% **proposal for budget** **reduction**. On September 18th, the Chancellor sent forth an email to campus discussing this item. Executive Council met to discuss each division’s ideas regarding this reduction. We continue to look at modest growth in order to maintain our retention rates. This information will ultimately be placed on the GA website, therefore it is important it is understood this is only a generic proposal at this point in time. |
| **Data Task Force Dashboard products**  **(Richard Starnes, Tim Metz, Kay Turpin, Larry Hammer)** | Alison previously asked a subgroup of Provost Council and the Registrar to begin finding ways to create decision making data that is accessible to individuals that need data ready at hand to make good decisions. Kay Turpin took the group through a small selection of dashboards expected to roll out in the near future.  Operational data is updated nightly. We can use the data for course planning. Right now we have degree conferral and enrollment dashboards. We are looking for other programs related to program retention, SCHs, and established workflows. Richard will send out a call after this meeting for any other reports you feel would useful and will plan to roll those out in priority order. This might be something we wish to highlight at the next Department Heads’ Workshop followed by the creation of a small group of department heads to work directly with the task force.  This is not data for data nerds. This is data specifically for decision makers which will allow those individuals to make decisions with confidence. It will be a considerable time saver since we will not have to make requests for data, but be able to retrieve it on our own. There is limited access right now until it rolls out in a SharePoint site that IT is working on and hopes to have ready by the end of the semester.  There will also be a data dictionary included so there will be understanding of what specific terminology means and where the report/data came from. There will also be training as this is rolled out. We hope to have the deans’ and others’ access to this site by November 1st. Discussion ensued.  Alison would like to present this information to Executive Council for information in the next couple weeks. |
| **Tuition and Fee Differentials**  **(Alison)** | Last Friday Greg sent out a tuition differential and fees proposal spreadsheet. Sam and Kristen received instructions on Thursday as to how to submit. Requests must be submitted to the Provost by October 10th and to GA by October 16th. The spreadsheet is on SharePoint with instructions – call Greg if you have any issues. The instructions have not changed from last year, although we have created a template this year – a spreadsheet with six tabs. It is self-explanatory.  We have been asked not to include any course fees but only program, major and differential fees. If you do not plan to propose any fees you do not need to submit the form. You can also use this exercise to increase your current fee if so desired. |
| **Faculty Positions and Prioritization for next year (Alison)** | This is a preemptive conversation based on our discussion last week regarding expansion budgets and needed faculty positions. If we could have kept the seven positions we originally needed – where would those positions have gone? Discussion ensued.  Primarily these positions would have been in the health sciences and the STEM areas that would alleviate the bottlenecks we experience in select areas (biology, physics, and chemistry). This is specific to positions that we would have received last year, not what to expect going forward.  Alison requested that Doug send her 2-3 positions for his college including justification and where those faculty positions would be placed and requested Richard send her 5-6, also including the same information. Alison would like to have these in the next two weeks. This will give us information as we move forward in anticipation of utilizing funds for faculty positions next year.  **Summer update** – we had hoped to share revenue with you, but because of salary changes, we hope to have this wrapped up by Friday. We are accounting for approximately $100,000 which we will have to pull from reserves if we are down. This will create a different conversation regarding what this means for positions coded to summer. We have modified the APR and sent that back to the deans based upon feedback in the forum. |