**MINUTES**

**January 4, 2011, 10:00a.m. -12:00 p.m.**

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| **Present** | Niall Michelsen, Steve Carlisle, Robert Kehrberg, Carol Burton, Perry Schoon, Bob McMahan, Dana Sally, Marie Huff, Louis Buck, Scott Higgins, Regis Gilman, Linda Stanford |
| **Guests** | Henry Wong |
| **Recorder** | Anne Aldrich |

**ANNOUNCEMENTS/INFORMATION**

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| **Minutes** | The minutes of November 2, 2010 are approved with the following change: under discussion item Budget, section on Performance Based Funding, fourth paragraph – COD could not recall the context in which this question was asked therefore agreed to strike it from the minutes.  The minutes of November 9, 2010 are approved with the following change: under Summer Session discussion item, first paragraph, will now read “Online residential will be re-coded as online distance. We are going back to the 2009 summer model.”  The minutes of November 29, 2010 and December 2, 2010 are approved as written. |

**DEAN’S ROUNDTABLE**

There are no items.

**TASK INTRODUCTION AND DISPOSITION**

There are no items.

**DISCUSSION**

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| **Mandatory Sexual Harassment Training (Henry Wong)** | There are two memos coming from the Chancellor’s Office in the near future: The first memo regards mandatory sexual harassment training with two options – a 16 minute video and exam or the Human Resources Office will coordinate an in-person session that will last 30 minutes, but have no exam. If a person is sued for violating the sexual harassment policy, they may not receive legal representation from the state if they have not attended this training.  The second memo addresses a plan to establish a Council on Diversity and Inclusion which is in response to the UNC-T report. We ask that deans nominate representatives for the committee (can be SPA, EPA, or non-EPA). This council will oversee university-wide initiatives, develop a plan, and develop a climate diversity survey. It will consist of 19 members, maybe more. Volunteers are welcome. Discussion ensued regarding the makeup of the committee. Linda will meet with Henry to discuss.  **Q:** Since this has not been done in five years, do we have data as to how many sexual harassment claims have been made?  **A:** We can pull that data, but we do not currently have it. Henry will furnish to Linda for sharing. |
| **Policy 105**  **(Scott Higgins)** | Policy 105 on centers and institutes is being brought back for final review by COD after a review by legal services. It needed to be aligned with our administrative review process and comply with UNC requirements. There was some legal language missing, however most is not changed aside from some terminology. This document primarily outlines how we establish, plan and review a center. The real key is to look at the criteria if you have a center to which this policy pertains (bullets in the biennium report).  Scott reviewed the changes within the policy with COD. Scott will make a couple of small corrections and send to Anne. We will forward to Executive Council and then to campus for the ten day review. We will also need to update the website. COD moved unanimously to approve Policy 105. |
| **Commencement**  **Re-visioning**  **(Brian Railsback)** | This item is postponed until the next COD meeting. |
| **Indirects**  **(Linda Stanford)** | Linda distributed and reviewed handouts with COD. We were not aware that faculty travel money came out of indirects from grants. As COD review where these monies go, it brings up a lot of questions. Where would we like to see these funds go? Linda asked COD to review and think about how we would choose to utilize these funds. Discussion ensued.  The current methodology creates a moving target, so one never knows what will be available. The interest off the funds held back is utilized for other discretionary needs like food. The GA policy on use of indirects allows for interpretation to be left to the discretion of the chancellor of each institution. Most institutions in the UNC system, give 50% to the university, 25% to the college and 25% to the department. In times of financial difficulty the chancellor always has the option to take these funds back. Right now, there is no way to budget for these funds since allocations are unknown and vary from year to year. Discussion ensued. |
| ***Action Item*** | Bob will send the white paper written a couple years regarding indirects to the deans for review. Linda asked Bob, Scott, Perry and Louis to construct guiding principles and core values then come back to COD with recommendations on how we should move forward to change how indirects are distributed. We will bring this back to the March 15th COD meeting. |
| **Revised GRE Examination**  **(Scott Higgins)** | The change to the GRE Exam has been communicated to program directors. There is going to be a completely different exam effective August 1. Educational Testing Services has done a great job providing an explanation regarding the new GRE. The writing portion will not change, however the other portions will have changes. The change has been in the works for about four years in an effort to create an exam that is more indicative of graduate success. Scoring will be different as well. There is information on the Graduate School web page and we are sending emails to all fall applicants. We need departmental assistance in communicating to students to prepare them for this change.  In addition, there is going to be a delay for the new exam results – tests taken after August 1st will not receive their scores until November. Students need to take the exam as soon as possible so they can get results within 10 days. We do not want them to wait until just before fall semester starts in order to mitigate any admissions challenges this could cause. There are sample questions, etc. for the new GRE - all online, which is the best way to prepare right now. Susan Fouts is planning to provide some sort of training for students regarding the new GRE. An exam taken now will be good for five years. The catalog, especially admission requirements will have to reflect both GREs for a period of time. |
| **University Wide Time Slot**  **(Louis Buck)** | One of the issues that has come up is a time slot available for outside speakers, a time we know students and faculty are available. COB has no classes from 12:30 – 2:00 on Tuesdays and Thursdays for this purpose. It doesn’t work to just do this in COB because students need to take a class in another college, e.g., for liberal studies. Kimmel does the same thing, but has a different time slot reserved. CFPA couldn’t find a time to do this, other than Friday. Robert requires all music majors to sign up for a non-credit course that assists with this issue. Louis wants this time slot to be university wide. Discussion ensued. |
| ***Action Item*** | Larry can run a report and we can look at class times. We will bring this back for more discussion. Anne will ask Larry to run the report. |
| **Student Profiles**  **(Regis Gilman)** | Regis distributed and reviewed handouts regarding graduate and undergraduate student profiles with COD. |

