**PROVOST COUNCIL**

 **MINUTES**

**October 23, 2014, 8:00-12:00**

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| **Present** | Alison Morrison-Shetlar, Tim Metz, Tony Johnson, Darrell Parker, Dale Carpenter, Susan Fouts, Kevan Frazier, Carol Burton, Jeff Ray, Doug Keskula, Lowell Davis, Greg Hodges, Brandon Schwab, Dana Sally , Richard Starnes |
| **Guests** | April Tallant for Brian Railsback, Brian Kloeppel for Mimi Fenton |
| **Recorder** | Anne Aldrich |

**DISCUSSION**

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| **Update from Executive Council****(Alison)** | **Centers and Institutes** - The Cherokee Center, Highlands Biological Station, and the Public Policy Institute have been moved forward for further consideration and evaluation by UNC General Administration. The PPI is considering submitting a request for a change of name. Richard will bring forward a proposal. **Gender equity study** results were provided to us last spring. Executive Council discussed how to roll it out. We have brought together four faculty members to look at the report (those that have experience with statistics, etc.). This group met with the statistician with questions which resulted in a plan to roll it out. The open forum to discuss this initiative will be next week on October 29, 3:00-5:00 in the UC Theatre.We are moving the **budget hearing schedule** up by 1-2 months. Provost Council will have our budget hearing on December 11th and finalize priorities on January 7th. Alison had a lot of **good news to share with Executive Council** from Academic Affairs these past few weeks – these news items have become highlights in this meeting. The **Ebola communication** to campus was the result of the hard work of several people to make sure this information is disseminated accurately and correctly. We need your assistance in working with faculty who are planning international travel to make sure they are making good decisions, particularly if they involve students. |
| **Offices and Space at Biltmore Park****(Kevan Frazier)** | Kevan distributed a handout and reviewed with the council. Kevan provided an update as to his activities and priorities to date. The conversation today was to request feedback from the Provost Council as to their thoughts regarding the needs at Biltmore Park and any future plans for programs to potentially move Biltmore Park forward in the near to distant future. Kevan also engaged in discussion regarding office space for faculty and other uses as needed. Discussion ensued. Kevan discussed putting an advisory board in place as we move forward with Biltmore Park. It was suggested this group include deans who have programs at this site. |
| **Summer Session (Lowell Davis)** | Alison reviewed the history behind the summer session initiative beginning with her arrival at WCU. She indicated regret in initiating the work group over the summer without faculty present to provide input in addition to Leroy’s. The forum presented us with many questions and Alison would like to utilize Provost Council to assist in responding to these questions and suggestions in regard to summer. Lowell reviewed several spreadsheets and handouts. The council provided a historical context for summer session over the last 7-8 years for those on the council that are new. Lowell reviewed aspects of the summer session survey conducted by the NCASS (NC Association of Summer Sessions).Discussion ensued regarding the financial aspects of summer and the need to move individual salaries off of the summer budget. This may need to be a priority in the budget process.Discussion ensued regarding the questions APRC has regarding summer session as well as addressing this agenda item in Faculty Senate later today. It was agreed all materials Lowell provided today to Provost Council will be provided to Faculty Senate as well as the Department Head Workshop. Alison requested the dean’s support and attendance today at Faculty Senate. |
| **Biltmore Park Strategic Plan****(Carol Burton/Doug Keskula)** | Carol and Doug presented a PowerPoint on the Biltmore Park Strategic Plan and reviewed with Provost Council. Doug and Carol reviewed the goals which were distributed as a handout. Carol and Doug will send this electronically for council members to share with their leadership teams. Discussion ensued. |
| **Budget Process and Timeline (Greg)** | Greg distributed a handout outlining the schedule for budget hearings. Once dates have been determined for your college budget hearings, please send this information to Kristen so she can publish it on the budget website. The deans reviewed their processes within their colleges for members of the council that are new. There are forms on the budget website for your utilization.  |

**UPDATES**

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| **Hunter Library****(Dana Sally)** | We have installed a new reference desk. |
| **Honors College****(April Tallant)** | Brian is currently riding a bike as a fundraiser for Honor College scholarships. |
| **College of Health and Human Sciences** **(Doug Keskula)** | The Physical Therapy Clinic has been approved as well as a Communication Science and Disorders collaborative program. |
| **Office of Student Success** **(Lowell Davis)** | We hosted an event last night with Ron Rash which enjoyed a great deal of community participation. |
| **College of Arts and Sciences****(Richard Starnes)** | A Computer Science student in mathematics won best student teacher in the field; another A&S student won a $1,000 fellowship from Capstone, one of five in the United States. |
| **Office of Institutional Planning and Effectiveness** **(Tim Metz)** | In one space utilization metric value that the system calculates for us annually, we were 1/100th off from our goal this year. |
| **Associate Provost for Academic Affairs****(Brandon Schwab)** | There is a Department Head Workshop next Monday. |
| **College of Fine and Performing Arts and College of Business****(Darrell Parker)** | John West is now Director for the School of Music; Will Peebles is going back to faculty. It has been a smooth transition.Last night, the College of Business received an email from GA that our online program has been approved. |
| **College of Education and Allied Professions****(Dale Carpenter)** | The first of four candidates for the position of Dean of the College of Fine and Performing Arts will be on campus next week – all candidates come from Stage and Screen. We held two commencements for 100 students in Jamaica and visited six different schools. It was a fabulous trip to the island. |
| **Educational Outreach****(Susan Fouts)** | Educational Outreach is holding a retreat on November 14th in Morganton. If you have someone you would like to attend, let Susan know. We are supporting “Cards for Soldiers”. If you would like to assist with this, let Susan know.  |
| **Biltmore Park****(Kevan Frazier)** | We have had a number of requests we have had to turn down from off campus entities which indicates we are having full days from outside groups. |
| **Office of Undergraduate Studies** **(Carol Burton)** | We had a very successful Sociology program review; one of our senior students, Aaron Marshall, won a statewide award for civic engagement. The Provost’s Fellow for Academic Community Engagement and the Associate Provost for Undergraduate Studies attended the UNC Engagement Council and have received many questions regarding institutional engagement – WCU is seen as a leader in this area. |
| **Office of the Provost****(Alison)** | We participated in a very productive SOCON CAO (Chief Academic Officers) call. There is attention to institutions in SOCON interested in collaboration – guaranteed admission to graduate programs, succession planning, graduate research symposium, international studies, shared short term programs, facilities, etc. Alison indicated we are interested in utilizing the research component. This group is scheduled to meet in January in Spartanburg to flesh out these areas.  |