**MINUTES**

**March 1, 2011, 9:00a.m. -12:00 p.m.**

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| **Present** | Carol Burton, Robert Kehrberg, Marie Huff, Linda Stanford, Scott Higgins, Louis Buck, Brian Railsback, Beth Lofquist, Wendy Ford, Regis Gilman, Bob McMahan |
| **Guests** | Heidi Buchanan for Dana Sally, Bob Beichner (ACE Fellow) |
| **Recorder** | Anne Aldrich |

**ANNOUNCEMENTS/INFORMATION**

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| **SCC/WCU Luncheon (Beth)** | The next SSC/WCU luncheon is April 19, 12:00-2:00. Beth will send out the information via email. |
| **AB Tech (Beth)** | Beth met with AB Tech’s Vice-President for Academic Affairs and with the Dean of Health Sciences. They would like to have more articulation agreements with WCU in terms of programs – special studies degrees. We need to look at the market and at numbers and then move forward. |
| **Annual Scholarship Luncheon (Linda)** | The Annual Scholarship Luncheon is March 25, 12:00 in the UC Grand Room. We hope there will be more representation from our scholarship recipients this year. |
| **AASCB (Linda)** | The AASCB accreditation was completed with a great report. Louis gave Debbie Burke thanks and appreciation for her work. |
| **“Campus Secrets” (Linda/Bob)** | The ABC affiliate out of Greenville, SC did a piece entitled “Campus Secrets”- you should make yourself knowledgeable about this situation. We couldn’t talk about it before due to confidentiality – a faculty was alleged with simple assault for placing his hand on a female student’s shoulder. The bottom line is the Office of Civil Rights completed a comprehensive investigation and determined WCU responded properly and there was no substance to the student’s allegations. If you are approached please reiterate that the university followed appropriate protocol. |
| **CEAP (Linda)** | Perry introduced his reorganization plan to the College and there have been lots of concerns from faculty. Perry gave faculty a period of time to respond to the plan.  Beth is looking into this at the request of the Chancellor and Faculty Senate – was the process that was used appropriate and did they receive faculty feedback? Did anything happen that should not have occurred? Mary Ann Lochner worked with Beth and Erin McNelis who are interviewing individuals involved. Perry has cooperated with the review and provided information to the reviewers.  Next Beth will file a report and Faculty Senate will take it from there. The main issue is the reorganization and institutional needs and resources non-reappointment – faculty were not aware this was a legal option for deans. There were three people Perry did not reappoint based on this – Linda overturned two of those.  We will keep you informed. Linda believes what Perry has done is a good thing for the college. Many faculty have expressed support for the reorganization. |
| **Graduate Faculty Status (Scott)** | Graduate Faculty Status has been reviewed by COD and Faculty Senate at least three times each. We discussed including a graduate faculty status in each CRD. Scott will continue to work with the faculty on resolving the issues involved here. |
| **Liberal Studies Resolution (Heidi)** | Regarding the resolution about liberal studies – Faculty Senate is asking that any revision to the liberal studies program go through normal councils. |
| **Minutes** | February 1, 2011 minutes are approved as written. Hard copy of the February 15 minutes were distributed – confidential information contained. Please forward any edits to Anne. |

**DEANS’ ROUNDTABLE**

There are no items.

**TASK INTRODUCTION AND DISPOSITION**

There are no items.

