**MINUTES**

**September 6, 2011, 10:00a.m. -12:00 p.m.**

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

**ANNOUNCEMENTS/INFORMATION**

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| **Provost Newsletter (Beth)** | We will be publishing the Provost Newsletter this fall with information such as new department heads, etc. Please send your information to Anne by September 12th to be published on September 16th. |
| **Enrollment Management Proposals (Beth)** | Brian, Scott, Fred and Regis will work with REST (Retention and Enrollment Steering Team) to come up with an enrollment management proposal specific to our enrollment right after early registration. What actions do we need to take? Who needs to take them? What data do we need to collect?  Gibbs is part of this group – we would like for him to continue in that capacity as a dean representative for the academic deans. It was suggested they also get advice from department heads. |
| **COB Fall Kick-Off (Louis)** | The College of Business Fall Kick-Off is at Forsyth on Thursday afternoon, September 8th. |
| **Get Acquainted Tour (Regis)** | The Cherokee Center is arranging a get acquainted tour for Dr. Belcher. The date is still to be determined. |
| **Military Student Office (Regis)** | There are changes in the Military Student Office. The individual providing support has gone back to graduate school full-time and the director is no longer with us. |
| **A&S Dean’s Office** | Niall Michelsen will go back to the Department of Political Science in January. The College of Arts and Sciences will have just one associate dean. Amy McKenzie is going back to full time as Administrative Support in the Department of Philosophy and Religion. |
| **Kimmel School (James)** | The B.S. Electrical Engineering received accreditation (Engineering Accreditation Commission) EAC of ABET. |
| **Differential Tuition Requests (Beth)** | Robert sent Beth a request for differentiated tuition. These requests will need to be received by GA in October but we will need time to review on this end. If you have requests to submit, please do so by September 23rd. |
| **Ross Inauguration (Beth)** | Beth and Carol plan to attend the October 6th inauguration of Tom Ross at NC A&T University. All academic deans received invitations. |
| **Innovations 2011 (Regis)** | Regis sent out notice regarding the Innovations 2011 event coming up. We want WCU to be well represented. |
| **Publication (Louis)** | Phil Sanger and the Rapid Center are co-PI's with Wendy Cagle with the SBTDC and Louis Buck for the existing EDA grant that was originally $142,000 per year for 3 years.  We will be re-bidding this year. |
| **Imagine Magazine (Brian)** | Brian asked the deans to consider their top students to participate in IMAGINE magazine. |
| **Director of Sponsored Research (Scott)** | Scott provided an update on the Director of Sponsored Research position. |
| **Curriculum Approval (Scott)** | Scott reminded the deans to check on curriculum coming to the graduate school for approval – they are receiving a lot of elective courses. |
| **Minutes** | The July 19, August 2 and August 16 COD minutes are approved as written. The July 28 COD Workday minutes are approved as written with two corrections from Regis Gilman. |

**DEANS’ ROUNDTABLE**

There are no items.

**TASK INTRODUCTION AND DISPOSITION**

There are no items.

