**MINUTES**

**August 17, 2010, 10:00a.m. -12:00 p.m.**

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| **Present** | Beth Lofquist, Linda Stanford, Brian Railsback, Marie Huff, John West, Elisabeth Leonard, Louis Buck, Perry Schoon, Scott Higgins, Bob McMahan, Regis Gilman |
| **Guests** | Melissa Wargo, Alan Socha |
| **Recorder** | Anne Aldrich |

**ANNOUNCEMENTS/INFORMATION**

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| **BOT December Breakfast Program** | Wendy is meeting with Mark Matthias on Friday to discuss. |
| **US News and Report (Melissa)** | US News and Report shows WCU tied for 10th in top public regional universities in the south. Linda asked Melissa to put it in writing and send this information to Linda. |
| **COB Golf Tournament (Louis)** | On 8/28 COB will sponsor a golf tournament. Louis thanked Perry for support and other volunteers who will be playing. |
| **New Faculty Orientation (Beth)** | Beth asked that any comments about new faculty orientation be sent to her. |
| **Sweet n’ Low Event (Linda)** | Linda passed out an advertisement for the Sweet n’ Low event – student received a grant through the Mary Tyler Moore Foundation. We are hoping she will come for this dromady (part of engaged learning). |
| **Minutes** | The minutes of August 3, 2010 stand approved as written. |

**DEAN’S ROUNDTABLE**

There are no items.

**TASK INTRODUCTION AND DISPOSITION**

There are no items.

**DISCUSSION**

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| **Enrollment Projections**  **(Melissa Wargo)** | We discussed putting together a process for getting dean input into enrollment projections. We still do not have instructions from GA. We are all under the assumption we will submit in October – a series of worksheets that revolve around a 12 cell matrix.  Melissa distributed a handout to the deans with the schedule. Dates may change once a final schedule from GA is received. Melissa reviewed the schedule with COD. Census date is September 3rd which could necessitate some changes. We need to get targets by 8/25 from the deans. We anticipate bringing these sheets back to COD by the first of October before the final recommendation by Linda, Chuck and Chancellor. Are there questions or comments about process?  Linda will talk to each dean about their projections. Deans expressed gratitude at having a process that gives them more involvement. Melissa has created a folder on the share drive (IPE) reports. She suggested the deans use the pivot table for your college, save it to your hard drive, make your changes and send them to Melissa. Melissa would like to meet with a dean or associate dean to walk through this in the next week. Alan briefly went through pivot table demonstration. Melissa asked the deans to contact her to set up a meeting with Melissa, David or Alan in the next week. Linda asked Regis to work with the deans in the same way that Scott is working with the deans on enrollment projections. |
| **WCU Innovation and Technology Development (Scott)** | * Briefly discuss key results of the Innovation and Tech Transfer initiative at UNC-GA and WCU. * What is WCU’s vision for innovation activity on campus entering Phase II? What do we measure to show changes in innovation on campus? * What services are needed to support innovative activity on campus? (Tech Transfer Office)   GA is trying to look at the contribution of universities to communities. They are attaching money and importance to these outcomes. This has been an evolutionary process. The chancellor has volunteered WCU as a pilot of a smaller school. We tried to find out where faculty are in terms of tech transfer, ideas for commercial use, etc. – we found 17 or so on campus that had inventions or innovative ideas they think are marketable. That is Phase I of this initiative.  Phase 2 comes back to the university. The charge now is what do you want to measure, what is your vision of innovation on your campus, and how do you want to formalize that (some have come up with centers, councils). Will be looking for metric down the road – what are we going to measure to indicate to GA and the legislative that the efforts of our faculty have led to growth and innovation in the community?  Each college is represented on the steering committee along with legal counsel. This is an update, but we are letting you know what is going to be required of us as a campus going forward. What do we want to do with this? Discussion ensued.  Scott will work with Bob (have a laundry list of metrics – not all pertinent to our campus) – we will then go down the list and will share with COD. Beth suggested involving the endowed professors in this. The Patent policy is under development.  Regis mentioned an event in Hickory on Innovation (Ken Burbank and Susan Fouts have been attending monthly meetings) that she would like to see WCU more involved in – can have 5 exhibits – way to connect with others and showcase anything we have done in connection with Hickory. |
| **Policy 65 (Melissa)** | Melissa has received no written feedback after the last COD meeting. She has made revisions and recommendations and are still working through those on Policy 65. We do not yet have another version to bring back. |
| **Graduate Faculty Status (Scott/Beth)** | Scott reviewed the handout from the beginning. Deans gave feedback on language changes. Also, policy 6 will be brought back to COD for next time. We are going to bring this and policy 6 back at the same time because they link together. |
| **Specialized Accreditation (Melissa)** | Melissa distributed a handout regarding specialized accreditation and asked the deans to review and let her office know if there are any changes. Melissa will send this electronically to the deans. Linda wants the cost added to this spreadsheet – Joe has these numbers. We also need to include annual membership costs and cost of visit – deans can add this. Scott asked that graduate programs be included in this. Melissa needs this info from the deans by the 27th of August. |

