**MINUTES**

**April 17, 2012, 10:00 a.m. -12:00 p.m.**

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| **Present** | Scott Higgins, Perry Schoon, Dana Sally, Carol Burton, Brian Railsback, Mark Lord, Linda Stanford, Regis Gilman, Robert Kehrberg, Louis Buck, Beth Lofquist |
| **Guests** | Kathy Wong |
| **Recorder** | Anne Aldrich |

**ANNOUNCEMENTS/INFORMATION/MINUTES**

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| **Department Head Workshop**  **(Mark Lord)** | Mark distributed agenda for COD review. |
| **Annual Faculty Evaluations**  **(Mark Lord)** | Please encourage your department heads to do these with due diligence so that we do not run into issues later on. |
| **Minutes** | No minutes. |

**DEANS’ ROUNDTABLE**

There are no items.

**TASK INTRODUCTION AND DISPOSITION**

There are no items.

**DISCUSSION**

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| **BOG Personnel Authority and Political Activity**  **(Kathy Wong)** | The Board of Governors voted unanimously on Friday to approve delegated personnel authority to the UNC system and will revisit to see how it will be introduced in the short session. This is not a new conversation – at least 20 years have seen successively more delegated authority being given to the UNC system. This will move the authority under the umbrella of BOG. The only campus that is opposing change is UNC-Chapel Hill.  An invitation was sent to Q&A sessions throughout the state – attendance has been fairly small at these events. We may host a town hall or community forum on our campus – we are working with Jason Lavigne and Erin McNelis to schedule this.  **Q:** How will this impact our day to day world?  **A:**  We are on our own with career banding; no changes to classification system other than trying to fund it. If you get questions from your staff, please call Kathy and she will be happy to meet with them.  Political activity – please be reminded that we have a policy regarding hosting political activities on our UNC campuses. An email went out on February 29th regarding this policy, but please be mindful as we enter this election year.  **Q:** As deans, we have to advocate for our programs and this may be related to a legislative mandate – deans may write a letter of support or non-support, is this okay?  **A:** Yes, as it does not support a candidate. If you still are uncertain, contact Clifton Metcalf. |
| **Transfer Recruitment Committee Report**  **(Brian Railsback)** | We are seeing more of our students recruited by other institutions because of the scholarship offers at other universities (particularly ASU and ECU). Brian reviewed the handout with COD. We were trying to put together a coordinated plan and strategy. We will need your help in updating 8 semester plans. Phil has begun working on a pilot community college visit.  GS&R (Graduate School and Research) is receiving a lot of inquiries and admissions, but not a lot of enrollments. In some cases there has been little follow-up from the program directors, e.g., they have not been advised to enroll, are not sure what to do, etc. GS&R is following up with these students.  Item #1 - Revitalize WCU “2 Step” Program and item #2 - Update 8-semester plans - these items are on the website and will really need the deans to get behind these to get them completed.  Item #5 - Adopt a policy that allows department heads to elect to reserve space for transfer students in major courses. This item is one COD will have to wrestle with to address. Part of the challenge is classes are usually smaller at the junior level. No policy exists. The Provost Office can assist with part time money to accommodate those transfer students. Part of the challenge is that we do not know how many transfer students we have. Is there a way Admissions can begin to tell us what they have? We may have to give them particular disciplines to reach out to transfer students.  Carol will follow up with Mark Anderson who is sending out those numbers (link to shared drive where spread sheets on student admits’ contact and interest areas are maintained). It would be helpful to know the history of which disciplines in which we tend to have transfers – where are our targeted areas of growth? Discussion ensued.  COD agreed to invite Phil Cauley to our next meeting to discuss this issue. COD agreed they need to work on this policy. Direction to recruit specific areas must come from the deans.  Item #6 - Create department Fact Sheets – These would be very helpful, but we only have some. We have never been able to get all of them. Many do not exist.  Item #7 - Create a Phi Theta Kappa-Sigma Tau “pipeline” of transfer recruits - we are ready to go with this one.  Item # 8 - Continue to enhance WCU’s ability to identify/target high school students who plan to start at community college and transfer. The Admissions Office has not been doing this, but will do what they can.  Item #10 - Assess the role and scope of WCU’s regional coordinators. The Admissions Office may need more resources to do this.  Potentially huge issues for 2012:  Item #6 – Create department Fact Sheets. This is one to consider as COD develops policy (#5 above - Adopt a policy that allows department heads to elect to reserve space for transfer students in major courses).  Item #8 - Continue to enhance WCU’s ability to identify/target high school students who plan to start at community college and transfer. This is happening.  Item #10 - Assess the role and scope of WCU’s regional coordinators. This would depend greatly on Advancement and Alumni Offices.  If you have comments or concerns as you review this document, please contact Brian. |
| **Articulation with School of Science and Mathematics**  **(Beth Lofquist)** | Beth has included examples with the attachments. The Chief Academic Officer at the School of Science and Mathematics approached Beth at their last meeting. If you find this of interest, please follow up with Mark. |
| **Commencement Ceremony**  **(Beth Lofquist)** | Beth has assumed responsibility for the Commencement Committee from Fred and has found some decisions that come before this group should be redirected. Beth has announced that she will create a subcommittee to deal specifically with academic issues, as opposed to logistical issues, to serve on this committee.  Faculty Senate has decided to endorse the Commencement principles. We need to form a task force to move those principles forward – that would include this topic as well. Faculty Senate Routing Form needs to be pulled – we will look to see if it was signed and Beth will talk to the Chancellor about it. We will keep the current committee as a logistics committee. |
| **Accreditation Site Visits Costs**  **(Linda Stanford)** | Linda expressed surprise upon being informed that her college had to cover these – previously the Provost Office covered these expenses. We have discovered that we have been very inconsistent in our approach. Joe will do a report to see who is paying for what and work to make this consistent across colleges and the division. |
| **University committees: use of Skype for teleconferencing, telephone services and plan of action**  **(Beth Lofquist)** | With the growth in our Asheville campus, we need to think about ways to keep the faculty who teach in Asheville involved on the Cullowhee campus. We can’t afford to pay them to go back and forth to participate in committee meetings. We are installing video conferencing in Asheville – where on campus should they schedule? We will add this to the next workday agenda. |
| **Endowed Professor Searches**  **(Beth Lofquist)** | Beth asked the deans to be sure the Provost and Chancellor are included in these interviews. |
| **Darrell Parker, College of Business Dean Candidate** | COD interviewed the candidate. |

**PROVOST UPDATES**

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| **Enrollment Projections** | Please look at the handouts. One shows overall graduate numbers and one is by program. We are not going to discuss this now, but it is our next big conversation that may require a called meeting. We are not in good shape – these are point in time numbers. We were in this same situation last year; we are down in graduate and transfer.  You must continue to track these numbers. Our goal was 292 new students (transfer, graduate, etc). We are doing well on new freshman. |