**PROVOST UPDATES**

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| **Budget** | Linda forwarded two memos to the deans from GA. Tomorrow Executive Council is meeting to discuss the additional $ 2.2 million reversion. We have $450,000 in one times monies primarily for classroom furniture, etc that has not yet been allocated. We have about $425,000 to return on that $2.2 million dollar bill. We have to come up with these dollars in the next six months. This is not a reduction in base budget, just a return of money to the state.  Travel restrictions are being put in place, along with freezes on hiring except for essential positions. Essential positions will be defined tomorrow in Executive Council.  Spending guidelines for purchases will likely have to go to OSMB.  Questions for Executive Council:  **Q:** If you have an EPA search out there, can it continue?  **A**: If it has been offered, it can go forward.  **Q:** Can we transfer a SPA person into another SPA position within the same college?  **A:** We are not sure.  Linda has requested Executive Council develop clear and concise statements about what we can do and what we can’t so this can be communicated to the colleges. If there are other questions, send them to Linda before 8am tomorrow morning. |
| **E & T Allocations** | Linda reviewed the handouts with COD. Each college has received a specific E&T allocation. Linda reviewed tuition and fee increases requested, internships, site visits, etc. If you have questions about your allocation, Linda will meet with you to explain. |
| **Tenured and Fixed Term Faculty** | Linda provided a handout with data regarding tenured and fixed term faculty positions within colleges. Please send your corrections to Anne. |
| **Inclement Weather** | We have had very few complaints regarding the inclement weather and our policies and actions. Linda had a “post mortem” with Tammi Hudson. She would like to see us develop an alternative final exam schedule in the event we are ever faced with inclement weather or other disaster during a final exam week. from students and/or parents.  Awarding incompletes are a serious problem – these grades are being changed from I to F and students are being dismissed from the university or from programs as a result. We must be vigilant that faculty assign a final grade. We had 500 incompletes for fall semester, many of which were related to the weather situation. The registrar does send reminders in advance of the due date. Grades are to be resolved by January 13 if they were related to the inclement weather situation.  Bob indicated there is a trend for incompletes to be assigned increasingly for reasons that are not viable. Just because a student did not complete work is not a reason unless there were mitigating circumstances. It was requested this agenda item be added to the next Department Head Workshop. Larry can look to see if there is a trend in this regard. |
| **Next COD Meeting – January 18** | Linda asked the deans to pull together a short report on the status of the QEP process in each college:   1. What are your most significant issues related to the QEP? 2. Where are you in the process? 3. What are the faculty feelings about implementation? 4. How are you promoting and supporting the QEP?   The second discussion item for the next COD meeting is increasing four year graduation rates. LEAP (Liberal Education America’s Promise) highlights programs and objectives that increase retention and graduation rates, such as the 10 high impact educational practices. We would like to see where programs are regarding graduation rates. Our four year graduation rate is about 26%. Linda will ask Melissa to furnish data on graduation rates by college and by program. |
| **Educational Outreach** | We have scheduled an Educational Outreach retreat on Feb 4. Carol will facilitate. |