**MINUTES**

**September 18, 2012, 10:00 p.m. - 12:00 p.m.**

|  |  |
| --- | --- |
| **Present** | Carol Burton, Richard Starnes, Mimi Fenton, Darrell Parker, Regis Gilman, Angi Brenton, Marie Huff, Robert Kehrberg, Mark Lord, Brian Railsback, Dale Carpenter |
| **Guests** | Stephen Brown, Chip Ferguson for James Zhang, Tim Carstens for Dana Sally |
| **Recorder** | Anne Aldrich |

**ANNOUNCEMENTS/INFORMATION**

|  |  |
| --- | --- |
| **Priorities for Tuition Increase Funds****(Angi)** | **Priorities for Tuition Increase Funds - for the October 2nd Council of Deans agenda, please come prepared with priorities for tuition increase funding.** It appears this year we can spend on faculty salaries, and other items we have not been able to before. We will discuss broad categories at our next meeting. |
| **Political Campaign-related activity** | Please remind your faculty and staff members about the policy on political campaign-related activity in the next couple of months.  They should not make partisan comments in classes.  If they invite political candidates, they should offer opportunities to candidates representing both sides.  They should not use university time, equipment, access to e-mail, or university stationery for any campaign-related purpose. |
| **Consistency in University Branding** | The Chancellor is concerned about the lack of consistency in university branding.  Please ensure that stationery, business cards, promotional items, websites, etc., contain the correct university logo and colors. |
| **University digital signage** | The University is working toward standardizing digital signage on campus. If you are contemplating purchasing or upgrading signage, check with IT. |
| **Academic Partners meeting on on-line programs** | We are working toward a meeting with Tim Haak from Academic Partners for a preliminary discussion of new on-line educational models. |
| **Performance Funding** | We are continuing to negotiate with GA about performance funding targets. |
| **Donations** | * Departments must use pre-numbered, official WCU receipt books when taking payments from customers/participants in-person.  The back of the check should be stamped “For Deposit Only.”
* Departments must log in donations received in the mail in a mail log.  The mail log should contain the date the donation was received, the payee, check number, the amount of the donation and the initials of the person who entered information into the mail log.  After receipting a donation presented “in person” or entering donations received by mail in the mail log, the Departments must forward the donation to the development office within 24 hours so that deposits may be made timely.
* See Departmental Guidelines for Cash Receipting
* <http://www.wcu.edu/28890.asp>
 |

**DISCUSSION**

|  |  |
| --- | --- |
| **Master of Science in Criminology & Criminal Justice Appendix A and****Intent to Plan****(Marie Huff/****Stephen Brown)** | Three years ago we were ready to make a similar proposal as the one presented today, but it wasn’t the right time. CJ program has grown substantially since then (43%) and has a tremendous number of students wishing to go on to graduate school. This creates a clear base in addition to individuals working in the field who want graduate work. This proposal will create a niche – the greatest area of need is preparation for teaching in higher education at community colleges and universities – there is a current drain on personnel in these areas. We have been in conversation with Dale Carpenter regarding the education and psychology courses the program will need.**Q:** From where will additional resources come? **A:** There would have to be support, we do not have the resource. Budget prioritization is the time to look at an issue like this where there is a tremendous demand for programs like this one. We have proposed two tenure track faculty positions and will be launching one of those searches right away which will provide some resource. Brian has encountered many honors students that wish for graduate work in this area and have to go elsewhere. Discussion ensued.**Q:** Since we are in the process of program prioritization, are we in a place to approve new programs? **A:** This is a request to plan; if endorsed by COD, it goes through the curriculum committee then to GA for their approval process. By the time this process is complete, program prioritization will be complete. Mimi requested consultation with the graduate school as HHS moves forward. There were several conversations with Scott prior to his retirement regarding this program. Discussion ensued regarding the new GA process allowing only three programs to be put forward each year. Mark will check to see if there is a deadline. For our next COD meeting Mark will bring all programs that are currently in that queue. If we choose not to make a decision on this proposal then we then will need to defer all new proposals until after program prioritization, which is a year out. We have been very slow to move forward as compared to other institutions. Discussion ensued. A motion was made and unanimously approved to support the intent to plan for MS in Criminal Justice.. |
| **DWIF Grades Report (Carol Burton)** | Periodically, we request a report of courses that represent greater than 33% of unsatisfactory grade trends, based on four semesters (this report is based on Fall 2010, Spring 2011, Fall 2011, and Spring 2012). We have the sum of students earning D’s, F’s, withdrawals, unsatisfactory, and incompletes. This does not indicate the instructor of record. Directors of tutoring centers will contact department heads to see if additional tutoring resource is needed. The courses with smaller numbers are not of great significance, however all courses, especially the larger courses, need attention. Some courses are always on this list (e.g.., CHEM 139) but may warrant further discussion. We need to be careful in our discussions so that we do not implicate faculty unnecessarily or inappropriately and also that we do not lower academic standards; however, we need to provide support to our students to assist in their success. Brian has looked at student GPA’s for those that are not doing well across the board or are doing well other than in just the one class. It was noted that only one online course is on this list. Carol will verify that online courses were included. Discussion ensued. |
| **Enrollment Forecasting** **(Angi Brenton, Carol Burton, Mark Lord)** | We have received a memo from GA on enrollment forecasting-due October 8. We are required to forecast for next year and our enrollment is based on that projection. It is becoming more and more important to establish a process– we will no longer be held harmless if we do not make our targets – we will have to return funds. It is a very complex process – dependent more on semester credit hours than student credit hours. Last year was the first year the Council of Deans was involved in this process. We will use the same formula as last year, which will utilize deans’ projections. In conjunction with REST, Angi and Carol have convened a committee to meet the three week deadline. * Friday, September 21st - the committee will review the enrollment process used last year
* Tuesday, September 25th - deans need to have their projections in using the same table as last year – please send to Anne
* Wednesday, September 26th - committee will meet and review the deans’ projections
* Monday, October 1, Angi, Melissa and Sam will take preliminary data to Executive Council
* Tuesday, October 2nd - COD will discuss their submissions
* Thursday, October 4th - the committee will finalize projections
* Monday, October 8th - Executive Council will approve the projections and submit to GA

