**MINUTES**

**February 7, 2012, 10:00a.m. -12:00 p.m.**

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| **Present** | Dana Sally, Carol Burton, Scott Higgins, Robert Kehrberg, James Zhang, Louis Buck, Beth Lofquist, Perry Schoon, Regis Gilman, Linda Stanford |
| **Guests** | Marie Huff for Linda Stanford (joined late), Steve Carlisle for Brian Railsback, Melissa Wargo |
| **Recorder** | Anne Aldrich |

**ANNOUNCEMENTS/INFORMATION/MINUTES**

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| **Indirects** | The Chancellor has taken his office out of the process. Mark Lord is in charge and will put together a task force. He has a proposal that was part of previous task forces and conversations about allocation of indirect funding from grants. |
| **Collegiality** | Please find attached an article from Dr. Cipriano who did a workshop on collegiality for our campus last year |
| **Spangler Endowed Professorships** | Louis is willing to support the Computer Science Endowed professorship. The Chancellor directed Advancement that only endowed professorships that are requested from the dean and department head will be considered. This one for Computer Science had already been funded, thus the need to move forward. Internal candidates are welcome to apply; formerly, only external candidates were eligible. |
| **FAQ on new Health Sciences Building** | Carol and Marie distributed a handout with logistics information on the new building. Anne will work with Marie to set up a tour for COD. Carol will send an updated handout for Executive Council. |
| **Music Is** | The NC Now show is doing a piece on Music Is... Over 90 people are involved, including 45 students. |
| **Fourth Annual Faculty Scholarship Reception** | We have over 138 faculty participating. There will be poster sessions, creative works, music, etc. It is a very nice function to acknowledge collaborative scholarship and research among our faculty and students. |
| **Budget Check List** | It was announced to Council of Deans Assistants (CODA) that there is a new budget check list coming out that will require dean’s assistants to check all transactions. Beth will follow up. |
| **COB Dean Search Update** | As of this morning we have 50 applicants. The committee will meet Friday to select a short list of 8 people. |
| **Provost Search Update** | Three candidates have been to campus, all feedback has gone to the committee members. The committee meets today to determine strengths and weaknesses. The committee will meet on Wednesday with the Chancellor who has requested each committee member to submit their individual anonymous recommendation. |
| **Minutes** | The January 17, 2012 minutes are approved as written. |

**DEANS’ ROUNDTABLE**

There are no items.

