**MINUTES**

**July 19, 2011, 10:00a.m. -12:00 p.m.**

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| **Present** | Perry Schoon, Scott Higgins, Carol Burton, Linda Stanford, Brian Railsback, Beth Lofquist, James Zhang, Bob McMahan, Louis Buck, Gibbs Knotts, Regis Gilman, Dana Sally |
| **Guests** | John West for Robert Kehrberg |
| **Recorder** | Anne Aldrich |

**ANNOUNCEMENTS/INFORMATION**

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| **Farewell Reception for Bob McMahan (Beth)** | Beth reminded COD of Bob McMahan’s farewell reception today. She thanked Bob for his dedication and service to WCU. |
| **James Zhang (Beth)** | Beth welcomed James to COD. James received a unanimous nomination to be the interim dean of the Kimmel School. The announcement to campus will go out later today. |
| **Interim Associate Provost (Beth)** | Beth has requested nominations for an interim associate provost position. She has received 29 nominations and will interview 2-3 individuals. She hopes to have someone in this position soon. |
| **Grant Recipient (Linda)** | The College of Health and Human Sciences just received a large grant and is expecting a large gift to dedicate to health profession scholarships. |
| **Camps (Regis)** | The Construction Management summer training program with girls was cancelled because of low enrollment, however the boy’s camp did well. We will market better next year. Also, this is dulcimer week with lots of concerts scheduled. |
| **Minutes** | The minutes of June 28, 2011 are approved as written with correction on the last page under Provost Updates, Board of Trustees corrected to read “Linda shared what the other vice chancellors stated. Linda shared hers: 1) program prioritization; 2) restructuring Educational Outreach; 3) building research infrastructure. “ |

**DEANS’ ROUNDTABLE**

There are no items.

**TASK INTRODUCTION AND DISPOSITION**

There are no items.

**DISCUSSION**

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| Student Affairs Update (Sam) | Fall 2011 Update: Sam distributed a handout – we are looking at a freshman headcount in the 1500-1475 range. We are beginning to see melt. The next milestone will be drop for nonpayment (August 1), a critical date for us.  Because of the Harrill renovation project we are down 400 beds from our normal capacity of on campus housing. We have a large demand for on campus housing as off campus rates have gone up. We are going into an extended housing plan which will take Madison down for the entire semester. We still have a wait list of 35 returning students looking for a place to live on campus. We hope this is a one year phenomenon. We will have Harrill back on line next year plus are aware of a private developer that is opening a new apartment complex by fall. We likely will hear from students and parents with concerns about housing this year.  Next admission cycle – draft admission process: We are considering valuing unweighted high school GPA in addition to SAT scores. REST is looking at this proposal. For the coming academic year we would like to be very upfront with parents and students regarding the emphasis on unweighted and weighted GPA’s. This is a much greater indicator of success than SAT scores. We think this will help give us some distinctive marketing strategies. Dr. Belcher will incorporate some of these changes with his listening tour and other meetings across the state. Sam reviewed the handout with COD.  We are seeing SAT scores down across the university system with a couple of exceptions. We noticed a phenomenon this past year in our efforts to increase our SAT scores – we accepted students with really strong SAT scores but not as strong a GPA – these students have great potential but a poor work ethic. We noticed a high number of suspensions for behavior related issues were these students.  Q: Do you think the unweighted GPA value will encourage students to NOT take AP classes?  A: The process in North Carolina regarding weighted GPA’s is problematic. We do not think this will discourage students.  REST is talking about enrollment targets for the next academic year and beyond. Dr. Belcher thinks it is important for us to pursue a growth strategy in the near and longer term. We are going to have to firm up some numbers and identify targets for the next academic cycle. This will hopefully help us get enrollment growth funding and E&T dollars. This also has to be tied into the strategic planning and where we want to invest our resources in going forward. Dr. Belcher will be launching a strategic planning process in the fall and tying this to resources. Program prioritization ties in here as well in determining where we want to put our resources.  **Q:** Are there going to be changes in the enrollment funding process?  **A:** Our understanding is this is going to change – it overlaps with the peer selection process. The only thing we know for sure is that this model will change, to what, we don’t know. There is a strong indication NC is going to move from a SAT state to an ACT state.  Discussion ensued as to the impact this could have on the diversity of our students. Beth asked if Sam could look at how this new standard would have impacted this year’s class in terms of diversity. He will get that information.  Brian voiced concerns as to how this could impact the workload of faculty supporting students – advocating a bottom line for SAT scores. Students will need to meet the 2013 UNC system minimum requirements, which includes a combined SAT verbal and quantitative score of 800. Louis voiced concerns regarding the disparity in the quality of North Carolina schools and how this could play into this new standard. Sam distributed information with data by county and he understands Louis’s concern. For a school of our type we have a very high percentage of first generation college students and students receiving PELL grants.  If you have other questions and comments, please send those to Carol who will take it to REST.  **Mental health issues, Early Alert System, SCRT System and Process:** As you are well aware we are seeing increasing mental health issues and various behavior related situations impacting the classroom and academic services. We have been working on enhancing our ability to intervene before things are in crises. We have also made changes post Virginia Tech - we have a student crisis response team (SCRT – Student Crisis Response Team) that meets regularly to triage, share information, create interventions and support strategies for students. SCRT took over the Early Alert System. Sam reviewed the handouts. Beth shared her experience being part of this team. This information is being finalized and once that is complete it can be shared with department heads. Sam will send it to Anne for distribution when it is ready.  August 19 is move in day – one month from today. |
| **Draft EO Business Process for Distance Learning /Adult Student Recruitment (Regis)** | Regis distributed handouts and reviewed the information with COD. Information is based on an EO retreat Carol facilitated with several constituents. Regis would like feedback from the deans on the model presented. Comments can be sent to Regis by July 29th. Discussion ensued. |
| **Post Mortem on Summer Session (Beth)** | We will postpone this item until later this summer once all the tallies are in. Deans will have summer monies to spend, we just don’t know how much yet. There was talk of losing summer dollars to GA – Beth will follow up on this. |
| **APR 15b DH and ADH Compensation (Beth)** | Perry, Marie and Beth met regarding the attached document. There are still some inconsistencies in the document – Perry identified these. COD reviewed and discussion ensued. Beth reminded COD to be consistent in nomenclature – there is an APR that addresses this.  Linda brought up looking at the department head formula that Kyle and AJ put together for our use – most of this has been cleaned up but there is a legacy there. Does the formula need to be included? How does this impact a large department?  We will meet again to discuss this APR – Beth will meet again with Perry and Marie and does anyone else want to join? Can we agree on at least the assistant DH with the clarification of load corrections Perry made? Discussion ensued.  If you have further feedback, please send that to Perry and Marie. We will bring this back. |
| **Peer Selection Task Force Update (Beth)** | Anne will send out the handouts that were sent to those on the Task Force. Things considered were general Carnegie classification as well as the voluntary Carnegie engaged classification. They then controlled for the performance based funding targets using a tool that GA provided us. We still are not certain how this information is going to be used going forward, but we believe it is going to be used more so than ever before. |
| **Class Size Guidelines (Beth)** | Beth asked for comments on this handout. Discussion ensued. Beth will review the changes that are to go in the faculty handbook. |

