**MINUTES**

**August 6, 2013, 10:00-12:00**

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| **Present** | Beth Lofquist, Robert Kehrberg, Darrell Parker, Doug Keskula, Richard Starnes, Brian Railsback, Dana Sally, Susan Fouts, Carol Burton, James Zhang, Lowell Davis |
| **Guests** | Brian Kloeppel for Mimi Fenton, Kim Ruebel for Dale Carpenter |
| **Recorder** | Anne Aldrich |

**ANNOUNCEMENTS**

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| **Academic Partnerships (Beth)** | Is there any interest? If so, it will have to be at the college bidding. |
| **Sexual Harassment Online Training (Beth)** | Reminder – this must be done by all employees. |
| **Policy 54 (Beth)** | Conflict of Interest and Intent to Engage– please be sure to have all faculty complete these forms – email will come out this week. |
| **Budget (Beth)** | We will have a final budget on Friday (August 9). The Chancellor wants to review university priorities at Executive Council on Monday. |
| **COD Agendas (Beth)** | Please let Anne know if you wish to add items to the COD agenda. |

**DISCUSSION**

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| **Marketing Director Candidate, Mike Langford** | Council of Deans interviewed the candidate. |
| **Search process for distinguished professorships (Beth)** | After review of the attached document, are there any questions? COD questioned the recommendation to use a search firm and how we would manage funding to cover such a search. Beth suggested if deans feel they can garner a strong pool without a search firm, to go forward. Discussion ensued.  It was suggested to change some of the wording regarding establishment of search committees. It was also suggested to include documentation specific to the establishment of endowed professorships and budgetary implications. Beth will have Brian Gastle make some adjustments and bring this back to COD. |
| **Policy #82-Standard Facilities Use Agreement (Beth)** | This is a revised policy that has come up for many reasons, one of which is how do we charge for use of our facilities on campus. Are there any questions or comments?  It was determined we need clarification on which buildings we can charge for and which we cannot. One new item is the requirement of background checks for individuals associated with supervision of students less than 18 years of age. Beth will get clarification from Legal Counsel. |
| **UNC System Community and Economic Development Metric 2013-14**  **and Carnegie Community Engagement (Carol)** | Carol distributed handouts for COD review regarding what was submitted to GA. WCU is one of the pilot campuses helping to structure annual reporting and analysis of community engagement by the system. The attachment indicates the final metrics with the final report due next summer. This dovetails nicely with what we are doing with the reapplication for Carnegie Community Engagement status in 2014. We had hoped to get guidance and support from GA. This is more than a reporting function, in that this is very useful data to the university.  We previously applied for and were granted the Carnegie Engaged Classification in 2008 and we are currently reapplying. The key difference in this application from the initial application is the emphasis on data and assessment of impact. Do you have specific ways to collect engagement activities in your areas? Discussion ensued.  Carol reviewed a draft survey that has been under development with COD. Carol encouraged the deans to review this document and provide her with any feedback. Again, this is not just to submit to GA, but to better understand internally what we are accomplishing as an institution. |
| **UNC Sustainability Policy (Beth)** | Beth attended the ASU Energy Summit in July and has received the updated policies from GA. The policy has implications for all of us in our buildings and daily practices. We all have blue bins for paper in our offices. Do we all have bottle recycling bins in our buildings? COD indicated accessibility of bins is an issue.  Beth will add this to Executive Council agenda regarding suggestions to address these issues. We should never have to search for recycle bins. It was suggested we look at models at other institutions. |
| **Military Student Success (Lowell)** | Lowell distributed a handout with information as to how we are addressing the items in the Military Student Success policy and reviewed this information with COD. Discussion ensued.  This is a new GA policy. We are going to code these students in Banner so when advisors meet with students they will know they are a veteran or a dependent of a veteran. |
| **Chancellor Belcher/**  **College Meetings**  **(Beth)** | Initially the Chancellor had agreed to stop by college meetings for any colleges that are deleting programs. He is willing if deans make this request. No deans requested his attendance. |
| **Social Entrepreneurship Conference (Carol)** | Carol explained the attachments for the Social Entrepreneurship Conference – one is specific to graduate students and one for undergraduate students. This conference is to solve a problem in a community. We have put together a small team (we participated last year) to oversee our participation again this year.  We have an internal process to select the two teams (undergraduate and graduate). Mimi Fenton will assist coordination for graduate students and Brian Railsback for undergraduate students. We have a short turn around – see specific due dates for each on the handouts. These are now separate applications for undergraduate and graduate students. |

**REPORTS AND UPDATES**

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| **Education Advisory Board (Carol)** | Last academic year, Angi purchased an agreement with the Education Advisory Board for two years providing us with research on issues and innovations related to Academic Affairs. Carol provided an example of some of the reports they currently have on file. Carol distributed a handout to provide website signup – our contact at the Education Advisory Board, Kristina De Sanctis will present to COD on September 17th –professional development opportunity. This access is available for anyone employed at WCU. |