Regarding tables – last year we requested too much guessing; this year we just want one number per program (i.e., how many total majors next fall). We anticipate giving you Fall 2012 census data as well as the number you put in last year. We want to include pre majors. Mark will send the tables to the deans electronically and will also follow up with last year’s projections. If deans have specific questions about data, contact Alison and Melissa. We receive funds based on our projections. It is important to be as accurate as possible. |
| **Strategic Planning****(Angi Brenton)** | All colleges are engaged in the roll out of the 2020 vision - we have committed to college and unit level this year. We would like to share the approach in your colleges thus far.COB - has a standing strategic committee. This is also the year for COB’s five year plan so we are doing this simultaneously. The first deadline is mission, vision goal, value update – hopefully just edits; action items will be more challenging.A&S - has a general agreement on mission and vision. Most departments have excellent processes in place. They are looking at the 2020 plan and tying their strategic goals to that, ways to do that and the means in order to achieve. Once that is completed, a small committee will find common themes and tie it to the 2020 vision – a bottom up process. EO - We are in discussion due to the breadth of utilizing all staff and EPA on vision and mission. Angi has requested Regis to think about what she would do if she were creating EO from scratch excluding history, etc. What would that look like? We will likely engage others in this discussion down the road. CFPA - We negotiated a one line vision statement at our opening meeting and will base strategic planning on that statement. The goal is to reach a vision statement. Please see the attachments provided – at the same time BOG has a new planning effort that builds on UNC Tomorrow. The attachments indicate membership and charge, the other is their five goals which track pretty well with our 2020 vision. There may be more emphasis on research as it is a system wide plan. The Chancellor stated it will be data heavy as they look at how each campus is meeting individual goals – all about numbers. They also will not necessarily accept our data if it does not match up with GA data. We need to set objective goals we can achieve and document. The other trend is a march toward centralizing functions - distance education even to the point of allocating areas, library services, certifications of residence status, etc. Some may be logical and good; some may be more of a challenge for us to give up. |
| **Multi-year for fixed contract faculty****(Angi Brenton)** | In some of the meetings with departments Angi has been hearing complaints from some fixed term faculty about the move towards one year contracts, especially with individuals who have taught with us for 10-11 years. It is making it difficult for their professional and financial futures. The Chancellor and Provost give deans flexibility in issuing one year or multi-year contracts up to three years. Deans will have this discretion, but Angie asked them to consider not locking yourselves in. This creates challenges in fulfilling committee requirements and awards. There are guidelines (APR) as to when you can issue a multiyear contract. We will follow up and send this out to the deans.Richard would like to move out of the use of “Lecturer” and into the use of “Instructor” which allows us more latitude in duties assigned. We will get this on an upcoming COD agenda. |
| **Millennial Initiatives****(Angi Brenton)** | The director of the Millennial Initiative position will report to the Provost - we are uncertain of the funding source at this time. There is consideration of a title like Director of Millennial Initiative and Regional Outreach so we can create an entry point for external partners to the university. As it takes shape Angi will provide those details. Angi expressed appreciation for the report indicating initiatives need to all be centered on students, faculty, and ongoing research. Please read the report if you have not done so. It is available on the website.  |
| **Incentives for faculty teaching at Biltmore****(Darrell Parker)** | Darrell suggested creating incentives for faculty teaching at Biltmore Park. The viewpoint of faculty is that they can teach here on campus, or can drive an hour each way and teach the same number of graduate students – faculty are asking why should they be excited about this? There is concern we are treating undergraduate and graduate students the same. Formerly there were funds to pay faculty to drive to Asheville to teach. These funds no longer exist.Darrell will be in discussion with faculty about ways they see to incentivize this and will let Angi know what they come up with. We will need to discuss these incentives with COD and address holistically to see what other colleges are doing and what options are available. Darrell spoke to an individual at UNC-Wilmington - they count an hour of drive time as teaching prep which allows the faculty member over the course of three semesters to bank a course. We need to address this before our next accreditation cycle. EO funds faculty to drive to distance campuses or encourages them to utilize vans to travel as an incentive not to use their car. Discussion ensued. Angi suggested the deans meet within their colleges to discuss so we don’t have colleges all utilizing a different process. Regis will pull together a brief meeting to discuss this topic and will bring back any ideas they generate. |
| **Summer Programs Conference** **(Mark Lord)** | There is a national annual conference in November in Philadelphia on Summer Programs. Mark has not attended any national conferences but has been to a state meeting. This meeting provides a much broader theme. It has nothing to do with our summer session as far as mechanics but should provide useful information on scope and vision for summer. There is a lot more we can do with summer - creating a coherent mission, enrolling transfer students, starting freshmen early, targeting students who cannot attend during the regular nine month academic year, etc. We could explore doing more with hybrid programs that normally would not be pedagogically appropriate for distance courses, creating a residence portion in the summer (one week summer residency). Discussion ensued. We are considering sending three individuals to the conference to explore options and generate ideas. If you have people who you think would be interested, please send those names to Mark. The conference details are in your materials. |
| **System Requests for Faculty retention and Recruitment****(Angi Brenton)** | We have received another item from GA with a short turnaround. GA is asking for proposals ($1 million for the whole system) for new faculty positions. The attached memo explains the options – it will be a highly competitive process. Angi would very much like us to submit a proposal; if you have a program please let Angi know your thoughts. This is due September 30. |

