**MINUTES**

**July 2, 2013, 10:00-12:00**

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

**ANNOUNCEMENTS**

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| **Department Head Workshops** | * New Department Heads Workshop, August 5, 8:00-12:00 * Department Heads Workshop, August 5, 12:00-4:00 |
| **Report of Indirect Funds** | We would like to study how these funds are used. Please put together a report for how you have used these funds and send to Greg Hodges by July 15th. |
| **JCAT Coding** | HHS and CEAP need to send to Greg Hodges which department heads have more than 50% administrative duties |

**DISCUSSION**

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| **Director of Millennial Initiative Candidate** | Council of Deans interviewed candidate Christopher Shove. |
| **Education Advisory Board Update**  **(Beth Lofquist)** | We still subscribe to this board and it is expensive so we need to make good use of these funds regarding any research you would like to do. Carol Burton will provide an update at a future COD meeting. |
| **Committee meetings involving faculty**  **(Robert Kehrberg)** | The executive committee in CFPA noted that university committees tend to be scheduled by the hour rather than by class schedule. If these meetings could be scheduled by class schedule instead, it would make it easier for faculty to attend without disrupting their classes. As we set up collegial review committees, etc., please be mindful of trying to schedule as best you can to create the least disruption for classes. |
| **Adjunct Work Hours – UNC System Decision re: health insurance clause**  **(Beth Lofquist)** | Initially we do not see any problems with the decision regarding the health insurance clause except where it references special circumstances. We do have special circumstances – are you are aware of any that we would need to get approval for? Please be mindful if you have any adjuncts in your college that exceed the nine hour limit that would require us to get permission. It has to be ten hours or more to warrant the insurance. Please talk with your leadership teams and get those to Beth by July 31st. |
| **Searches for DH’s (interview w/Provost); Endowed Professors (interview**  **With Chancellor and Provost**  **(Beth Lofquist)** | The Chancellor and Provost/designee need to be part of all interviews for Endowed Professors. Additionally, the Provost’s Office would like to interview all department head candidates prior to finalizing appointment. |
| **Associate Provost Duties**  **(Beth Lofquist)** | As you know we did a search for Associate Provost but chose not to hire someone for this position. Being short term, Beth would prefer to not make this decision but allow the new provost to do so. Therefore, Plan B is to sustain the leadership development concept by establishing Provost’s Fellows for this academic year. Fortunately, Beth has been the Associate Provost for many years so is very familiar with the details of this position.  Beth has discussed this plan with her staff and will move forward in dividing the duties up in broad categories. The broad categories are:  1) curriculum (GA liaison, on-campus approver of curriculum, new programs, teach-out programs for deleted programs, Academic Policy and Review Council  2) Department Head/Associate Dean Council Professional Development, TPR and post tenure review process (cannot serve on any collegial review committee) – ability to interpret policy and work with legal counsel, DH workshop agendas, lead associate dean’s council, liaison for Collegial Review Council (Faculty Senate), Academic Policy and Review Council, Faculty Affairs Council, vet department collegial review document changes), GA projects  3) Carnegie Engagement Classification reapplication – Brian Gastle is already getting release time to take on this project  4) Ombudsman for Faculty issues (already in process; will be a faculty member who will be given release time; someone trained in mediation skills)  Lowell Davis will deal with student issues and be our Academic Affairs representative on Student Crisis Response Team (SCRT). The Coulter Faculty Commons, Highlands Biological Station and the Program for the Study of Developed Shorelines will report to Beth in the interim. The Mountain Heritage Center will report to Carol in the meantime. Discussion ensued.  The Provost Fellows will remain located in their offices on campus – Beth will meet with them as a group every three weeks. This is a great leadership opportunity. What became clear during the Associate Provost interview process was a lack of understanding of the full position. This will be more challenging for Beth than to have one person, but will really help foster some leadership skills among great talent on campus. This plan will be in place until the new provost is seated. Discussion ensued.  Beth has individuals in mind for these positions. Before she moves to do anything she will discuss with individual deans. Deans are welcome to make suggestions. There will not be an application process. Beth will deal with incidental items that arise. COD supports this plan. Beth will move forward fairly quickly – if you have suggestions, please send those forth to Beth today.  Discussion ensued. |
| **AVC for International and Extended Programs candidate** | Council of Deans interviewed candidate Richard Carter. |