**MINUTES**

**October 4, 2011, 10:00a.m. -12:00 p.m.**

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| **Present** | Beth Lofquist, Mark Lord, James Zhang, Dana Sally, Regis Gilman, Scott Higgins, Perry Schoon, Robert Kehrberg, Brian Railsback, Louis Buck, Carol Burton |
| **Guests** | Niall Michelsen for Gibbs Knotts, Marie Huff for Linda Stanford, Lois Petrovich-Mwaniki, Fred Hinson, Joe Philpott |
| **Recorder** | Anne Aldrich |

**ANNOUNCEMENTS/INFORMATION/MINUTES**

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| **Campus Conversations (Beth)** | The chancellor very much wishes for deans and your faculty to attend one of the campus conversations regarding the 2020 Commission. You can also go online and provide feedback individually. |
| **Timely Notice for Documents Requiring Signature (Beth)** | Please do your best to get documents requiring Provost or Associate Provost signature into the Provost Office a timely manner. Documents received the day signature is required can be problematic since often Beth and Mark are out of the office. |
| **99th Cherokee Indian Fair (Regis)** | The 99th Cherokee Indian Fair begins today with the inauguration of Chief Hicks. Chancellor Belcher could not attend but sent a note and beautiful floral arrangement. It would be nice for WCU to have a presence at this event. |
| **Graduate School Open House (Scott)** | The Graduate School Graduate open house on the WCU campus in Cullowhee is scheduled for 5 to 7 p.m. Tuesday, Oct. 4, at the Graduate School office in Room 110 of the Cordelia Camp Building. The Asheville Open House is scheduled for 5 to 7 p.m. on Thursday, October 27 at the Laurel Forum in Karpen Hall at UNC-A. Both events will include a reception and information session with WCU administrative staff and program directors. |
| **Retention from Fall Semester to Spring Semester (Beth)** | Even though we have captured SCH’s for fall, it is critical to recognize our fall to spring SCH’s are important – whatever we can do to address retention from fall to spring, we need to do.  Fifth week grades were just turned in – are follow ups occurring for those students not doing well? The U’s on the 5th week report need follow up. The Honors College is following up with students with U’s. Scott is tracking incomplete applications from fall to see what is going on with those students.  Beth asked the deans to follow up with their leadership teams regarding what they are doing to address fall to spring retention. Mark will check with the Early Alert System to see what kind of follow up they are doing.  Deans continue to hear finances are the major issues for students. |
| **Funding in Endowed Professorships (Louis)** | Louis asked about 12 endowed professorships that are fully funded and not filled – there are discretionary dollars associated with these – is there any way to use those funds in the field for scholarship in those fields? Beth will talk to Dr. Belcher about this. However, if we are ever going to hire in those positions we need to have enough funds to pay the full salary and provide discretionary dollars – it takes years for this to build up enough for WCU to cover. That would be the only concern. Louis asked if we could use even a portion.  At a former institution Brian was aware of endowed professors that were able to grant a scholarship from their discretionary funds to a student of their choice with no committee. Distinguished professors are able to use their discretionary dollars in a very broad manner. Mark will follow up with this group. |
| **CAO Follow-up (Beth)** | Beth thanked those that responded to the follow up from the CAO meeting. |
| **Provost Search Committee (Perry)** | The ad for the Provost has now been posted. |
| **Positions in Educational Outreach (Regis)** | Regis has received 31 applications for certifying officer position. Regis thanked the deans for recommendations for search committees. |
| **Minutes** | September 6, 2011 and September 20, 2011 minutes are approved as written. |

**DEANS’ ROUNDTABLE**

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| **COD meetings (Brian)** | COD used to meet in the chancellor’s boardroom and have not been able to do that since the remodel. Beth will ask Dr. Belcher about this. |

**TASK INTRODUCTION AND DISPOSITION**

There are no items.

**DISCUSSION**

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| **2020 Commission Process** | Dana is the elected representative to the 2020 Commission from the Council of Deans. The Commission has had five meetings, with four of those going out and meeting with the community. Commission members are asked to not respond, react or defend anything we hear – this is about listening.  Patterns are emerging. Repeatedly Dana has heard the community wants WCU to educate the local population and provide excellent education for the human resource that is right here in our community. We are hearing a lot from the community colleges in the area as well – same message – they want very good articulation agreements; to take their graduates and turn them into the excellent graduates they know they can be; looking for partnerships not takeovers or empire building; wish for the university to provide thoughtful leadership and cultural advancement.  Carol found those that have come to these meetings have been very diverse – not large crowds – but very regionally focused, viewing WCU as the leader in higher education in the western part of the state. Lots of our graduates have attended and have spoken to their likes and dislikes of WCU. They understand the budget crunch but still feel we need to commit the resources necessary.  Feedback from the economic development agencies focused the university to playing a bigger role in economic development and focus on certain programs (nursing, teacher education, engineering, technology, business). They also talked about the basic education background (general education) – they want educated citizens who can read and write, and possess good technology skills.  **Q:** Are most of the people coming to these meetings educated – have a college degree? **A:** Many educators have come. A gentleman who owns a local logging operation talked about opportunities, but overall we have not heard a lot from them. Many small business owners asked about communication from WCU out to the community - very broad group.  **Q:** Were there any curve balls where they sited something we should be doing but are not? **A:** Horticulture and agriculture – there is nothing at WCU and we have heard this at *every* meeting. ASU is adding a fermentation program – beer and wine production.  Better collaboration was suggested between the three institutions in western North Carolina – we have lab sciences where we can help businesses that don’t have this ability; WCU has abilities in areas that UNCA cannot fulfill. There are lots of collaborative initiatives in partnership with the NC Arboretum – this work is now being shipped out of state – there is a real market here – we cannot compete within NC. We are seen as the regional university – not UNCA. That is why the NC Arboretum is now under the WCU wing.  **Q:** What university in the area has a technology transfer office? **A:** WCU does currently. The Research Triangle was founded by those research institutions because of the universities there. We are hearing this same sort of thing about this region – wanting those same resources.  Dr. Belcher wants us to look at our relationships with community colleges – being mindful and building those relationships. |
| **EPA Non Faculty and SPA positions (All)** | The dollars to fund these positions are from A&S and HHS that they were required to turn back in because they took a lower cut to start. Beth welcomed Fred and Lois to the table to petition for their requests.  Scott, Perry, Regis and Lois presented their requests for positions. Discussion ensued regarding new positions and the strategic plan.  Beth asked the deans if there are any replacement positions that need to be brought to the table. Fred presented his request for positions.  It was proposed to support only one new position – the compliance position in the Graduate School and Research due to the very critical nature. COD agreed unanimously to bring forward only this new position to be filled. We will try to find funding.  Beth asked if anyone would like to redesign existing positions and resubmit for consideration – these positions are all for the next academic year. COD would like to take the replacement positions they have submitted and do a redesign – those that have not completed this – please resubmit by Friday.  Is there any replacement position you think should be redesigned for an institutional need? The Chancellor has requested all divisions complete staffing plans which he will review and have the final word. Beth needs this discussion to assist her in defending requests to the Chancellor.  Niall Michelsen presented Arts and Sciences requests for positions.  COD agreed to amend the salary for the compliance officer position in the Graduate School to $50,000. Beth will work with individuals on replacement positions – these will go forth for search July 1, 2012. |