**PROVOST COUNCIL**

**MINUTES**

**October 29, 2014, 8:00-12:00**

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| **Present** | Alison Morrison-Shetlar, Brandon Schwab, Richard Starnes, Dale Carpenter, Doug Keskula, Kevan Frazier, Brian Railsback, Dana Sally, Tim Metz, Mimi Fenton, Susan Fouts, Darrell Parker, Carol Burton |
| **Guests** | Robin Oliver, Chip Ferguson for Jeff Ray |
| **Recorder** | Anne Aldrich |

**DISCUSSION**

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| **Update from Executive Council**  **(Alison)** | A major item of discussion has been about **tuition and fee increases** that must be approved by students as well as by others on campus.  We have also kept on the agenda the need for **new faculty next year**. We need to be prepared to respond to this request – if any of you are considering faculty positions for instruction, we need that information. We hope to fund ten new faculty positions next year.  We have created a **Pre-professional advisory board** of external people. We had a very successful first meeting of local community members (12 members, health related fields, lawyers, etc.). We have a growing number of students interested in health professions and wish to make this a campus wide initiative growing in strength by what has already been put in place by the Honors College. Alison will send the meeting notes out to Provost Council.  **TAP (touch, advocate and partner)** is an initiative that involves asking for 5 business cards for organizations willing to take on students for job shadowing or internships.  We are undergoing review as a system as a result of the **UNC-CH athletic report**.  The WCU Marching Band will be in the first 15 minutes for the **Macy’s Day Parade.**  Trace (student employee in the Provost Office) and Allie from the **UP (University Participants) Program won homecoming court this year.**  **EPA Non Faculty and Faculty raises feedback** – most of us have gotten positive feedback. We are still rolling this out but it is in process. We need to be sure the Chancellor gets all the credit for this initiative – he was committed to making sure faculty and EPA non-faculty received a salary increase this year. Staff or SPA employees received salary increases allocated from the State.  **Budget hearings** – these are scheduled and we will move forward in this process.  **TPR issues** – if anyone has any contentious cases, please let Alison know about those as soon as possible. Please bring those to the next meeting; no names, just the issue at hand.  **Post tenure evaluation working group at GA** – Alison has been asked to sit on this working group and has invited Erin McNelis to partner with Alison on this due to her involvement at the Senate level. |
| **Marketing at Biltmore Park**  **(Robin Oliver)** | Robin provided an update on the current status of marketing for Biltmore Park. Robin asked the council members for their viewpoint in terms of positioning us better in Asheville at Biltmore Park. Doug stated that clarity was important as far as the university’s view of Biltmore Park as well as other continuing education opportunities. The community’s lack of awareness that WCU has been a presence in Asheville for the last 40 years came as a shock to those developing the strategic plan for Biltmore Park.  What about the location as far as the students are concerned? It is a high end facility that is not a borrowed space – we have had a very positive response to the location. We want to make sure that people know what programs we have and the quality of those programs. It would also be helpful to have more WCU employees who are Asheville community members serve on program advisory boards. Discussion ensued.  Robin will take this discussion back to her team, bring ideas to Kevan and then back to Provost Council. Alison will also be sending out via Anne six possible names to reference Biltmore Park consistently for Provost Council to vote upon. This discussion will continue. |
| **Math Tutoring Center**  **(Tim Metz)** | The Math Tutoring Center was discussed in the Space Management Committee (SMC) and based on that conversation decided to bring this to Provost Council. The Math Tutoring Center has indicated it does not have sufficient space to meet its mission, currently located on the 4th floor in Stillwell. Tim outlined the possibilities SMC considered.  Tim explained that SMC does not have a process in place to determine what the best use of a particular space should be. Carol outlined the process utilized for space that became available upon completion of HHSB (when the former dean’s suite in Belk became available) as a suggestion for a process. Discussion ensued. It was decided proposals come to SMC then Tim will direct those to department heads and keep the deans in the loop. |
| **Space Utilization Update**  **(Tim Metz)** | We recently received a report from GA in which we learned that WCU benchmarks for space usage and hour utilization per week increased. Within other metrics we also showed improvement and are on the cusp of meeting our established goal. We are waiting for a report to be issued to compare utilization to our peers.  Going forward, we do want to be sure we use accurate room use codes – OIPE is discussing creating a OneStop for space management. Discussion ensued. |
| **Economic Modeling Specialists Incorporated (EMSI) Facts (Alison)** | This is information that was requested from GA to share with Provost Council. At some point in time we need to provide feedback to GA as to its usefulness. Ultimately these items will go up on our website (draft document currently). A final version will be rolled out in the future. Please give your feedback to Tim by close of business tomorrow (10/30). |
| **Review Degree Program Priorities**  **(Alison)** | Degree Program Priorities was a topic that came up at the last CAO (Chief Academic Officers) meeting at General Administration. WCU currently has two programs in the queue so please think about programs we would consider developing, if applicable.  Psy.D. needs to go through the curriculum/Curriculog process – we have Appendix A (permission to plan). Brandon will check on the status.  Doug asked about the Masters’ Degree in Athletic Training which has come before this council previously. Brandon will follow up on this as well.  Master of Science in Engineering was also presented to Provost Council and we need to check on the status as well. Brandon will check on the APR to make sure it is clear. Doug and Chip will work with Brandon.  If others are thinking about programs, please bring them to this group for discussion and endorsement. Darrell reminded the council that a Masters’ Degree in Sport Management is being reconstituted – just a change in format/delivery so not a new program that should be part of the above process. |