**MINUTES**

**March 15, 2011, 10:00a.m. -12:00 p.m.**

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| **Present** | Carol Burton, Brian Railsback, Regis Gilman, Bob McMahan, Wendy Ford, Dana Sally, Perry Schoon, Marie Huff, Robert Kehrberg, Beth Lofquist, Linda Stanford |
| **Guests** | Shelly Hargis for Scott Higgins |
| **Recorder** | Anne Aldrich |

**ANNOUNCEMENTS/INFORMATION**

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| **Regis – EO Brochure** | Regis distributed a brochure regarding continuing education non-credit workshop proposals and NC state comparisons. |
| **Marie –**  **Half Marathon** | Marie announced there is a half marathon fundraiser with all proceeds going to support student research and travel – currently have 144 people signed up for the April 2nd event. |
| **Dana – book sale** | Hunter Library is having its every three year annual book sale – today and tomorrow. |
| **Beth –**  **Tabletop Exercise** | Beth announced there will be a tabletop exercise within the next few months (mid to latter May) as required by GA. This will be a conversation regarding an active shooter in Forsyth building. This will require attendance by Louis and others involved along with Executive Council and other key personnel on campus. |
| **Beth – Department Head Workshop** | The Department Head Workshop is this Thursday. Beth reviewed proposed topics with COD. |
| **Brian – Undergraduate Expo** | Brian thanked everyone for support of the Undergraduate Expo – we have 190 presentations and over 200 students involved. The poster session is Monday evening at 5:30, with brief presentations at 6:00. The finalized program will be on our website Wednesday. |
| **Minutes** | March 1, 2011 COD minutes are approved as written. |

**DEANS’ ROUNDTABLE**

There are no items.

**TASK INTRODUCTION AND DISPOSITION**

There are no items.

**DISCUSSION**

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| **Student Fees** | Sam distributed handouts for COD review including a tuition and fee schedule.  Even though our BOT may approve tuition and fee increases, GA and the BOG can alter those decisions.  Sam reviewed all tuition and fees applicable to all regular full time undergraduate students.  Most of the fee accounts are classified trust funds with the exception of the E&T fee.  Sam reviewed slides presented to the legislature on UNC tuition and fees.  In the future, Linda would like to have more discussion about where vending and indirects go and have impact once a new chancellor is on board.  **Q:** Where do recession revenues go?  **A:**  If it is an Athletics event in Ramsey or an athletic venue, the revenues go towards   athletics.  All other food service revenues go to Aramark unless it is a special event like Mountain Heritage Day, etc.  Sam and Robert Edwards are meeting weekly to review auxiliaries with recommendations forthcoming to the new chancellor.  **Q:** What does it take to form a student organization?  **A:**  It takes only three students to form an organization and they are allocated $75 by SGA to start. Supplemental funding is available up to $500.00.  **Q:** What restrictions are there on activity dollars?  **A:**  It is considered a trust fund account so bound by those UNC policies; receipt accounts are to be held a bit differently – different rules dependent upon the activities.  GA has mandated a committee process for all tuition and fee increases – 50% of the committee has to be students co-chaired by SGA President and the Vice Chancellor for Student Affairs or the Provost.  Sam is on this committee. Information will be out in April to be effective next fall.  We have an Open House this weekend with almost 1900 guests pre-registered to attend – the largest Open House ever.  We usually have about a 75% show rate – still making this one of our largest Open Houses.  Thank your faculty for helping us with the hopefully large and enthusiastic crowd – 30% have deposited but not yet registered, 40% are not eligible to come to WCU till 2-3 years out, 32 transfers out of 600 – this event is aimed at potential freshman.  Linda indicated COD would like to have Sam come and meet with COD once a semester. |
| **Indirect Allocations Recommendations (Bob, Scott, Perry, Louis)** | Louis reviewed the handout with COD regarding recommendations inclusive of two options. Discussion ensued. Louis, Bob, Scott and Perry recommend option 2. COD moved to accept option 2 as a proposal unanimously. This will be ready for the new chancellor. Linda asked Shelly and Perry to share this information with the Faculty Scholarship Task Force. |
| **Export Control**  **(Scott Higgins)** | This item is postponed due to Scott’s absence. |
| **QEP Process (Carol)** | The deans presented information regarding the QEP Process within their colleges:  Perry – The most significant issue is the lack of assessment within the briefcase. One department said it is not being addressed in graduate education at all. For CEAP the QEP formalized a process they had already been doing. Carol stated the QEP was not designed for graduate work although it can be used at the graduate level.  Robert distributed his QEP processes update and reviewed with COD. Marie, Wendy, Louis and Bob reviewed their processes with COD. Deans are requested to provide this information to Carol electronically. |
| **Space for Deans (Melissa Wargo)** | This item is postponed until the April 19th COD meeting. |
| **COACHE Survey (Linda/Beth)** | This item is postponed until the March 31 Council of Deans Workday. |
| **FSAC Survey Results (Beth)** | This will be a discussion item at the April 5 COD meeting. Please review the document. |
| **Promotion and Tenure Mishaps (Beth)** | This item is postponed until the March 31 Council of Deans Workday. |

**PROVOST UPDATES**

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| **Tom Ross Visit** | Tom Ross and his wife will be visiting campus March 31 – we have no details yet. |
| **Chancellor Search** | The announcement of our new chancellor is likely to be made at the April 8th BOG meeting – we hope to be in a position to have individuals from WCU attend. The campus is likely to be notified at the same time. We expect our new chancellor will be on campus shortly after. |
| **Accreditation Process** | Reminder – if programs are going through an accreditation process they need to work with Melissa’s office. We are remiss at providing a process for you on accreditation – this will be provided. |
| **Budget** | We have been asked to craft a 15% reduction for review by GA. GA in turn will provide it to the legislature so they will understand the impact this would have. |