**MINUTES**

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

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| **Present** | Beth Lofquist, Dana Sally, James Zhang, Scott Higgins, Robert Kehrberg, Linda Stanford, Louis Buck, Brian Railsback, Mark Lord, Carol Burton, Regis Gilman, Perry Schoon |
| **Guests** | Dale Brotherton for Perry Schoon, Steve Carlisle for Brian Railsback |
| **Recorder** | Anne Aldrich |

**ANNOUNCEMENTS/INFORMATION/MINUTES**

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| **NC REACH (Scott)** | The NC REACH roll out has been delayed indefinitely. |
| **High School Play Festival (Robert)** | WCU hosted a high school play festival - we had 300 students from 8 schools in western North Carolina. |
| **Malcolm McNeil** | Joan McNeil’s husband Malcolm passed away last evening. We will keep you posted on plans. |
| **Inclement Weather (Beth)** | There is an announcement forthcoming regarding inclement weather. Typically we are not going to cancel classes for bad weather unless it is extreme or people are traveling back from a holiday. Beth will send the message to faculty to be planning how they will manage that. We will not delay classes either. Faculty cannot penalize a student for missing class – can have them make up work. |
| **Out of State Distant Education Approvals (Regis)** | Regis has a list of states where we have approvals and a list where we don’t have an approval, or are pending. Regis will send this to the deans and department heads. |
| **Out of State Students (Louis)** | Currently, we are way below the limit on admittance of out of state students. There is a ceiling imposed by GA, but we are way below even that limit. The incremental revenue from out of state tuition would be very helpful. |
| **Minutes** | The October 18, 2011 Council of Deans minutes are approved as written. |

**DEANS’ ROUNDTABLE**

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| **New Requisition System (Linda)** | Purchasing has put in a new requisition system which is taking us back technologically, rather than forward. The new system does not allow one person to be a designee and accountable officer at the same time – going back to a more manual process. This is a real problem for offices that only have one administrative assistant, where they must be able to do both. |
| **Indirects** | We cannot use indirects for buying food. If we are going to be held to the draft spending guidelines then it should be approved. We are going to deplete all of our development monies because we have no other options. Beth will follow up. Robert K. has previously used a revenue account – Administration and Finance have provided conflicting directions regarding dollars that can be used for food. Can we use development account money for food? This has been restricted as well by Administration and Finance. |
| **Summer Session (Beth)** | Beth had a meeting yesterday about summer session funds. We are going to have to tie use of these monies to summer session. One possibility - if we took all associate deans positions and recoded 1/3 to summer session it would free up state money to do with what you wish regarding salaries – part time.  **Q:** Can we pay for professional development in the summer?  **A:** We’ll find out. You could substitute 1/3 of your operating budget split code to summer and free up those state dollars to do what you wish.  The Chancellor asked that the 6.5% increase of last year’s E&T money be loaded into your accounts. One caveat for summer split coding positions – we have to come up with fringe benefits which hurt us. |

**TASK INTRODUCTION AND DISPOSITION**

There are no items.

**DISCUSSION**

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| **Growth/Recruitment Plan Presentations (All)** | Beth asked each dean to talk about what they are presenting. The deans presented their plans in the following order:  College of Health and Human Sciences, Linda Stanford  College of Business, Louis Buck  College of Fine and Performing Arts, Robert Kehrberg  College of Arts and Sciences, Gibbs Knotts  Kimmel School, James Zhang  College of Education and Allied Professions, Perry Schoon  Beth has a meeting in the morning to make final decisions about growth. If the information on your spreadsheet is different than what you brought to the meeting, then get those changes to Beth immediately. Her meeting tomorrow is at 8am. If not reflected in your spreadsheets, please let Beth know where you can grow transfer students. Discussion ensued. |
| **Priority Job Creation Targets (Louis)** | Louis reviewed the hand out with COD. There are several universities involved in this initiative – the primary goal is the creation of jobs. The COB is trying to revive BRAIN – Blue Ridge Angel Investment Network – to facilitate building an angel network in WNC. What are the largest employers in Western NC? – Health, hospitality and tourism. This is a lot of good information with lots of potential.  **Q:** If a college wanted to get more involved in this, how would they go about doing that?  **A:** It was suggested this sort of initiative be part of our strategic plan – focusing on some peak programs – ASU has thrown out a lot of programs in the interest of their fermentation program. |
| **Name Change of Office of Research Administration to Office of Sponsored Research (Scott)** | Scott reviewed the handout with COD. First, Office of Sponsored Research really better reflects what we actually do in research. Research Administration – we do not have this across the board at many institutions. We are about the sponsored research piece which is really about the pre-award portion. There is a lot of confusion about what we do, how we do it and what we do with it. This is an effort to rehabilitate this unit by starting to brand it, name it, what it is across the state and be more descriptive of the kind of services we deliver.  There are also issues with Administration and Finance that continually make this more difficult – continued issues with getting sufficient post award support for research – support should be under sponsored research. Discussion ensued. COD unanimously approved the decision change the name from Office of Research Administration to Office of Sponsored Research. Beth will take this to the chancellor next for consultation. |
| **Fall 2011 Non-Continuing Students Report to GA (Carol)** | We have received several requests regarding this information from GA. Carol reviewed the summary data provided by Institutional Planning and Effectiveness with COD that was submitted to GA. Why are our seniors leaving in such large numbers…around 25%? Discussion ensued regarding this information. |
| **Liberal Studies for Spring 2012 (Residential) (Carol)** | There are currently multiple conversations happening right now about the course schedule for spring liberal studies courses. Carol reviewed the handout detailing the comparison with spring 2010, spring 2011, and projected spring 2012 offerings in liberal studies with COD. We have a number of seats hidden – those seats are not actually out there yet and availability will depend on faculty assignments/funding. We are very encouraged by first year seminar offerings. Carol is working with the deans on specific targets in certain categories. Tomorrow is advising day – no meetings for your faculty and no classes meet, including night classes. |