**PROVOST UPDATES**

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| **Budget** | We still do not have the final cut for our division – our understanding from Robert Edwards is the cuts will not necessarily be across divisions. There are still open questions as to how much carry forward WCU will receive and the percentage of local tuition. Beth will let you know as soon as she determines. |
| **Executive Council Retreat** | Beth will have 15 minutes to highlight items from the Academic Affairs Division. Please send to Anne by 4:00 tomorrow: 1) things you are particularly proud of that are current, 2) long term challenges as you move forward and; 3) what you see as the big agenda items for the next year – all of these for your unit/college or division as a whole. |
| **Discretionary Dollars** | There will be no discretionary dollars. We have been given a few points for New Faculty Orientation, but our understanding is there will be no discretionary dollars this year. We asked if we can relax the rules to bring things in off campus since we may pay for refreshments out of pocket if discretionary funds are not available. Robert is checking on this. We are also seeing if we pay out of pocket can we get credit for this and/or will Aramark lower their prices. You will receive an official memo regarding these questions. |
| **Freshman Convocation** | Dr. Belcher would like student groups present and a large faculty representation at Freshman Convocation on August 19, 5:30, in Ramsey. Please request your faculty attend Freshman convocation. Beth will ask David to send out this request as well. |
| **Spangler Grant** | Beth is meeting with Clifton next week to get clarification on the possibility of another grant. This is due Aug 1 – Spangler grant match. These are only for certain disciplines – high need areas. Every college is represented in some way. If there is a request for one, Beth will ask you to submit information regarding what your needs are for an endowed professorship. The deans are adamant we need to focus on scholarships and fellowships, not endowed professorships. Discussion ensued. |
| **COACHE Request** | Please see Beth’s email sent out earlier today regarding tenured faculty. |
| **COD Agenda Items** | If you have suggestions for the COD agenda, please send to Anne by Thursday noon. If you have ideas for the workday please send – add summer session post mortem. |