**DISCUSSION**

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| **College Graduate Recruitment Advisory Committee Meeting (Scott)** | We were given a charge form a group to talk about recruitment. The handout is for your information regarding this process. We want to hear from the colleges about their priorities, and then pull this all together to proceed. Scott reviewed the handout with COD.  It was a very productive meeting and created some follow up. There were concerns raised regarding marketing or the lack thereof and/or lack of coordination of marketing.  **Q:** Do we market to international graduate students?  **A:** Not really, funds are limited.  **Q:** How many of you are meeting with IPS? (International Programs and Services)  **A:** A few deans are beginning to do so – Associate Deans have done so.  **Q:** Our international student population is lower than other schools similar to ours – what is the issue?  **A:** It is primarily financial – we cannot match the packages these students get elsewhere. |
| **Intent to Plan - Appendix A (Louis)** | AJ Grube submitted a summary of the Intent to Plan Articulation Agreement with SCC for Sport Management. There are no resources needed from any other college. This is a resident campus program. COD unanimously approved. |
| **Computer Refresh (Beth)** | We need to discuss what our plan is for computer refresh. What plans are in place within your college/unit?  Scott – we have IT run an analysis of computers. Once computers won’t run programs we need, Scott seeks funding for this through the Provost Office.  James – Kimmel School faculty refresh normally takes 4-6 years. Is there a plan for university IT to upgrade wireless access? In the Kimmel School students have a laptop requirement – if we have good wireless connection, we don’t need to refresh computers.  This is the major issue for the IT Council tomorrow as well as the list of Faculty Senate priorities.  Marie – every 4 years with summer revenues (for faculty who teach in the summer).  Perry – has replaced all. Usually every 3 years, but we were way behind. Also bought cinema screens for all laptops.  Louis – we track by age and priority, we did a third last year, usually 4-5 year cycle.  Gibbs – Arts and Sciences lacks a plan currently. Gibbs asked for advice from the deans on how to go forth.  Regis – work with IT to do an analysis; 4 year cycle using 103- accounts.  Robert – every 6 years; only replace on an emergency basis. The IT database is wrong, minimum of 30 errors each time. No plan; when it breaks, we replace.  Dana – replace every 4 years; comes out of operating – can’t keep up with it.  Deans would like to manage this resource and get advice from IT. Discussion ensued. There is an opportunity is the budget process this year. |
| **Installation Displays (Beth)** | Beth distributed handouts. On the day of the installation, we have the opportunity (10 display cases and areas for concession) to display your colleges. We will bring back the specifics for the display cases and let you know who will get what. The display cases are shadow boxes. For the concession areas – could we display student research (highlighted from undergraduate research) - no people, just a display. Be thinking about the kinds of things you want to display. |
| **APR 17 Substantive Change Addition (Beth)** | Anytime we change location, this requires a substantive change. We had to improve our process for capturing this information in a legitimate way following the change in General Administration’s practice of notifying SACS. Please review and understand this is required to remain in compliance with SACS standards. |
| **Graduate Faculty Credentialing for SACS (Melissa Wargo)** | **Q:** HHS department heads are worried because two physical therapy faculty do not have terminal degrees, thus no longer meeting the SACS requirement.  **A:** WCU had faculty credentials approved by SACS in 2006 and we as a campus have chosen to define faculty qualifications using faculty credentials – minimum is an earned doctorate, etc. If we have faculty that do not meet this requirement, we are required to provide alternative credentials to SACS and they will determine if this is acceptable. If the faculty member’s terminal degree is in a related field, we can justify this. If we are providing alternative credentials, they must be exceptional, national presence, etc. Those that receive the most scrutiny are those that are cross disciplinary – we will look to make sure all have ability to fulfill the outcomes as stated in the course—and those that are teaching in advanced degree programs.  We have to determine for our 5th year review how to meet a new standard recently approved. Most institutions assign faculty to a department, not a program; we will have to work this out.  We have institutional policies regarding credentialing faculty at the graduate level. Scott has brought forth concerns that we were not meeting our own requirements – per Scott’s review it appears not everyone is doing this.  Melissa distributed a letter from Belle Wheelan, President of SACS, regarding substantive change. |
| **Endowed Professorship Prioritization (Beth)** | Beth reviewed the criteria for prioritization of Endowed Professorships. She then asked the deans to review the list and indicate where they are ready right now to proceed.  COB is currently searching c for the BB&T and JM Robinson.  Linda has previously searched for a geriatric focused professorship and has failed at this point - the Ambassador Jeanette W. Hyde Distinguished Professorship in Gerontological Social Work. This position is integral to our programs, the new building and the future of that space. Jeanette Hyde has inquired as to why it hasn’t been filled.  James strongly requested the Kimmel Endowed professorship to be attached to the current department head search – repositioning that department to make it more technical as well as management – currently have one endowed professor in that department with a background in civil engineering. James strongly feels the need of a person more on the management side but with a technical background to understand that program. We are expecting the BSE to be approved and need to position ourselves for what is under BSE that will work for Construction Management.  Perry indicated the Bardo Endowed Professorship would assist them greatly in moving forward.  Robert – Visual Arts in CFPA would bring a national presence into that program. We are one of four MFA programs in the state – visual arts in this region are significant.  Gibbs – David and Lois Steed Distinguished Professorship in Public Policy would be very helpful and O. Gimelstob-Landry Distinguished Professorship in Regional Economic Development.  Whatever we decide is the #1 priority, will be funded out of local tuition or enrollment growth money. Typically the salary for the most part comes out of state funds. The discretionary money is what the position basically earns. COD unanimously agreed to support Linda’s position – Gerontology. The next priority are the Kimmel School positions – already has funding. The following priority would be to search next year for 2013-2014. Dr. Belcher’s goal is to conduct one endowed professorship search a year.  Beth asked the deans to write down visual arts, public affairs and education leadership and then prioritize 1 to 3. Visual arts position was voted to search for in 2013-2014 assuming there are funds. Educational leadership is 2nd, then public affairs. |
| **Academic Program of Excellence Award (Beth)** | COD reviewed and discussed the names presented to serve on the selection committee for this award. David Claxton and William Martin were selected to serve. |
| **Chancellor’s Installation (Beth)** | An email was sent campus wide regarding student participation in this event. This is a university sanctioned event. Students participating are to be excused from class for an event during this week. We are not cancelling classes during the ceremony but are encouraging faculty to have students attend. Faculty and administrators will process at this event. It is left up to each faculty member to have students make up time for class – that is their prerogative. Please get this message out to your faculty. Larry will assist just like he has for graduation. Beth will resend the most recent schedule of events. You can access the website for the most updated information. The week will be funded by private donations only – around $60,000 at this point in time, we hope to reduce. |

**TASK INTRODUCTION AND DISPOSITION**

There are no items.

**PROVOST UPDATES**

There are no items.