**MINUTES**

**April 20, 2010, 9:30a.m. -12:00 p.m.**

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| **Present** | Beth Lofquist, Scott Higgins, John West, Elisabeth Leonard, Regis Gilman, Brian Railsback, Bob McMahan, Ron Johnson, Perry Schoon, Wendy Ford, Kyle Carter |
| **Guests** | Joe Walker, Wiley Harris |
| **Recorder** | Anne Aldrich |

**ANNOUNCEMENTS/INFORMATION**

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| **Bob** | Bob has successfully completed the Department Head search for Construction Management. Details will be forthcoming from Bob. |
| **Brian** | Brian took students to Montana for NCUR – they proctored exams on the bus (90 hour trip). The students were a mix of honors and non-honors students. The students received rave reviews from bus drivers, hotel management, etc. – the character of students was outstanding across the board. |
| **Minutes** | The minutes of April 6, 2010 stand approved as written. |

**DEAN’S ROUNDTABLE**

There are no items.

**DISCUSSION**

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| **Centers and Institutes**  **(Scott Higgins)** | Scott has two issues to address:   1. GA has requested our review and reaffirmation of policy #105 on Centers and Institutes. Our policy is consistent with GA requirements. We have briefly visited this policy in an earlier COD meeting. 2. There is some concern about the use of the name “centers “as they will be targets going forward for budget reductions (i.e. Faculty Coulter Center lost $40,000). The College of Business has a couple of centers they may want to readdress. We don’t want the legislature to come back and target these areas. A name change has to go to the Provost and Chancellor. All details included in the handout.   This morning Anne emailed a document to deans for review that details budget. GA already has the spreadsheet. |
| ***Action Item*** | COD will review the spreadsheet and send Scott feedback by end of business next Tuesday (4/27). If there is anything contentious it will be brought back to the May 4th COD. |
| **Resolution to Establish Task Force for Faculty Scholarship**  **(Wendy Ford)** | There is a resolution working its way through the Faculty Senate. It came to Wendy because the chair of this group is in the College of Arts and Sciences. He wants faculty to get more involved in helping to promote scholarship.  The first page of the document is a description of the resolution; the second page is brainstorming notes. What is the role of COD for this resolution? Discussion ensued.  It will be critical for Linda to understand the COD point of view as she sits on this task force. This will be advantageous to Academic Affairs – could have great impact on us either way. COD needs to have a clear understanding as to what they want to come out of this task force. Discussion ensued.  This has the potential to bring lapsed salary and indirect costs to the forefront. The RAPID Center will be taking over the administrative aspects of technology transfer with the retirement of Rich Kucharski. As well they will be able to award microgrants ups to $5000 to faculty with a two page white paper funded by the companies the RAPID is currently working with. Discussion ensued.  Scott also has resources and asks that COD work together and pool their resources. Kyle believes we have reached the threshold number the Chancellor wanted for indirect costs. |
| **Sponsored Programs**  **(Scott Higgins)** | The handout is feedback Graduate School and Research received from their consultant to try to address concern we had about faculty reports on sponsored research. Have used this as blueprint to make changes.  There are four items to note:   1. we need deans to identify 1-2 key faculty that Shelly Hargis and sponsored research can work closely with to increase our award funding – this is on the Chancellor’s radar – we need to build up to get indirect costs – some of you have already done this. 2. Focus groups will now work with us in the advisory committee 3. The grant resource center within AASCU has invited six faculty to work with us and we have gotten nothing back. We expected areas to grow and this has not come through – we need your help. 4. We will be providing monthly training on RAMSeS and every aspect on grant funding will be available to faculty – deans need to get these people to Shelly – announcements will come out about these trainings. |
| **Summer PD Stipends**  **(Beth Lofquist)** | Beth has discussed with the Associate Deans the need to update this information on the H-drive. The problem is the money needed for distance education programs is part of the money deans have already received for their distant education allocations.  Kyle said not to worry about it. The Provost Office will be able to handle it and find the money. Go ahead and update, indicating who is supposed to get the money and the amount they are to receive. You can lower amounts but cannot increase. You can shift around but don’t increase the amount for your total college. |
