**MINUTES**

**April 19, 2011, 10:00a.m. -12:00 p.m.**

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| **Present** | Linda Stanford, Marie Huff, Louis Buck, Perry Schoon, Regis Gilman, Wendy Ford, Scott Higgins, Carol Burton, Beth Lofquist, Brian Railsback, Robert Kehrberg |
| **Guests** | Melissa Wargo, Larry Hammer, Joe Philpott, James Zhang for Bob McMahan |
| **Recorder** | Anne Aldrich |

**ANNOUNCEMENTS/INFORMATION**

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| **Minutes** | March 15, 2011 COD minutes are approved as written. March 31 COD Workday minutes are approved with changes requested from Wendy Ford. |

**DEANS’ ROUNDTABLE**

There are no items.

**TASK INTRODUCTION AND DISPOSITION**

There are no items.

**DISCUSSION**

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| **Space for Deans (Melissa Wargo/****Larry Hammer)** | During this process we have discovered one guiding principle – after people, space is the most critical resource on campus. Melissa updated COD on the space policy – it is still in limbo at Executive Council. We have submitted it to Mary Ann Lochner – there are related policies therefore we cannot bring the space policy to Executive Council until these other related policies are passed. We don’t anticipate major changes. We cleaned up the membership for space committees (handout shows membership) and created an overall space committee for the university and the Academic Space Committee. Melissa reviewed the handouts with COD. There are a lot of coding issues that we are in the process of cleaning up. The committees are working hard to get this data cleaned up and kept up to date. Many of you have participated in the walk through of every academic building – these tours were to familiarize people with the academic space in terms of what it looks like and how it is utilized. This is allowing us to verify attributes for each room, take utilization reports room by room then determine changes for recoding etc to have an effect on our utilization rates.Melissa distributed information on utilizing space from the Educational Advisory Board and followed with a Power Point presentation on this report. We have lots of classrooms that hold 25-40 students and only a handful that hold over 50. This is creating great space challenges with the size of classrooms being our main issue. Additionally there is a total lack of standardization and we have many large spaces that have only one door so only can be used for under 49 students. Our business practices are hurting us, such as space squatting (departments build sections in anticipation of an instructor and holds space – not released until the R25 run so space does not get reclaimed). We also have many rooms that have feature/size mismatches (i.e., math classes need lots of white boards, but classes are capped at 30 when it will hold a lot more. Some features are not moveable. The primary barriers are lack of actionable data, lack of enforceable space standards, lack of incentive, and challenges to redeploying space. The standards now in effect are at least 30 years old. Melissa reviewed these items.The next issue regards the opening of the HHS building. We have identified three issues in the short term – course scheduling, transportation, and building blackout. The building will open fall of 2012. Perry brought up the lack of sidewalks for those students who want to walk – DOT has been made aware of this issue. Marie is asking for the deans to work together regarding scheduling in advance – two years ahead so they can make sure their students can get back and forth and complete their degrees in a timely manner. Discussion ensued.When the new building opens it will release space back on this side of campus, basically vacating Moore. Belk will have limited space available on the 2nd and 4th floors. McKee will have space available on the ground floor with the exception of Archaeology and Forensic Anthropology labs. There will not be any special deals made outside of this committee. Please send proposals for space to Melissa by May 31st. If you have feedback that you want to give directly to Larry and Melissa, please do so. The cost to add doors to classrooms is a maximum of $7000. There are two classrooms in Forsyth that currently need this. Joe is looking for funds and will get this process started. Robert mentioned challenges regarding sound and hearing in these large classrooms – this will need to be addressed.Linda suggested asking the Education Advisory Board to do a study on campuses with multiple locations and transportation. |