**REPORTS AND UPDATES**

|  |  |
| --- | --- |
| **Staffing Plans****(Angi Brenton)** | Joe is back and has reminded us that in addition to the CITI funded list, we need to complete staffing plans. For new deans, this is a list of all the anticipated openings for the next academic year. Joe will send the form out for rationales. This will allow us to review. Joe will send this out shortly. |
| **Program Prioritization Task Force****(Angi Brenton)** | We are hoping by the end of this week to have the Program Prioritization Task Force finalized. Angi may be contacting some deans to discuss submissions. She will be in touch with those of you today or tomorrow that warrant additional discussions. She has asked Vicki Szabo to co-chair the committee.  |
| **Space Utilization****(Angi Brenton)** | At the next COD meeting we will have a discussion of space utilization. This topic dominated BOG last week; ours did not look so good. BOG is looking at the use of building on nights, weekends, and summers. |
| **UNC Proctoring Workshop/ Biltmore Park open house****(Regis Gilman)** | The UNC Proctoring Workshop will be this afternoon in Camp 143. It is not mandatory but an announcement went out to all distance education program directors.We continue to extend invitations to Biltmore Park Open House on September 27th. Please let Patsy Miller know if you plan to attend. |
| **Provost schedule next week** **(Angi Brenton)** | Angi will attend her first CAO meeting next Monday and Tuesday, then will leave Wednesday afternoon and be out on Thursday for the Social Business Conference in Greensboro. She will be back in time for the Open House at Biltmore Park. The COD Workday is cancelled next week. The next one is November 29th. |
| **Zaxby’s Fundraiser/COB****(Darrell Parker)** | Tuesday of next week, a portion of proceeds at Zaxby’s will go towards the Sport Management Program student scholarships. |
| **GRS Updates** **(Mimi Fenton)** | Mimi thanked the deans for their work with program directors. GRS currently has five applications for the Associate Dean position (internal). We will be moving forward in next couple weeks.  |
| **Social Business Conference****(Carol Burton)** | Brian Railsback and Richard Tichich are leading teams to compete in the Social Business Conference in Greensboro on September 27th. |
| **SACS Five Year Review (Mark Lord)** | It is time for our SACS 5th year review and there are a little more than a dozen standards to which we must respond. A revision to the standard on the number of full time faculty will require extensive work to document faculty by each academic program. More to follow. **.** The entire report is due in March. |
| **Dada Festival** **(Robert Kehrberg)** | If you want an opportunity to escape reality, please attend the DADA festival September 18-20. |
| **HHS Building****(Angi Brenton)** | Angi had the opportunity to tour the new HHS building yesterday. It is a fabulous space. Please take the time to see it if you have not already done so. |