| **Construction Management Intent to Plan**  **(Bob McMahan)** | There are two certificates here that we are proposing, both related to the Construction Management distance masters program.   1. CM certificate – simply composed of three courses currently taught already in the CM masters program that would constitute a certification program for student s currently enrolled in project management program – all on line. Discussion ensued. 2. Land Development certificate – in response to a large grant from the national housing endowment award to increase the land development curricula around the country. We have a land development minor – this is proposing the land development certificate in masters CM program – three additional courses – cost to develop courses is paid for by the grant, ultimately there will be a follow up proposal to fold these into the curriculum in land development masters. Discussion ensued.   To clarify – this just goes to GA for information – it does not have to be approved by GA. Scott asked if the certificates need to be generated from the registrar’s office, these have been dropping back into the Graduate School. It is agreed that somehow the awarding of these certificates should be generated from the Registrar’s office.  Wendy motioned approval, Perry seconded. All COD agreed.  It was asked if SCH’s are generated for certificate programs. Yes the SCH’s are generated and we do get funding for them. One small group of students that receive instruction out of state and are not residents do not get funding, but if they are an NC resident and are out of state taking the classes, we do get credit. |
| **Grad MG Grad Cert AA-6 Program Proposal Change**  **(Perry Schoon)** | DPI has mandated all programs must align with the new standards – this is the first attempt to do so. We want to inactivate the masters of arts in teaching for middle level and have students that normally take the track one that leads to licensure. Most would get their license and go into teaching. This is a way to give those teachers some professional credentials instead of just a license.  This also increases the requirements for MAEd which gives us more quality for the graduate program. MAT programs don’t have a lot of numbers in them – by combining them we are able to get the best of the best. By making inactive the MAT degree program in middle level and creating the certificate students will receive documentation from the university that they have completed the certificate program even though they did not go on to complete the masters.  Wendy motioned approval, Regis seconded, all COD agreed.  Beth asked that for future reference, these need to COD first before going to the curriculum committee. |
| **RBN Articulation Agreement**  **(Linda Stanford)** | This started out as a Robert Wood Johnson initiative. We are affiliated and in collaboration with AB Tech ABN program – students earn their associate degree and then move right into our BSN program. It is an innovative program and fits with UNC-T in increasing nurses and supporting community colleges. This is a resident program but will be doing some online courses.  We have had discussions with Niall about liberal studies requirements and will follow up with Wendy. This is the first one to go through the new process. There is an MOU that has been signed. Perry motioned, Scott seconded. All COD approved. |
| **Graduate Faculty Status (Scott Higgins)** | This is an effort to try to have tenure track faculty reviewed within the new/changing process for collegial review process. It adds a section to the 4.11 status appointments in the Faculty Handbook. The last piece is post tenure review. This was not articulated in the handbook and there is no place on the AA12 to indicate if they want to continue graduate faculty status. We are incorporating post tenure review to review graduate faculty status who are teaching graduate classes. Currently a notice is sent out annually to Department Heads. We want to do a review that is consistent with the review for tenure track faculty.  Kyle thinks an annual review does not work well because there are too many and it becomes perfunctory. At his previous intuition they did a 5-6 review cycle that was a major review (could coordinate with post tenure review). Graduate lecturer faculty did not really qualify but had a special teaching expertise that allowed them to teach for a limited time and was reviewed every couple of years.  Scott said this would not be an annual review – this is just proposing that Department Heads and Deans make a recommendation. This would be every other year. COD will need to look at the proposal.  Reappointment in the future will stop at the Provost and not go to the Chancellor – may want to look at the same for this process. This recommendation came back to us from BOG and will be our process next year.  Q: Will this require Department Heads to revisit the CRC to determine graduate status?  A: No. Deans would follow the approval process they already have. Deans will already know what the status is – they are just agreeing if they want it to continue or not. Deans already have all the information used to make that judgment.  This would capture Post-Tenure review as well. Discussion ensued. |
| ***Action Item*** | Details regarding this still need to be worked out before action is taken. We need to address the statuses that exist and work it through the graduate council. Kyle will talk with Scott about what he did at his previous institution. |
| **Funds for Online and Distance Learning (Kyle)** | We have good news. We have been awarded $95,000 for distance learning – it can be spent for online or face to face, but must be spent by June 30. We need guidance on how to proceed. Before GA decided how to spend the money. This is our money to spend however we want as long as it is for distance and then there will be a report due. |
| ***Action Item*** | Linda will pull out the form we used last year and will send it to deans with a date that proposals must be submitted to her. |

