**MINUTES**

**November 15, 2011, 9:00a.m. -12:00 p.m.**

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| **Present** | Mark Lord, Robert Kehrberg, Louis Buck, Scott Higgins, Dana Sally, Carol Burton, Gibbs Knotts, Brian Railsback, James Zhang, Linda Stanford, Regis Gilman |
| **Guests** | Joe Philpott, Dan Grube for Perry Schoon |
| **Recorder** | Anne Aldrich |

**ANNOUNCEMENTS/INFORMATION/MINUTES**

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| **Closed Captioning Changes (Mark)** | This is to let you know about a year ago the federal government required all universities to be more aware of accessibility and emerging technologies for those with disabilities. We do have closed captioning capability, currently utilizing it on a case by case basis. This is a very expensive process and an ADA technology requirement. Right now the committee (Anna McFadden, Shea Browning, Lance Alexis and Henry Wong) is interpreting what the law means and will follow up when it comes to implementation. Part of the charge for the committee is to look to what the university system is doing as well. Regis, Robert and Dana would like to be involved once implementation is desired.  |
| **NCCAT Faculty for Affiliate Status** | The attached vitas are for your information - follow up from the COD/NCCAT meeting. |
| **New Methods for WCU Evaluation of Teacher (Mark)** | How we evaluate teaching is changing based on a Faculty Senate initiative that was recently approved. Please make your department heads aware this is coming. David McCord has a draft document that others can look at and will be on the share drive. Eventually we will give a timeline on implementation. We are highly confident GA will approve of these changes. This does not change the SAI’s, however all DCRD’s will need to reflect the change. |
| **Mandatory Campus Safety Training (Mark)** | We still have 50 non compliant individuals – deans will receive the list today. There will be a letter placed in personnel files for those that do not comply.  |
| **Honors Day Open House (Brian)** | The Admission office staff outdid themselves. Phil Cauley is doing a fabulous job.  |
| **Minutes (Regis)** | Under announcement “state-approved clinical and internship sites, for distance learning programs”, the sentence indicating these items will be posted, should be struck from the minutes. With this correctionthe October 28, 2011 Council of Deans workday minutes are approved as written. |

**DEANS’ ROUNDTABLE**

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| **Asheville Space** | Is there any progress? Individuals laid out concerns and needs at the last meeting. There is not a final decision at this time. Discussion ensued. Private colleges have resources and are moving into these areas. They can compete regarding salaries, programs, etc., so WCU needs to have a presence and be more responsive to regional needs. |

**TASK INTRODUCTION AND DISPOSITION**

There are no items.

**DISCUSSION**

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| **Summer Session Debrief (Mark)** | Mark reviewed the handout regarding an estimate of regular summer salaries using salary increase factors of .026, .027 and .028. Discussion ensued. COD unanimously agreed to increase the salary factor to .027for summer 2012.Mark reviewed the additional handout regarding revenue sharing by college. One of the requirements for GA is to show how these monies are being used to support summer. Discussion ensued.Concerns were voiced regarding moving a portion of associate dean and department head salaries to summer – the deans would like support from the provost and chancellor regarding this change. There is a concern this would be a permanent cut to base budgets and moved to summer funds which could fluctuate. There are also issues with split coding. Many deans indicate a preference to utilize these monies for operating budgets, faculty development, equipment, etc. We have no instructions from GA and there are different models at other universities in our system. Our Administration & Finance is also reviewing summer revenues with different scrutiny than before. |
| ***Action Item*** | Deans are to get feedback to Joe by Monday at 5:00 as to how they will utilize summer revenue sharing funds generated. |
| **Human Services to Social Work at TCCC Murphy, NC (Linda)** | Linda reviewed the document with COD. This articulation agreement is for a resident program, i.e., students will complete their programs in Cullowhee. Regis voiced concerns regarding needs in Tri-County; Linda will follow up with Regis. Deans unanimously approved. |
| **QEP Feedback Sessions with Academic Departments/Colleges (Carol)** | This item is postponed to the next COD regular meeting. |
| **Priorities for Strategic Directions (Dana)** | Melissa gave an update on the 2020 Commission at CLC yesterday. We do not have input from COD as yet, thus our discussion today. Dana reiterated, just as in community sessions, he is just here to listen, not to respond or react. What should WCU’s #1 priority be? **---**Building a strong Administration and Finance unit since that is the basis for how we make decisions. Processes are difficult and we constantly make mistakes that drive decisions and then they are called back. We are making decisions on bad data.**-**-- Perception of communities at WCU as quality – focus on quality programs.**-**-- For our survival, need to focus on academic quality and a much better effort at channeling resources towards faculty/student partnerships – we are currently supporting bureaucracies. If we are going to be a 21st university, we need to carefully examine what our critics deem as a country club university – look at Student Affairs spending and a serious look at resources in terms of development, student fees and things channeled away from academics and going into athletics. It is time to disengage from an athletics model.**-**--The #1 priority has to be student success when they leave this university – preparing students to succeed in being successful members of society in this region and beyond. Students are prepared to be successful in business, teaching – will add to communities they live in. We do a lot of things are not even tangentially related to that. Students need to be broadly educated but better prepared – we are hearing companies say they do not want to train a student on basic skills – we have to prepare them to contribute to whatever organization they go to after graduation--- In order to make the university functional and generate distinctive graduates, we need to look at the university itself and reevaluate the organization. At different colleges, how do we create synergy and work together as a university. We compete with each other rather than work together.--- We need to adopt best practices and then stick with those practices. We don’t even generate best practices in accounting at this university. We make a decision, come up with a process that works given our environment based on evidence so we do not continue to revisit the same problems over and over again. In A&F, still waiting since June of last year on what scholarships are. Best practices across the board.--- Quality first, no matter what we do. We are a regional comprehensive university, but we do not want to be short sighted about educating our students – they mostly come from metropolitan areas – serving students to be successful no matter where they go. Student success meaning we have given them a product that meets their expectations and utilize their degree successfully. --- Access to quality programs.--- Like to see academic be the core and everything revolve around that. It is now clear that the tail is wagging the dog. We have lost sight of our core mission. Dana reminded the deans they can go to the website and make their own comments or send further comments to directly to Dana. The committee is going to start distilling this information after the Thanksgiving holiday – if you have thoughts about particular programs that are important, please include that information.  |
| **Prioritize the open Endowed Professorships (Mark)** | This item is postponed to the next COD regular meeting. |
| **Local Tuition Requests-must be Academic Support (Mark)** | Scott asked the deans to see his email from this morning – he has concerns about increasing tuition. Concerns were voiced regarding how the money is going to be used – how are we going to get back to supporting students? Deans voiced concerns about not doing differential tuition increases which will eliminate their ability to utilize monies in a way that is helpful to individual colleges. Discussion ensued.On December 9th BOT is going to act on a tuition increase. This is going to be more specific than usual and the deans are being asked to provide that specific input. Deans need to provide a prioritized list for E & T funds and local tuition. The deans received an email from Beth this morning with a summary. Joe shared an example of how this was done in the past – please disregard this document as it is now out of date. The other attachment shows what we submitted last year. All colleges received funding from this source of funds. Discussion ensued. |
| ***Action Item*** | Joe will send a template to the deans for submission of a prioritized list from each college for potential E&T and local tuition to Joe by November 29th. We will revisit this list at the December 1st COD Workday. It was suggested there be a university equipment and replacement budget rather than having the deans compete against each other for these needs.  |