**MINUTES**

**December 18, 2012, 9:00 a.m. -12:00 p.m.**

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| **Present** | Regis Gilman, Darrell Parker, James Zhang, Robert Kehrberg, Carol Burton, Mimi Fenton, Richard Starnes, Dale Carpenter, Dana Sally, Angi Brenton |
| **Guests** | Linda Comer for Marie Huff, Emily Sharpe for Brian Railsback |
| **Recorder** | Anne Aldrich |

**DISCUSSION**

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| **Academic Partnerships Campus Visit in January (Angi)** | Academic Partnerships is scheduled for a campus visit on January 22nd. Please encourage your faculty to attend whether they have interest in working with AP or not—faculty awareness and support are critical to the success of this venture. We will have two open sessions for all faculty and one session (or individual meetings) for faculty of programs likely to be interested in this partnership. Anne will send the date/times and location for these sessions for you to share with your faculty. |
| **Education Advisory Board Proposal**  **(Angi)** | Angi met with a representative from a national think tank, the Education Advisory Board. Student Affairs is a member, and Academic Affairs has previously been a member. It is expensive - $24,000 per year. They conduct specific focused research studies, provost roundtables, rising faculty leaders round tables, etc. Next year they will be looking at student retention, new students and new programs and how that reshapes a university, global presence, etc. In addition, they have a backlog of all the research reports done in past years. Members can request to have additional reports on a customized basis. They also provide consultations and webinars with their professional staff. Memberships require a two year contract.  The Education Advisory Board has been in health care for 20 years and in general higher education for six years. The membership renewal rate is 91%. They currently have memberships with about half of the universities in the UNC system and with GA. Angi will talk to Suzanne Ortega about their membership. Discussion ensued.  Angi has a call with the representative tomorrow. We can see who our other members are in the system that we could speak with about their experience. Sam Miller has been very happy with the information – he plans to act on the information they have received.  What are the pressing issues that we need from them? It would be good to have specific ideas about our needs prior to entering into a relationship. Discussion ensued. |
| **Program Prioritization Task Force Update (Angi)** | The deans received information that was provided to department heads and program directors – it consists of the skeleton criteria we will be using with a rough timeline. We have not received any feedback. We will be sending out information at the faculty forum.  Angi reviewed the process with the deans. We have provided standard definitions. We are also asking each program to provide about 600 words of background context information. The committee is going to read every program, will choose a few random to norm as a group, then read all and sort into three categories: 1) programs that need more resources, 2) programs that are doing fine, and 3) programs that we need to examine further. For category 1 we will ask for more information to provide funding and for category 3 we will still need to develop the exact questions we will ask. Discussion ensued. |
| **Budget Process - January (Angi)** | The budget process is the UALR model (forms distributed are those that were used last year). These are what we will use as well. Angi reviewed the forms. Form #2 – try to itemize so we have granular detail. Angi asked the deans to be realistic in their requests in this budget environment. There will be items that need to be kept on our radar like A&S labs. Please think about your top needs.  After the university prioritized needs are determined, we will determine our one time spending. Regarding faculty needs – think about recurring needs aside from positions, like service contracts, funding for lecturers, etc. At our next workday (February 19) deans will present their lists of needs. We will then have a ballot to rank order the main university needs. This will be the most significant test of COD coming together as a team and an important step in our work together. It is very important that we respect each other’s confidentiality. We could have a forum to follow. Discussion ensued. |
| **Faculty Workload Update (Angi)** | Angi shared the instructional load policy from UALR. It tried to address the challenge of capturing all the myriad aspects of faculty load. This became a template that administrative assistants could fill in each semester. As a dean, it helped Angi to see where there was a lack of resources and those that were over resourced. Angi reviewed the template with COD.  We might want to develop something like this that would allow us to capture the detail of faculty work. At UALR, it was a good way to demonstrate to constituents that our faculty were not underworked. Discussion ensued.  The colleges have different load definitions (e.g., CFPA has a 4/4 load). Angi agrees this is a challenge and would like us to move toward a 4/4 load for all. This does not mean they have to teach all, but make up for only teaching 2-3 classes a term by other scholarly activity. Angi would like the deans to take a look at this and possibly put together a subcommittee to pursue a policy. We will not make any final decision until we see what BOG passes. There were Faculty Senate resolutions a few years back regarding workload – Angi will have Mark review.  Dale mentioned some faculty angst regarding TPR closely related to load. This is due to new leadership and concerns regarding thoughts on these items by leadership. This is something that would be helpful to have a discussion about. We had a forum early in the fall regarding TPR and Angi provided her perception on these items at that time. Discussion ensued. |
| **Searches for Spring (Angi)** | We will have many searches this spring. Angi is beginning to think about the constitution of the committees and the timing of the searches.   1. External search for Assistant/Associate Provost for Student Success (launch early January) - formerly Fred Hinson’s position. 2. External search for Millennial Director (launch early January) - may focus in North Carolina. 3. External search for Assistant/Associate Provost of International and External Programs (launch early February) – this will combine Educational Outreach and International Programs – believe there are lots of synergy between these units. 4. Internal search for Graduate School (launch late February-early March) – believe we have good talent within the university.   Please send suggestions for all of these searches for committee members or any other ideas and suggestions you have.  **Updates on current dean searches:**  James is chairing the HHS dean search - they have 19 applicants at this time. Sean O’Connell is chairing the A&S dean search and has 40 applicants at this time. Both pools consist of very qualified applicants. A&S and HHS both anticipate conducting video interviews followed by campus visits scheduled prior to spring break.  There could possibly be two other searches – Mark’s position and possibly one other – both would be internal later in the semester.  The Mountain Heritage Center is moving to Academic Affairs. Angi has not decided yet what she will do with that unit. It may belong to an academic college or become part of Educational Outreach – she is still considering. We may put together a task force to look at that issue. |

**REPORTS AND UPDATES**

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| **SmarThinking (Regis)** | We have had a 77% increase in using SmarThinking this year. We work closely with the Writing and Learning Commons, provide monthly seminars for faculty, and for resident students that cannot access the Writing and Learning Commons, they can access SmarThinking 24/7 across the world. There is a survey that can provide data as to whether students find it helpful.  Twenty-five percent of usage is in HHS – lots of nursing students utilize it. Regis can give the deans access if they would like to see it. There is a cost per scheduled hour with a tutor – we determine how many hours we think we will use in a year. Regis will send data on usage to the COD. |
| **Tragedy in Connecticut (Robert)** | Robert would like WCU to be part of the conversation regarding the national tragedy in Connecticut. CEAP plans to do a symposium the first week of classes – still talking about the focus of that—and have issued a statement on their Web site. A&S have been discussing this as well as Service Learning and the Public Policy Institute. |
| **Unregistered Students (Richard)** | As we look at fall to spring retention and its importance regarding our funding model, Richard asked his department heads to identify every student who has not registered. This is very hard to figure out and there is no way to sort the data. Eighty percent of the students contacted registered afterwards. Could we ask Larry to meet with us to help us with some sort of simplistic data mining to help us with this? Angi agreed this is a great idea. |
| **Performance Funding Measures (Angi)** | GA wants us to revise our performance measures – we have call tomorrow regarding these measures. |
| **Out of Office (Angi)** | Angi will be away teaching a course at Pepperdine the first week back after the break. She will be back in office on Monday, January 7. |