**DISCUSSION**

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| **General Education Hourly Limit (Robert)** | As we work through reorganization across the university and look at liberal education – we must ask who owns the resource for general education. The concern is that something is proposed which requires resources, but there is no plan for how those resources are going to be covered. Faculty own the curriculum, but do not own the resources.  Would the deans consider having a resource ceiling – a limited number of general education hours so all degrees move towards 120 hours – no double dipping – a resolution to come from this body. Discussion ensued regarding creating some boundaries.  There is representation from each college on the reorganization task force – it is perfectly okay to speak with your representative regarding your thoughts for them to relay to the task force. It was suggested having a budget attached to address resources. |
| ***Action Item*** | COD agreed to invite Bruce Henderson, chair to discuss with COD. |
| **12 Month Contracts on Grants (Beth)** | HHS had to pay out an individual (dollars had to come out of non state resources) whose contract should have ended early but paperwork did not flow as efficiently as it should. It happened again with another large grant with the VA. People were intentionally saving up vacation to receive a payout – we need to be sure money is there to cover that in the grant, terminate the person before 12 months or never hire a 12 month leave earning person. HHS will hire only 9 month, non leave earning from this point forward.  There appears to be a shift in the role of the post awards person (Nancy Wike) to be more of an auditor than of being of assistance. This is currently under discussion and has been recommended by Steven Leath. Scott has not been able to make any movement towards this solution.  There also have been major changes made in the last few months and those changes have not necessarily been communicated to the deans – this is discouraging to faculty to produce sponsored research. |
| **Salary Protocols 2011-12 (Beth)** | This is more of an FYI – Beth reviewed page 3 of 5 with COD. The meeting schedule is creating lots of challenges for campuses. There is not much flexibility at this point in time. |
| **Faculty Senate (Beth)** | At the last Faculty Senate, the Chancellor charged them to create an emergency process as part of the Reorganization Procedure.  Beth stated that it is becoming more and more critical the deans be present at Faculty Senate – either attend, meet with your senators or send a representative – it is very important to do so. They are making important decisions and recommendations the deans need to be aware of.  The Reorganization Task Force is supposed to have the proposal completed by October 1. Now is your opportunity to provide input. Gibbs, Mark and Linda will keep COD informed. The Chancellor has been very clear this is a process for faculty input. |
| **College of Business starting an MBA cohort in Cherokee at Harrah’s (Louis)** | Last year Louis was approached last by Harrah’s about the possibility of creating an MBA cohort on location. COB is strongly in favor and Harrah’s is guaranteeing COB enough students to make a cohort, plus the usual 6-7 others. This gives COB a sustainable cohort.  We will meet at Harrah’s – they will provide all facilities/IT at no cost to us. There is a SACS requirement of notification – the college is working on the prospectus. This will be the regular MBA program. For students with financial issues – EBCI is assisting. Beth requested a copy of the MOU. This will begin in January 2012.  **Q:** Robert wondered if he could offer something similar as a resident program.  **A:** Yes, bring to COD; it is considered resident as part of the Cherokee residential site. There is the requirement of a MOU so the details are spelled out and this must go through legal office.  Henry Wong now chairs for WCU/Albert Crow chairs for EBCI. |
| **Chairing CRC (TPR) Committees – What is Okay, What is Not (Beth/Mark)** | We have had some cases that are contentious. A charge to the university collegial committee is sent from the Provost. Sometimes there is appropriate information to bring in that is not part of the dossier – and sometimes there is information that is not appropriate.  The dean’s role is to chair your TPR committee and support department heads that have not been through this before.  Emeritus faculty will now go through the same process as TPR candidates, with all the same steps and deadlines – faculty can go up in their final year. All college review committees are supposed to have written procedures as to how they will operate. Deans are also expected to meet with your department heads and collegial review committee – especially since there is so much new information this year.  Confidentially must be in all charges to your committees! There is a folder in the H-drive where all charges will be stored.  Appropriate – anything that doesn’t break the three rules: gender, race, age; efficacy of peer review products; substantiated unprofessional behaviors, etc. Collegiality is part of being a citizen at this university – if this information can be substantiated then it should be part of the discussion.  Inappropriate – gender, race, age, political views, sexual preference, religion, hygiene, personal malice, messy office, unsubstantiated antidotes (positive and negative).  It was suggested that a generic statement be created regarding the above. Mark indicated a written charge will be circulated with all these items.  Beth reviewed criteria in the handbook with COD.  Mark will follow up regarding notes for the committee – collect and shred? |
| **Meeting Leadership Teams and IPS Team** | Mark and Beth would like to individually meet with college leadership teams prior to 10/1 when all the TPR documents are due. Deans may need to do a called meeting in order to make this happen in a timely manner. |

**PROVOST UPDATES**

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| **Athletics and Academics Recommendations** | The attachment is for your information. There will be more to come. |
| **Biennium Enrollment Projections** | We are trying to create a process so we can make better predictions for enrollment projections – this is the timeline from GA. Targets need to be realistic but also push us forward.  Beth plans to discuss with the Chancellor what his top 2-3 programs (targeted areas to grow) are that should *not* be on the list. |