**DISCUSSION**

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| **Collaboration with UNCG’s CSD Doctoral Program (Marie)** | Communication Science and Disorders is looking at collaborating with UNC-G on a doctoral program – it would be their program and degree but WCU students would start taking courses on our campus to feed into the doctorate – the handout details how this will work. This will significantly utilize technology. This is under discussion with a projected start date of 2012 – a very exciting opportunity. |
| ***Action Item*** | We need to complete a Memorandum of Agreement (Beth will send Marie copies of the agreement with NOVA and DPT as samples). |
| **Unfilled Endowed Professorships** | A master list was distributed – there will be mistakes on this list – we usually get the update in the spring from Jim Miller. Beth reviewed the handout – are any deans searching for any endowed professors right now? Deans said no, except for one contract renewal in CFPA and A & S has one up for renewal – both will be renewed (however, state budget could impact).  Please send Beth any corrections to the data provided. Beth will check into flexibility regarding use of funds in endowed professorships. Currently, our practice is to go outside the university to hire endowed professors – thus the creation of the Madison Professorship to attract qualified internal candidates. Other universities do award endowed professorships to internal candidates for a specific period of time. |
| **Policy 101 and APR 21 (Regis)** | Policy 110 is for Conferences and Events – Regis reviewed in particular #4. APR 21 speaks specifically to working with EO to coordinate and assist in the process of conferences on campus. In a response to SACS standards, Regis provided a report on these activities but did not include CEAP, HHS and CFPA for any events they provided that were not run through EO. A program that was not run through EO came to her attention a week or so ago thus bringing it up here.  Beth’s understanding is that people are circumventing the process because they are not getting the services they need from Educational Outreach. Regis has added staff to Continuing Education and asked them to put together a brochure of their services to market for the colleges, what the colleges need, etc – for colleges to use. Even if you are going to provide a continuing education course on your own, provide the information to EO so they have that information for SACS, GA reports, etc.  Linda asked Regis to request information regarding events that generate CEU’s twice a year from the deans and dean’s assistants– even those that do not award CEU’s but involves general public or external audiences should be reported. If deans feel this is an overwhelming request, start with your own set of criteria for what you report. Robert said he gives all his information to Public Information. Regis will link with CEAP as well who request this information for DPI (School Service annual report) so there isn’t redundancy. Linda asked Regis to provide COD with an annual report on this activity - it will really help to have it broken down by college. |
| **Three Year Liberal Studies Plan for Distance Students** | Regis distributed and reviewed a handout for COD review. Regis asked for questions and comments on how to deal with liberal studies needs for distance students. The information provided by Regis is current as of yesterday afternoon.  Until we have clarification on the budget, Wendy has departments holding seats at zero until staffing decisions can be made. We hope to be able to keep the local tuition but we just don’t know yet. Regis has resources she might be able to use to support liberal studies courses. The legislature hopes to have a budget in place by April 22nd. We are also hearing about a possible 12% or 15% cut instead of the initial 10% that has been discussed, which would impact available funds.  Regis’s goal is to have a three year projection so we will know for sure when some courses will be offered. Amy Fahey will be working on liberal studies needs for distance students so we will also be able to provide information regarding needs. There are some courses that are offered through UNC On-line. Wendy would like more partnership with community colleges regarding who teaches and when some of these courses are offered.  There will be an EO retreat that can address many of these issues. Discussion ensued regarding an article Bob McMahan circulated about business disruption. |
| ***Action Item*** | Linda asked the deans to read the above and asked Anne to send a meeting request for the EO retreat to the deans. |
| **Distance Education and the Department of Public Instruction (Regis)** | There is a mandate from the US Department of Education regarding distance learning offerings on the ground; universities are required to write the Department of Education in other states to approve our ability to offer this program in their state. Also, if we have a student from another state apply to be a distance program student, we have to have approval from their state to offer courses in that state. Discussion ensued. This is to be implemented July 1. Regis will keep us informed. We have to apply to each state and submit all of our programs – we are planning to submit a blanket application. |

**PROVOST UPDATES**

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| **CAO Meeting** | Linda provided updates from the CAO meeting regarding :   * Workload, duplication of courses, and retirement incentives. * We will not be held harmless on the enrollment funding model so will hold back money from now on. * There was discussion about the book *Academically Adrift* by Josipa Roksa – Tom Ross is looking at this data including results from the CLA (Collegiate Learning Assessment) * There was discussion regarding the COACHE survey – do we want to initiate that survey – it is rather expensive – we will add COACHE to next COD agenda. * There is a new committee being formed through GA for students to have input into tuition and fees, per Tom Ross request. Sam Miller is on this committee. |
| **Campus Safety** | There will be mandated campus training on campus safety – handout distributed. Everyone is to be trained by December 2011. |
| **Deans Evaluations** | Linda asked the deans to review APR 23 in preparation for evaluations. Bob and Dana will do the 360 evaluation for this year. |
| **Policy 100** | Linda reminded the deans if they have international candidates visiting campus, they must complete policy 100 visitors to campus for visual compliance – these all go through International Programs and Services. Anyone who is not a US citizen and is visiting campus must go through visual compliance. |
| **Basic Spending Guidelines** | Linda distributed a draft of the Basic Spending Guidelines from the Controller’s Office. This has not been approved by Executive Council. Please review and we will bring it back to discuss. |