**MINUTES**

**January 17, 2012, 10:00a.m. -12:00 p.m.**

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

**ANNOUNCEMENTS/INFORMATION/MINUTES**

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| **State Licensure** | Regis continues to work on state licensure. Susan Fouts will be attending a meeting regarding this topic. |
| **Minutes** | For the December 20, 2011 minutes there is a correction from Regis regarding *SmarThinking*, not second thinking. With this correction the December 20, 2011 minutes are approved as written.  For the January 3, 2012 minutes on page 3, minutes should read “College of Health Human Sciences has three *grant funded positions*, not grandfathered. For continuity purposes, this was a critical position and there would be a lack of institutional knowledge. With those corrections the December 20 minutes are approved as written. |

**DEANS’ ROUNDTABLE**

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| **Scott Higgins** | At the Chancellors Leadership Council we discussed graduate faculty credentials for SACS, asked if anything has changed, and sought information from Melissa to share with the Graduate Council last week. In doing so, it brought up some concerns. We have a number of graduate disciplines that are inter-disciplinary –we want to be sure when SACS visits our campus, we have what they need to see for nontraditional faculty who don’t have the terminal degree in the discipline. What is SACS’s position in cases like physical therapy where the terminal degree was the bachelor’s degree at the point in time that the profession was established? We will have Melissa come to COD to address this question. Discussion ensued. |
| **Linda Stanford** | We would like to utilize P-Cards for travel. We have not been allowed to do so to date. Beth will follow up with Robert Edwards. |

**DISCUSSION**

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| **Emeritus Faculty (Beth)** | David Belcher has asked how we utilize our emeritus faculty. We are likely utilizing in many different ways or not at all. This is something we want to strategize about and find ways to take better advantage of this group. |
| ***Action Item*** | Talk to your department heads and brainstorm ideas on how we can use these faculty. We will add this to a future agenda. |
| **Authentication of students in online testing/proctoring (Regis)** | Our students can now go out and find proctors; we are working on authentication. There will be more to come on that topic. |
| **QEP Feedback Sessions with Colleges/Departments (Carol)** | We have almost completed giving assessment feedback for all departments utilizing QEP. It has gone very well and has been collegial and collaborative. We have had some great recommendations for how to assist departments in implementing the QEP, supporting engaged teaching, and assessing student learning outcomes.  There is an increasing divide on Boyer and implementation – we continue to hear concerns and questions. Faculty are seeing a disconnect between infrastructure to support QEP and expectations for faculty load, time, and resources. The Coulter Faculty Commons and Undergraduate Studies are hosting a Boyer retreat on February 24-25, 2012, at the Renaissance Hotel in Asheville for up to 30 WCU faculty. It will be modeled after our annual National Retreat on Boyer but open only to WCU faculty. .  We still have some departments that do not have a QEP (three or so). The QEP Pathways event is Wednesday, March 28, from2:00-4:30 in the UC Grand Room. It will showcase events for individuals who have implemented the QEP. We are in the process of constructing the institutional impact report to SACS on QEP; due in spring, 2013. |
| **Barney Coulter Office Suite in Belk (Beth)** | If you have a request for vacated space, you need to submit it to the University Space Committee. Executive Council reviewed some items today. We do not have a fully vetted space approval process, but operate as best we can. We did approve the Writing and Learning Commons’ move to the Belk HHS Dean’s office space out of the library once the new health building is complete. The Kimmel School also had a request and the Space Committee wishes to study it a bit more. Beth provided the deans with other space ideas. The deans expressed frustration when trying to reserve or plan dollars for spaces when they don’t know if they will even get the space. More to come. |
| **Priorities for New Positions (Beth)** | As you well know, Gibbs is leaving us. Gibbs’ old position from when he went in as dean was assigned to Communication Department so that the current Dean (Ford) would have a position. When Gibbs announced his departure, his old position was requested back – now we have to request that as a new position. If we have a position to give (we can accommodate based on local tuition dollars and enrollment growth money) we wanted to give COD an opportunity to vie for a new position. Discussion ensued. The deans were unanimously in support of A&S Political Science receiving this position. |
| **WCU Hub Phase II and Steering Committee Academic Affairs Representatives (Beth)** | Please send one name per college to Anne. |
| **Update on Student Recruitment and Enrollment Targets (Beth)** | We will postpone this to next time. We will invite Phil Cauley and Sam. Brian provided an update on transfer enrollment growth. |
| **Diversity Plan (Beth)** | Please run this by colleges and departments to get feedback so we can get this back to Henry. Please send to Anne by Friday of this week. |
| **Proposed Budget Process (Beth)** | Beth asked the deans to add a college budget hearing (it needs to be made clear to individuals that they may attend as observers). Beth will present Academic Affairs’ budget request on March 12. Some of you have conflicts on the dates the COD is scheduled to meet for the Colleges and units in Academic Affairs to present their budget requests – please rearrange your schedule to accommodate. As colleges lose positions and positions are vacated, it is not automatic the position will go back to that college/program. Discussion ensued.  Please consider equipment, SPA and EPA non faculty positions. There will be templates provided. Having some parameters before COD begins this process would be helpful. Beth will get clarification – hearings are open. The meeting to prioritize is February 23, which is private. Beth will clarify. What do you think are the guiding principles? Strategic plan, program prioritization, enrollment growth, regional needs, Carnegie engaged institution, retention and student success. |

**TASK INTRODUCTION AND DISPOSITION**

There are no items.

**PROVOST UPDATES**

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| **Fundraising Campaign** | The Development office is undergoing an audit for feasibility to conduct another fundraising campaign. Deans will be interviewed to provide feedback on this process. You will hear from Lisa Gaetano. Deans requested follow up from the last audit report on Development. |
| **Motor fleets** | The State Office that manages motor fleets has imposed a $36 fee per car per month that amounts to $10,000 a year beginning February 1. Mileage rates will go from 49 cents per mile to 55 cents per mile. We are looking at doing away with the motor pool and possibly working with a car rental agency. |
| **Scholarship Dollars** | How does Dr. Belcher see scholarship money? Should this be part of our budget requests? If all the deans ask for graduate assistantship support, it will assist Scott. This is a priority and deans have agreed to that. A fundraising campaign would include scholarships. |
| **Students on Academic Probation** | Twenty-two percent of freshmen ended up with less than a 2.0 for fall semester and placed on academic probation – this has been a typical figure for the past 3-4 years. This is a pilot – we’ll see how this impacts these students’ further educational careers. |