**REPORTS AND UPDATES**

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| **Budget (Linda/Joe)** | * Allocation of resources from enrollment * Local tuition money – plan and expenditures * Report on equipment expenditures from past fiscal year   Joe joined COD for this discussion.  Enrollment growth funds – we anticipated we would have 5 million. It came in at 3.5. Kyle Carter and Bardo made recommendations on where those 20 positions should go. Kyle also wanted to remove Linda from having to make those decisions. Deans received an email yesterday from Joe as to what they are receiving regarding positions. Enrollment growth was reduced to 2.6 million (we are holding back in case there is a call back or we have to pay a portion of the Medicaid bill).  We distributed enrollment growth funds for 2010-2011 and enrollment growth positions to be established. Linda reviewed the handouts with COD, specifically each position funded. We kept $48,000 in reserve. We are trying to create positions from stable revenue streams.  We are having a consultant from GA come in to look at grants and research. An audit resulted in showing how understaffed this area is.  A handout was distributed regarding items approved for roll-up funds. Another handout was distributed regarding chancellor year-end equipment funds for specified needs – 3-4 different criteria for these monies – infrastructure in place, collaboration, and STEM focus – RFP.  Linda has asked all to send her 5 items for one time monies. Staff positions can start.  There is an audit report coming out regarding scholarships – likely the recommendation will be to move it to Financial Aid rather than in development.  Local tuition is what we can retain here, as much as 6.5 % of local tuition - has to be used to support a plan – QEP, university college, freshman seminars and English comp, faculty retention pool - $433,000. Fifty percent of local tuition goes to financial aid for need based students. We have a TRIO program (student support services) – had this grant since 1977 around $200,000. It is an excellent program and we would like to know why we were not funded. Only three state institutions were funded. We are diverting $160,000 to this program because it is too late to pull the program – already in progress. Discussion ensued.  Regarding lapsed salary, Joe is putting together guidelines and will present this to the deans shortly.  E&T – there is a study being conducted regarding these monies. Administration and Finance is trying to trace where this money goes. We are trying to determine how much comes in and how it is distributed. Then we will have information to support us in getting additional resources. IT has been funded by one time dollars for a long time so it will take a while to work out of this situation. Linda will keep you informed.  Joe went over a list questions he had received from the deans. |

**PROVOST UPDATES**

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| **Educational Outreach** | Linda spoke with Regis this morning. Numbers are low and flat with graduate programs. We need to focus next year on getting those numbers back up. Regis will be meeting with each of you to discuss a marketing program. Regis stated we are up 255 students from this point in time last year. Graduate programs are down 129 and down 7 in distance from where we were a year ago. Scott said they have more continuing graduate students than ever before – distance is where they are down. Linda asked the deans to look at strategic enrollment management – deans must have strategic direction and the targets that have been put in place. |

c: Terry Welch