**MINUTES**

**June 7, 2011, 10:00a.m. -12:00 p.m.**

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| **Present** | Linda Stanford, Gibbs Knotts, Dana Sally, Marie Huff, Carol Burton, Bob McMahan, Brian Railsback, Robert Kehrberg, Perry Schoon, Louis Buck |
| **Guests** | Kathleen Brennan for Scott Higgins, Lisa Gaetano |
| **Recorder** | Anne Aldrich |

**ANNOUNCEMENTS/INFORMATION**

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| **Fine and Performing Arts Center (Linda)** | Linda announced the Fine and Performing Arts Center has been named for John Bardo. There is a tradition on this campus to name buildings after retired chancellors. |
| **Fall Line Up for Liberal Studies (Carol)** | We have registered about 850 first year students who have complete schedules. We still have some shortage areas and expect to have about 600 more freshman and 100 transfer students to register. |
| **Boyer Retreat (Carol)** | We changed the timing for this event from last year (September) to June. We have several institutions coming with teams including James Madison. The retreat is June 19-22. |
| **Minutes** | The minutes of the May 26 Council of Deans Workday are approved as written. |

**DEANS’ ROUNDTABLE**

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| **Perry** | Teaching Fellows is slated to be cut – this is a huge loss for us. We will have to develop new recruiting strategies – we had 50 students this year with a waiting list. The latest cohort is heavy in science and math – this will result in teacher targets that we will not be able to meet. |
| **Brian** | Brian strongly suggested we come up with new recruiting strategies that are not scholarship based, but are reasons a student wants to come to WCU (e.g., new honors dorm, etc). The College of Education will need to look at strategies in recruitment to compensate for the loss of Teaching Fellows (why come to our College of Education?). Other universities, private and public are being very smart and innovative regarding scholarships. |

**TASK INTRODUCTION AND DISPOSITION**

There are no items.

**DISCUSSION**

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| **Internal Audit Annual Risk Assessment**  **(Lisa Gaetano)** | Each year an annual audit plan is based on the internal risk assessment. Risk is defined as anything that interferes with the objectives of the university. Lisa asked the deans for their ideas:   * efficacy of H-drive * university archives, storage and accessibility of university documents, we do not have an archivist * electronic storage capacity * locks for doors and entryways * issue with keys, no responsible party * mental health network for students, RA training, training for faculty, (bring in Sam), do we have a policy that indicates someone is too mentally ill to be a student * underage drinking, especially in Scott and Walker * mold in buildings causing the need to move faculty (Hoey first floor and Coulter) * We have a hard time getting good information from Advancement on what is available and what is not – cannot get information about scholarship funds, processes appear to be all manual, not providing good service. * Recreational Therapy and others – students interning are not getting liability insurance, need to look into it.   If you think of anything else, please email Lisa Gaetano. |
| **Distance Learning Dollars (Linda)** | We will begin to meet with you individually and will talk about this as budget details are finalized. |
| **APR - Conflict of Interest, Policy 58** | Linda reviewed the policy with COD. This will be reviewed at the Department Head workshop using some case studies that are not existing. COD unanimously approved. |
| **APR 15b DH and ADH Compensation (Linda)** | Beth put together this policy and Linda has added her input. There are a lot of assistant department head positions that Linda was not aware of. This is a key issue to look at - page 2- assistant department head positions. Linda is not advocating for assistant department heads except in special circumstances. Discussion ensued. Linda asked COD to review the policy and we will bring this back when Beth is here. |
| ***Action Item*** | Linda asked COD to take an inventory of the titles in their colleges and complete a spreadsheet on department heads and assistant department heads indicating what extra release time and salary they are provided. |
| **Department Head Workshop Agenda (Linda)** | Linda reviewed the agenda with COD. Any additional items? The following suggestions were made:   * Larry – staggered schedules between east and west * budget update * program prioritization update * update on space from Melissa |

**PROVOST UPDATES**

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| **Budget** | GA has informed us we will only have enough money for June operating expenses and we had to return everything in reserve. Right now we have about $1.8 million in operating to cover utilities, expenditures that went out, etc.  We are probably going to take a 14% cut and that is inclusive of UNC-A and School of the Arts cuts and they are being held harmless and taking no cuts. They are considered specialized institutions. Within WCU colleges, there may not be across the board cuts dependent upon the needs – Joe and I are meeting tomorrow to discuss. |
| **Transfer Tool** | We finally have a transfer tool – Larry will probably present this as the Department Head workshop. |
| **Academic Planning** | Linda asked the deans to review the handouts regarding academic planning. Please look at degree proposed from UNC-T – is this something you are still considering? COD reviewed and gave Linda correct data. Some deans will have to check and get back to Linda. |
| **Retention Report** | We submitted a retention report to GA (Linda sent the deans an article on performance funding – recommended reading).  Our freshman-sophomore retention rates have increased significantly in the last four years. Our overall retention rate is up about 6%.  We are looking at GPA over SAT. The students that come in with low GPA and high SAT tend to provide behavioral challenges – they are very smart with too much time on their hands and/or poor study habits. We have consciously promoted community building, etc.  Linda reviewed the report with COD. Robert suggested using class rank as a measure of competitiveness which is a success indicator. Discussion ensued. |
| ***Action Item*** | Anne will follow up with Alan Socha to be sure deans are getting data (Louis, Gibbs). |