**MINUTES**

**December 3, 2013, 10:00-12:00**

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| **Present** | Beth Lofquist, Brian Railsback, Darrell Parker, Robert Kehrberg, Richard Starnes, Susan Fouts, Dana Sally, Doug Keskula, Lowell Davis, Dale Carpenter, Mimi Fenton, Carol Burton, James Zhang |
| **Guests** | Tim Metz, Greg Hodges |
| **Recorder** | Ann Green |

**ANNOUNCEMENTS/INFORMATION**

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| **Digital Measures (Beth Lofquist)** | Beth has sent two emails about Digital Measures and that a faculty coordinator is being sought to co-lead the project with Greg Hodges. There has been some interest. |
| **Department Head Workshop in Chapel Hill (Beth Lofquist)** | One name has been turned in so far – Alvin Malesky. Richard Starnes added Gael Graham and Sean O’Connell. Three names can be submitted. Beth asked that the deans send the registrations to her and she will send them in.  |
| **Cancellation of Classes before Thanksgiving (Beth Lofquist)** | Dr. Belcher wants a report of classes cancelled the week of Thanksgiving. The report is due tomorrow. It appeared that parking lots were empty, etc. Discussion took place about the issue and it was agreed this should be a future agenda item. It needs to be looked at as a group.  |
| **Teach Out Plans (Beth Lofquist)** | Not many teach-out plans have been submitted. The general response from the deans is that the graduate programs’ teach-out plans are in process with the Graduate School and are nearly finished. |
| **Dinner for Freshmen(Beth Lofquist)** | There is a welcome dinner on January 9th for incoming freshman in the spring semester hosted by Student Affairs and First Year Experience. Deans and others are encouraged to attend. |
| **Holiday Party (Beth Lofquist)** | There is a holiday party for the COD on Thursday, December 12, at the Alumni House. Beth hopes everyone will come. |
| **Scheduling Summit for Gateway Courses (Richard Starnes)** | Richard announced that CAS is hosting a Fall 2014 Scheduling Summit for Gateway courses and they are inviting folks to come and talk about needs. A meeting request will be coming soon. |
| **Assistantship Applications (Mimi Fenton)** | Mimi sent out an email with information about assistantship applications. The support of deans is requested. |
| **MBA Cohort in Cherokee (Darrell Parker)** | Darrell announced that the early admissions numbers are not sufficient to have a cohort in Cherokee. There are only 5 students. They will be looking at ways to recruit students in the future.  |

**DISCUSSION**

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| **Tim Metz** | Tim Metz, AVC for Institutional Planning and Effectiveness, was introduced by Beth. Tim shared that he is learning the histories of assessment at WCU and is involved in enrollment funding projections. Next Fall will be a big projection year rather than just an update year. They are also interviewing candidates for a position in their office and are looking for someone to advance their statistical modeling. Other projects currently in motion are: Data Warehouse and Meta Assessment Process. Tim said he will be meeting with campus constituents to look at academic assessment processes. Dale Carpenter shared that CEAP has an Assessment Day event planned for January 24th. Tim said he had received the invitation.  |
| **Non-recurring Budget Discussion** | A spreadsheet with the potential pool of available funds had been distributed for discussion. The amount of funds available is approximately $600,000.  Items to be approved were discussed and agreed upon by COD group. These were:* $300,000 to refit Belk 410 for CJ Spacing needs (CAS)
* $50,000 Selective Laser Melting Machine (KS)
* $55,000 for Greenhouse construction (CAS)
* $85,000 for Replacement Emergency Medical Care Simulator (HHS)
* $18,900 for testing rooms with disabilities (Student Success)
* $15,000 for marketing for graduate school (COB agreed to put $5,000 of their request for funds into this bucket and removed their remaining request)
* $6,000 to Honors College for furnishings for new advisor position
* $70,000 to CEAP for Killian 108

Beth recommended that the Marching Band and Service Learning Vans be moved to the list for short term considerations in spring.Some items were removed from the list after discussion and agreement. These were: recruitment expenses, which should be covered as immediate needs, and the refit of Belk 104. Additionally, computer expenses and start-up costs should not be part of lapsed salaries. There was discussion that the refit of classroom space on the third floor of Belk needs evaluation. There is a task force looking at space usage and classroom space. A question was raised on how the call for proposals for space usage is being handled by this task force. Lowell is going to check on this with Larry Hammer.Anything that did not get allocated on the list will be on the list for the next conversation. |
| **PC Asset Fee**  | The Provost’s Office has been paying for PC Asset Fees, but it was never intended that the Provost Office pay for them long term. There is also concern that we are paying for computers that are sitting in closets. Overall, the consensus is that the list distributed with the meeting materials is not accurate. Greg confirmed there is a more up-to-date list and he will work to get a more current report to the colleges. Beth re-stated that it is important to clean up the PC Asset list. It costs the colleges/units not to have an accurate list. Discussion took place on the true purpose of this fee. Several questions were voiced, such as the delay with receiving computers and that receiving computers after such a delay eats into the warranty time. Etching of the computers seems to be a source of the delay for delivery. Computers need to be surplused in the next three weeks, by 12/20, in order to be off the inventory before January 2, which is the date that IT will use to refresh their inventory.  |
| **Post Undergraduate Tuition Study (Beth Lofquist)** | There are two documents that were distributed regarding this topic (UNC FIT Program – Final Report Non-Degree Seeking Students Study and UNC FIT Non-Degree Seeking Students – Survey Data). Mimi commented that students are billed by their classification, not by the classes they take. i.e., if a graduate student takes an undergraduate course, she or he is billed at the graduate level rate. |
| **Draft Proposal Regarding Courtesy Faculty Appointments (Dale Carpenter)** | A draft proposal was distributed with the meeting materials. Dale explained that courtesy faculty appointments do not involve money, but they are a way to give credit to folks for working with CEAP. These are different than joint appointments. Joint appointments usually have salaries from two sources, but with courtesy appointments there is no salary and there would not be an evaluation or expectation that the faculty member teach. But, there would be some expectations and recognition of service. Basically, the courtesy appointment would not have money implications, but would have prestige implications. A question was raised about where these appointments would be recorded. Other institutions have courtesy appointments in their catalogs. Beth said the current APR document for appointments and the Faculty Handbook address appointments. Changes to the Faculty Handbook to incorporate these types of appointments would need to be presented to the Faculty Affairs Council of Faculty Senate. Another question was asked if this could be applicable for any college or department. Beth suggested the proposal be re-written for the full university and be appropriate to the Faculty Handbook changes that would be needed and that the topic go to the Faculty Affairs Council (FAC) and Faculty Senate for approval. Faculty Senate approval is not needed for changes to the Reappointment APR.Dale Carpenter will rework the proposal as suggested and present it to FAC. |