**MINUTES**

**May 20, 2014, 10:00-12:00**

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| **Present** | Alison Morrison-Shetlar, Richard Starnes, Mimi Fenton, Robert Kehrberg, Doug Keskula, Brian Railsback, Darrell Parker, Dana Sally, Susan Fouts, Dale Carpenter, James Zhang |
| **Guests** | Brian Kloeppel, Brian Gastle |
| **Recorder** | Anne Aldrich |

**ANNOUNCEMENTS**

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| **Updates from Executive Council**  **(Alison)** | **Financial Aid** is a major discussion.  We reviewed a PowerPoint on the **new phone system** – the expense of the new system will become part of our budgets. This is still very much under consideration. As additional information emerges, Alison will share.  **Enrollment** – Our numbers look good except for transfer and graduate school. Graduate school is up for the summer; it is still early to determine for fall.  **Retention** is still a major focus. Discussion ensued.  **Campus Master plan** – Each member of Executive Council will be responsible for certain areas of the master plan and bring people in as needed.  GA requests in the past few weeks regarding **campus safety** – Out of 60 recommended items; we currently have 40 in place or in progress.  **Program Prioritization** – Action plans in place are fantastic and all of them have moved forward with these plans, in some cases significantly. We wish to highlight the successes of program prioritization – what we are good at and sharing this with others on campus. Modern Foreign Languages has done a stellar job and should be acknowledged. Executive Council is interested in hearing more about what we are doing in Academic Affairs. Discussion ensued.  **Implementation of Curriculog** – We have a list of eight people that will be trained over the summer on Curriculog. Training will be intensive but those trained should be able to provide training to others. Implementation is in the fall – the first Department Heads Workshop in the fall will be about utilizing this system.  **Budget** – There are ongoing discussions; we are hoping to get all of our enrollment growth allocation. |

**DISCUSSION**

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| **Board of Trustees Annual Report due July 31 (Alison)** | Our Board of Trustees *Quarterly* Reports was previously one page. From this point forward, Alison would like the deans to provide her with an annual report for each college – good news items, challenges, and missed and taken opportunities . It should be no longer than 2-3 pages in executive summary style due to Anne July 15th. Alison will synthesize this into the Board of Trustees *Annual* Report for Academic Affairs that is now required. |
| **Communication with Deans (Alison)** | The Provost has found that 30 minute direct report meetings are not enough time. Beginning in July individual meetings will move to one hour once a month. We will also meet for group lunches weekly (groups of 3) with topics brought by the deans.    Also beginning in July we are moving to four meetings a month, each a different constituency, all from 8:30-10am:  1) Academic Affairs Council – directors of units that report to the Provost Office (deans can send a representative if you do not wish to attend);  2) Provost Council (former Council of Deans);  3) Associate Provosts/Assistant Vice Chancellor(AP/AVC Council);  4) Provost Office Staff Meeting |
| **APR 1 Program Director Guidelines**  **(Brian Gastle/Brian Kloeppel)** | Program Director Guidelines were reviewed by the Graduate Council about nine months ago. We worked through various suggestions and discussions with this being the fourth draft.  The main issue arose from responses to a survey regarding wide disparity on compensation. How do we fairly and equitably address this issue with programs that are so different? It was suggested to have summer tasks/employment – if these are indeed nine month faculty positions how do we ask people to work during the summer? Legal Counsel says it is possible for nine month faculty to work during the summer as long as there is agreement with both parties ahead of time with support from the deans.  **Q:** Are directors reviewed on their work as program directors?  **A:** Not always, but sometimes. GSR has thought about implementing some sort of formative assessment on this work. This could be sent to the dean or whoever evaluates other materials (35 current program directors). Discussion ensued.  It was suggested it be left to program directors to solicit feedback on their performance and whether to include this as part of their AFE materials. Brian Kloeppel could provide this to all program directors as a summative of their activities, then it is up to them to choose to include or not include this with their AFE materials.  We think it is good idea for GSR to provide formative feedback, whether they choose to use it or not. That is for discussion between deans, department heads and program directors within your colleges. If you have further comments, send those to Brian Kloeppel who will update the document and send it back to COD for review. |
| **Department Head Evaluations**  **(Brian Gastle/Brian Kloeppel)** | Brian Gastle reviewed the proposal and series of recommendations by the task force. It is proposed to have deans decide what evaluations look like within their college but to be sure they include some specific details. APR 23 is a draft document for this purpose. Discussion ensued.  There are current guidelines for course releases for department heads. Department heads are administrators but their tenure clocks are not stopped when they become a department head. Therefore, performance evaluations should include normal faculty equivalent evaluation as well as the duties as a department head. Discussion ensued.  This may be more of a failure of practice rather than policy. COD approved bringing this forward as an APR to document our current practice. |

**UPDATES**

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| **Kimmel School**  **(James Zhang)** | We have received notification from Facilities Management that they are replacing the air conditioning unit in Belk building, a repair in June that will take about 30 days. Because of air conditioning issues, we had to move faculty the last two summers. We are proposing to buy roll away AC units for some offices – 15 units at a cost of $400 each. ($6000 – may be able to do this out of the Provost Office). James will put the request together and submit it to Greg.  A Construction Management faculty member has received a contract for a $25,000 grant for the first year, but up to $100,000 for next three years, then up to $200,000 for following three years after that.  For Biltmore Park we are hiring a Distance Program Director, lab manager and another endowed Kimmel School professor from funds earmarked by the General Assembly. |
| **Graduate School and Research**  **(Mimi Fenton)** | The Office of Sponsored Research is tipping at $4.9 million in awards. Our goal is to reach $5 million by July 1. Thirty-five faculty signed up for NIH grant proposals writing workshops. With the Provost end of year seed funding internal grants allocation of $50,000 end of year money we now have 13 proposals. |
| **College of Fine and Performing Arts**  **(Robert Kehrberg)** | Friends of the Arts had a great year. Donations will exceed a quarter of a million dollars this year. Our next silent auction is being planned. |
| **College of Health and Human Sciences**  **(Doug Keskula)** | We are coming close on negotiations on a primary care clinic. It is currently being reviewed by partner attorneys. It will possibly be a palliative care clinic which is good for us and good for the community. |
| **College of Business (Darrell Parker)** | We are encouraging department heads to use their leave; it has been quiet. |
| **Hunter Library**  **(Dana Sally)** | We brought on three new faculty members in the last six weeks and have received $110,000 in grant funding. |
| **Educational Outreach**  **(Susan Fouts)** | Conference attendance is up 15% this summer. The Cadaver Dog Training is currently on campus (one of two programs in the nation); it usually fills up in 15 minutes. |
| **College of Education and Allied Professions (Dale Carpenter)** | Regarding endowed scholarships, we have one that is almost endowed and another for which we received a full donation yesterday.  We are utilizing a regional approach to seek external grants using all the school systems and teacher providers in our area to do a grant proposal together. |
| **Office of the Provost (Alison)** | The first Academic Affairs newsletter went out. We need your feedback as to what should be included as we prepare for fall. |