**MINUTES**

**January 7, 2014, 10:00-12:00**

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

**ANNOUNCEMENTS**

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| **WCU Mission Update (Beth)** | GA has requested we change our mission based on an analysis they have completed across the system. Our proposed new mission statement referenced undergraduate and graduate academic programs; the consultants preferred we be much more specific in relation to our graduate offerings, delineating “undergraduate, master’s, and three doctoral academic programs”, which specifically details what we have been authorized to offer at the doctoral level. WCU may wish to add other doctoral programs in the future again in response to certification standards. In such a case, WCU would again have to change its mission statement to reflect the addition of a doctoral program. |
| **E&T Funding (Beth)** | Since we zero based funding this last fall, we have had some items come forward that were not on the deans’ lists. E&T is already allocated, however we just received a $99,000 service contract bill that should have been paid from these E&T funds. We will have to find funds to cover this. It is for the (Center for Applied Technology (CAT) (CFPA and A&S use this fund). It is a two year service contract and this is year two. It was due 12/15/13. It was paid at this same time last year – Greg will have to check the contract to see if we are actually in arrears. This needed to have been on our list and we missed it.  Greg will resend what was allocated to your colleges. Please see what you can give up so we can cover this expenditure then we need to revisit our long term allocations in order to cover this in the future. Discussion ensued as to some possible solutions. |
| **International Programs and Services (IPS) Director (Beth)** | We are still working on the IPS Director position and will let you know. |
| **Digital Measures Coordinator (Beth)** | Andrew Adams (faculty member in the School of Music) has agreed to be coordinator for Digital Measures working closely with Greg Hodges. He will begin immediately with CEAP on institution wide needs and reports. He will be asking people to serve on steering committees, etc. |
| **125th Anniversary Kick-Off (Carol)** | The kick off for WCU’s 125th Anniversary is January 23rd 12:25-2:30. Carol will send a meeting request. Academic leadership and faculty/staff are invited and encouraged to attend. |
| **Director of Disability Services** | The new director of disability services is Wesley Satterwhite. Lowell will send out a notification to campus next week. |
| **Educational Outreach Updates (Susan Fouts)** | We are ready to bring one candidate to campus for the Director of Military Services and will send out information shortly.  The Science Fair is February 6 and 7. It brings 600 middle and high schools students to campus, so it would be good to drop by. It will be part of the 125th celebration. |
| **Graduate School and Research Updates (Mimi)** | Graduate school enrollment is up 68 and holding steady.  Next week we have finalists interviewing for the Director of Sponsored Research position. |
| **College of Business Update (Darrell)** | We were able to save the Cherokee MBA cohort. By fall, recruitment will continue and cohort will have grown to a reasonable size.  We are also exploring the Asian Association of Schools of Business International (AASBI) that fees and great opportunities for building our international presence in Asia. We have been admitted for candidacy and may be able to start next spring semester. |

**DISCUSSION**

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| **Space Management Committee Recommendations Pertaining to Academic Space**  **(Tim Metz)** | Tim distributed a proposal that will be presented to Executive Council next week. There are two rooms (Killian) that are proposed to be renovated. These rooms will be combined and seat capacity increased– expenditures listed are just construction costs. Tim reviewed the proposal.  The committee is very aware there is a need to establish a process for targeting this recurring funding in the coming years and to make all aware of what is proposed. This is the committee’s spring task. Tim is working to define what is meant by “instructional space” for which these recurring funds are targeted. Discussion ensued.  Tim asked the deans to have their college representatives to send a proxy to meetings if they cannot attend and remind these individuals to be in good communication with their deans. From this point forward we will begin these discussions early in the fall or possibly even in the late spring. Tim will bring forth a draft process to COD with a reasonable timeline.  In a follow-up email, NSF has sent a survey to complete with a short deadline. The request went out yesterday afternoon. This is about research space. Currently, our system does not allow us to see what spaces are used for research. Please use the template provided in the survey to complete any spaces used for research and the amount of time that space is used. Tim appreciates the deans’ attention to this. Please contact him if you have any questions. |
| **Course Distribution by Department (Beth)** | This information has been distributed before for your review. Beth would like information in terms of how you are responding to the need to deal with these issues. Discussion ensued. |
| **Funding for Military Transfer and Partway Home (Beth)** | This funding opportunity from GA is to assist in increasing our recruitment and support of military students and other students who have completed some college but not earned a degree. We submitted a proposal just before the holidays about how we will spend these funds. More online courses, particularly those in liberal studies and gateway sciences, are needed by new distance. Included is a $3,500 payment to faculty to develop these courses.  Educational Outreach staff is trying to put together a strategic chart for advisors and students to determine who needs what for distance students. How would the deans like us to go about identifying faculty to meet these needs and what is your general reaction to this proposal? Discussion ensued.  Carol and Susan will work together to determine which courses need to be developed in an online or distance format and taught above load and what needs to be taught in the summer. |
| **Biltmore Park Strategic Plan (Carol/Doug)** | There is an update on the charge received from the Chancellor to form a group to look at Biltmore Park and develop a strategic plan. Doug read the charge that was received just before the break. We are planning to meet with people in the Biltmore Park and Cullowhee communities to determine the needs they have and develop a short list of topical areas– creative arts, environment, health, recreation, etc.  This is a staged process that is evolving as we move forward. We will be using focus groups and meeting first with targeted individuals identified by the Chancellor. The timeline begins with meetings with external stakeholders through early next month and then we hope to engage internal stakeholders to begin formulating a plan. We have a rough draft of some of those components all tied to the 2020 Vision.  Our definition of community – will look for partners to help us define “community” and work closely with the university strategic plan. Biltmore Park has completed a needs assessment that we are utilizing as well. All of the deans have representatives on this committee. Any other suggestions you have, please provide those. The Chancellor has made it clear that Biltmore Park needs to pay for itself. We are also exploring a lab in Brevard that has come to our attention. Richard will look into this. |
| **Budget Hearing Process (Beth)** | Beth distributed a handout regarding the 2014 budget hearing process. Kristen Crosson will be posting all the forms, etc., on the budget website by close of business today for your access. The only change in the forms is the justification includes program prioritization and accreditation/program review recommendations. There will be non-recurring, recurring and university wide initiatives. The Biltmore Park lease increase will likely be included as a university wide initiative (likely phone system will be included next year as university wide as well). Discussion ensued.  Non-recurring requests need to be more strategic than the other areas. Beth reviewed the process with the Council. All budget requests from your colleges are due by February 7th so we can post them on the website. Send Greg and Kristen the date, time and location of your college budget hearings so they can be posted. Chancellor’s Leadership Council (CLC) will be invited to all of your college meetings. Likely you will not have many attend, but people need to be aware and have the opportunity.  **Q:** When will we know about fee increase requests that were made? **A:** We think it is reviewed in the January BOG meeting and voted on at the February BOG meeting that the Council of Deans is attending.  Richard suggested that job search costs and new computers for new hires are included – this may be a university-wide initiative. Computers could be included in recurring. Members agreed.  For the BOG meeting you will be attending in February, the Chancellor wants you to peruse this meetings (January) material. They are public and on the website. The Chancellor will meet with COD to strategize before attendance at the February BOG meeting. |