**PROVOST UPDATES**

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| **CAO Meeting** | **Student Involvement in Setting Tuition and Fees** - Linda distributed a handout regarding the Board of Governor student involvement in the tuition and fee setting process. Linda noted lots of involvement with numerous universities with GA. WCU is ahead in many ways but our presence is lacking at GA. We hope our new chancellor will also be involved in this initiative.**Federal Regulation** – DOE is trying to get the profit educational institutions to be more accountable – any distance education program where there is a physical presence or anyone enrolled in a course (interns, advertising, etc – no definition of physical presence yet) – must send out information to all states. Regis will be sending out information to the deans for feedback – we want to be sure this is accurate. Linda’s understanding is this is just for online programs, but Regis thinks it impacts more than that – thus trying to understand “physical presence.” We have until July 1 to get this in place. If you have questions, take them to Regis. This could cost us a lot of money – and could affect all of title IV dollars.**Duplicative programs** - Jim Woodward, Emeritus Chancellor at NC State was tasked with doing a program review – defining the project, purpose and goals, supposed to be complete by November. This is the process in which they are looking for duplications in programs across universities. They will send us some information once they determine the process. Dianne Lynch has received more defined information. **Peer Study** – GA is going to conduct a new study. They have created an amazing interactive system that will give IPEDAS and Carnegie data. We decide what variables are most important to be judged for our institution and then have discussion and negotiation with GA through our chancellor to convey the spirit of our institution. We are not sure about aspirant peers. They want the first pass on our peers on June 15 so it can go to the board in October. When Linda gets the information and how to access this tool from GA, she will send it out to deans to explore. This is going to require a lot of interaction from our new chancellor. **Roll up** – Roll up is starting May 1. This means pulling all your funds – this usually occurs in March. It is likely we won’t have anything left and some accounts are frozen. Plan to use your money quickly in the fall. We have over $400,000 in equipment repair/service contracts. Joe has sent out a questionnaire regarding repair/service contracts – most are in A&S, Kimmel and FPAC. We are going to go to a self-insured process that will cut this expense in half.**Q:** This year we have directorships paid out in the summer and the colleges are responsible. Does that come out of this year or next year’s summer revenue? **A:** you can do either or split them. Perry asked about pay for directors – see APR 1 (program director guidelines) this is on our website.**Program Prioritization -** Linda has all your information about program prioritization. She is meeting with the Budget Advisory Committee on May 5th and will have them sign a confidentiality statement. Discussion will be limited to tier one, we will wait to discuss tier two and three. Have you shared this information with your entire faculty? All deans said they have talked with their faculty about program prioritization. Linda does not have Kimmel School program prioritization yet– James will take care of this. Linda does not have Wendy’s electronically – Wendy will send it.**Budget** – We hope to have the budget finalized by June 1. We are hearing a 17.7% budget reduction inclusive of cuts to financial aid and scholarships that we are currently receiving. We are going to cut back tuition remission for graduate students – Scott said this will have a dramatic impact, cut it in half. This particular policy has been in effect for 35 years and we have been trying to change it for years. It will also eliminate academically gifted non residential students – Brian said this will have a greater impact on the Music program – will impact the marching band. Need based financial aid is reduced by 22% -this will hurt us badly.Linda reviewed other budget cuts. We are having reductions where we already have little support so we will need to find a way to supplement or this will impact enrollment. We can keep the tuition and fee increase. Linda distributed a handout for COD review. With enrollment growth and tuition increases this will make our cut 15% including the pull back of 50% of the enrollment growth dollars. We will not get any more enrollment growth dollars. Sam thinks we will have about 1450 in our freshman class. There is a proposal to eliminate the 10% salary increase for teachers who get their masters degree – this will hurt our enrollment considerably. It was asked how much of reduction GA will take versus what is being passed to campuses. They have replaced Alan Mabe. We must have your 15% revised budgets submitted to Joe. Executive Council wants to get this done before the new chancellor arrives. Joe distributed the latest budget reduction scenarios. Robert asked if all the colleges were increasing faculty workloads. Yes – 4/4 and 4/5, etc. workloads on certain contracts. All fixed term have a 4/4 load. If you have an assistant department head who is receiving release time, you should take a look at this – not sure if we can afford to do this. Linda asked if the Council of Deans should create some guiding principles. The following items were suggested:1. faculty cannot limit enrollment to retain requisite teaching loads or normalize teaching load (class and program enrollment)
2. no caps can be placed on classes or programs without prior approval of the dean and provost
3. fixed term faculty should be teaching 4/4 or 4/5 if they have no additional service responsibilities; could reduce service responsibility in order to allow an extra class.
4. adjunct faculty are a viable option for courses that need to be offered.
5. all undergraduate courses must not have a cap lower than 35 (excluding labs and…)
6. associate deans need to have great oversight

**Other –** * Linda distributed a handout regarding reappointments and reviewed with COD.
* Linda is going to give Faculty Senate a report on the 10% budget cut for each division - no numbers for faculty.
* April 20 – Educational Outreach Retreat – it is critical you all be there; we are going to define a model and put it into place.
* March 31 – COACHE data report – Wendy will email change.
* Service Learning something –follow up with carol.
* On April 26th, the NC State Treasurer is going to be here in the UC theatre.
* Carol, Beth, Anne, Linda and Anna went to Kyle Carter’s installation. It was a great turn out, a beautiful event and a wonderful tribute to Kyle Carter.
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