**MINUTES**

**March 6, 2012, 10:00 a.m. -2:00 p.m.**

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| **Present** | Beth Lofquist, Louis Buck, James Zhang, Perry Schoon, Robert Kehrberg, Linda Stanford, Regis Gilman, Brian Railsback, Gibbs Knotts, Mark Lord |
| **Guests** | Lois Petrovich-Mwaniki, Kate Greysen for Scott Higgins, Joe Philpott, David Belcher |
| **Recorder** | Anne Aldrich |

**ANNOUNCEMENTS/INFORMATION/MINUTES**

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| **Proctoring (attachment) Beth** | We have established a Proctoring Task Force (for establishing protocols for proctoring distance/online courses. Invitations sent. We will have more information coming forward.  **Q:** Will we utilize this as a university or will we only utilize with specific programs?  **A:** It is easier to do across the university and have departments choose to opt in – no difference in cost. The Task Force can determine this. This is a sophisticated service that will help out our faculty tremendously. |
| **Team Leader for UNC Social Business Competition & Conference (Beth)** | This is a student competition with teams from each university in our system. GA is really pushing this. We need to submit a contact person from our university. It is really student focused and well-aligned with QEP activities. Brian and Carol will get together and follow up on this initiative. GA will pay mileage, food and registration. We will have to cover hotels. |
| **State Licensing Issues (Regis)** | Regis is getting push back - people are indicating they don’t know anything about requirements for institutions to be ‘authorized/licensed’ to operate within US States and Territories.   While the assumption is that these statutes apply to distance learning only - all instruction occurring outside NC is considered “distance” by state statute.    Regis has distributed updated lists to all faculty who coordinate internships, co-ops, externships, clinical lab experiences, student teaching, etc.  Additionally, the updated listings are posted on the H: Shared drives of COD and Department Head - State Authorization. |
| **Vienna Boys Choir (Robert)** | The Vienna Boys’ Choir concert is sold out. |
| **Transfer Recruitment Committee (Brian)** | The Transfer Recruitment Committee has finished its proposal and will be sharing with COD. |
| **Minutes** | The January 26, 2012 minutes are corrected to read Regis Gilman as present. With this correction, the minutes are approved as written.  The February 7, 2012 minutes are approved with one correction on page 3 under Computer Refresh: Regis - corrected to read 103 accounts instead of 104. |

**DEANS’ ROUNDTABLE**

There are no items.

**TASK INTRODUCTION AND DISPOSITION**

There are no items.

**DISCUSSION**

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| **Budget (All)** | Documents were distributed for COD review. Beth reviewed the first handout regarding Enrollment Growth. We are beginning to see the impact of budget cuts and loss of funds to the university. Discussion ensued. We are no longer using the previous distance education model we used and the current model does not seem to be working. We actually did a retreat last summer (2010), brought in a consultant and have 3 models to look at. We have never followed through on this. At ECU, dollars generated by distance education is returned to distance education for marketing.  Beth reviewed the next handout regarding funds excluding E&T. We have proposed that WCU increase up to the 6.5% allowed and then with the difference of the average of peers on tuition, we could increase our tuition to get us to the bottom quartile of that average, so we added an increase that will be phased in. Subtract the 25% need based financial aid and 5% merit based financial aid. Dependent upon future elections we could lose financial aid entirely. Beth and Joe reviewed the handout.  Beth distributed the narrative that goes with the budget requests that will be presented.  Beth distributed and reviewed a handout regarding operating budget priorities and new position priorities.  The final handout included the overarching requests. Beth reviewed the handout with COD and made suggested changes. There are 16 computer labs currently supported by the colleges. We are trying to sustain some support we desperately need to support lab refresh for two labs a year. COD agreed to amounts designated in each area. Discussion ensued. We will have further discussion on which disciplines are in most dire need start up funds.  Discussion ensued regarding operating budget priorities. This is for recurring dollars so discussions can continue.  Beth reviewed the dean’s top priorities for positions per division as discussed in a previous meeting. Perry suggested that anything that does not directly relate to teaching needs to be eliminated. However, do some of the support positions listed free up faculty to teach – if so, those could be included as well. Discussion ensued regarding each requested position. |
| **Graduate School Discussion with Dr. Belcher (All)** | Scott has done a tremendous amount of work getting the Graduate School to where it is. We have the benefit of a good foundation on which to build. With Scott’s retirement, we are provided an opportunity to look at the Graduate School and how it is currently structured. Almost always, graduate school and research are paired. Sometimes it works well and sometimes it does not. One point of information may be the study Steven Leath (GA) completed for us last year. No matter what we do, this report needs to be part of the context as we make decisions moving forward.  We need to decide where we want to be and figure out how to get there. There also needs to be a change of culture that is helpful to faculty rather than compliance-focused. What do we want to look like in 2020? Discussion ensued.  We need to really discuss any proposals thoroughly and vet through other constituencies like the Graduate Council. This could mean the necessity of another interim position. Getting it right is most important. |
| **Appendix A: 2+2 Gaston College/BSBA (Louis)** | This item is postponed to the March 20, 2012 COD agenda. |
| **E&T Funds (Beth)** | Beth reviewed the handout regarding E&T funds. Discussion ensued. Do we want to distribute or put together for one or two significant purchases? |
| **Roll-up (Beth)** | Roll up to the Provost Office is April 1st. |
| **Installation Update (Beth)** | This is an opportunity to rebuild and build relationships within the community (as well as to engage the campus community) that will provide scholarships and endowments for years to come. To date only 75 faculty have RSVP’d to process. Please encourage faculty to process. This is a significant event. Following the installation is a campus-wide and community event on campus to familiarize the community with what is available to them on our campus. Discussion ensued.  Beth will send an email addressing the installation and asked the deans to follow up with faculty. Many faculty have volunteered to participate in other ways during the installation week. This conversation will continue. |
| **Data Warehouse (Melissa Wargo,**  **Kay Turpin, Stan Hammer, Al Sanders, Craig Fowler, Larry Hammer, Robert Edwards, Bobby Justice)** | We are part of a group working toward the implementation of Data Warehouse that has been purchased. Melissa made introductions. We are getting ready to introduce finance and student modules. The planning and implementation team is Stan, Kay and Al Sanders who have engaged another group – Craig, Bobby, Melissa, and Larry to get feedback on what you need from the data warehouse.  Timeline: The Finance Module is first – will happen between April-May. The Student Module is next, happening in September-October. The earliest general availability to campus is summer 2013. These timeframes have been selected to have the least impact on regular business. The plan is to engage through the Associate Deans to get specific items you need unless the deans prefer to work directly with us.  Next steps – we are evaluating the need for other modules: Human Resources, Financial Aid, Advancement, Blackboard LMS. We also need to evaluate other data sources – recruitment/admissions; RMS/residential living, etc.  **Q:** You may be better served to deal with budget officers on the finance model rather than the associate deans.  **A:** Agreed, on other items the associate deans need to be involved.  **Q:** How do you tell if this is worth the investment once done?  **A:** We will rely on you to tell us if data is accessible, accuracy of data, easy to find and use, consistency, etc.  **Q:** How did we afford to pay for this? Do we need to hire additional people to support this?  **A:** Non state funds, auxiliary services purchased this. There will not be in additional people hired to support this.  **Q:** Will this be available to faculty? If so, it will be important when calls go out to departments and associate deans for feedback, that faculty are invited to participate as well.  **A:** Yes.  This group will be back in touch. Please be thinking about your needs. |

**PROVOST UPDATES**

There are no items.