**REPORTS AND UPDATES**

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| **Facilities Management**  **(Joe Walker/Wiley Harris)** | Updates on major construction:  Dining hall project – we are using the building; however it is not complete yet. We have completed mediation and made a claim to the state construction office. Contractors feel they are due money for six months and we feel they were late ($930,000). The state construction office will make the ruling and it is binding.  Helder/Blue ridge residence hall – we entered into a bonus prevision with the contractor for early completion as of August 10 which would enable utilization for fall semester. We think we can meet it. The concern is the site outside of building.  Health building – we suffered setbacks during the winter. We are currently still four months behind off their schedule which was accelerated by six months. We are looking at opening spring 2012.  Quad development – this has been on/off due to funding. We have identified limited funding and it is under review – we hope to get information back late this week. We will bid it and have a base bid and several alternates. We hope to have enough funding to do the first two phases. We meet with Dr. Bardo on May 5 to talk about it. Our concern is pedestrian traffic.  Asheville/Health and Aging building – we are in collaboration with MAHEC and managing this project.  Forsyth auditorium - it is complete with the exception of a guardrail to be finished this month. Funds for technology are still to be identified.  Harrill – we will bring this building offline in 2011 and open fall 2012. This is a major upgrade to this building as well as the exterior to some extent. We will expand to make a larger mechanical room, go up one level to add conference/classroom space. It will hold a LEED certification (or GOLD?) with a geothermal heat/cooling source.  McKee – we have removed the flooring and are scheduled to replace it this summer. Currently classes are scheduled during summer. We are working with Larry to get those rescheduled. The project will take 4-6 weeks. Joe and Wiley will address Linda’s concern about clinical programs in McKee this summer.  Byrd building – will be doing exterior work.  University Way – we will be resurfacing the roads.  Hunter Library – there is the possibility of window replacements on the old part of the building. There is no funding at this time for new entrance way.  Update on use of limited R&R funds:   * New roof on the reservoir tank * Repairs and replacements in the water plant * Card access for Ramsey Center * Highlands renovation   Natural Sciences building – Kyle recently toured NSB and feels WCU is going to start losing students because of how bad the labs are – they are worse than most high schools. Additionally we are going to lose faculty who do not have space for research. Kyle urges Linda to work with COD to develop some sort of plan to address these issues. Maybe in the future there will be some year end money that can be dedicated to this.  Joe mentioned there is already some early discussion about Bond II that may address these issues. Bond I happened in difficult economic times, but there was a very different debt capacity.  Joe stated that from time to time he receives requests for estimates from the colleges. In order for Facilities Management to be more efficient, it would be helpful if FM could be given an idea of the budget. This would help us to all be more efficient.  Linda indicated sometimes this is more of a feasibility study – to see if we can go out and find the funding. Joe agreed to give a feasibility study/rough estimate. Bob suggested it would be helpful to have a little more resolution in the estimate (i.e. electrical – fixtures, etc.) or just to have “not to exceed.” |
| **Planning for Fall Enrollment**  **(AJ Grube)** | Kyle previously asked the deans to set up hiring pools and AJ has worked with HR to come up with one approach. Greensboro shared (AJ distributed handout) with the Human Resources Advisory Council that Cory Causby attended.  Deans have one adjunct position already set up. Instead of asking them to send applications to a central address, we could have applicants apply to your college. You would manage your pools for whoever applies to that position number. The college would have to sort disciplines.  The Provost Office would advertise one omnibus ad for all part times. Greensboro runs their ad in late spring/early summer for fall. We would put the ad in newspapers as well (Asheville, Sylva, maybe Hickory area). Who should AJ work within your colleges – associate deans? There also will be an ad specific to distance education. This is just an example to begin with – we could have separate ads for residence and distance. |
| **Contingencies for Fall (Kyle Carter)** | Kyle shared an email Wendy sent out to her college – we all need to be thinking of contingencies for fall. Sam has downgraded the estimate to 1475-1500 for freshman class. The total enrollment should be between 9400-9600- a marginal increase.  Wendy is thinking along with her Department Heads about what if’s for the fall – the key is having faculty you can call on instantaneously to fill a class. |
| **Policy #6**  **(Bob McMahan)** | This policy has never been finalized in COD. We are at the point where it needs to be completed. Bob wishes to standardize the language within the university system. |
| ***Action Item*** | Anne will send Bob what she has and Beth will send the APR that consistent with this policy. This item will be added to the May 18th COD agenda. |
| **Faculty Workload (Linda Stanford)** | This item is postponed to the May 4th COD agenda. |
| **Student TA’s**  **(Brian Railsback0** | A proposal has been sent out, we have received feedback and have made a first run at this concept. The next steps: flushing out the feedback as there may be a different approach in implementation within colleges – some items are discipline specific.  Does COD want to go forward with this and have a pilot for next year. We are not talking about a lot of money with a significant impact for the expense. It could over a lot of sections by students, give great experience, and provide a great resource for faculty.  Kyle asked Brian to come forward with a narrative proposal including the following:   * Exactly define the role and responsibilities * Define eligibility * make a funding request * make a request for a college to act as a pilot. |

c: Terry Welch