ACADEMIC AFFAIRS COUNCIL
UC – Multipurpose Room
June 10, 2015

END OF YEAR RECAP

Alison welcomed the group and facilitated a round robin discussion on various items discussed throughout the 2014-15 academic year.

- Initiatives/Topics for The Year (July 2, 2014 Meeting)
  - Great progress has been made on improving formal business processes across campus with the creating of online workflows.
    - Online Travel Prior Approval Forms and Travel Reimbursements workflows are set to roll out soon.
    - Banner revitalization process is underway.
  - Professional Development Opportunities for Faculty & Staff
    - Leadership Academy
    - Seven Habits (Stephen Covey)
    - Regional Tour
    - Integrated Leadership
  - Data Dashboard – Catalytics
    - Data drawn from a data warehouse that is accessible and useable.
    - The data is available to some people already (e.g., Deans). It will be introduced this summer to the Department Heads.
  - Celebrating What we Do & Communicate to the Larger Community
    - Academic Affairs Newsletter has really ramped up this year with various features. Each edition features a faculty member, staff member and a student.
    - Various Clinics offered at HHS.
  - Fostering Institutional Level Thinking
    - There have been various forums offered throughout the year.
      - Biltmore Park Strategic Plan
      - Master Plan
      - Millennial Initiative
      - 2020 Vision
    - The Provost has been taking ideas to Faculty and Staff Senates, Executive Council, etc., in an effort to gather forum topics for the coming year. Would like to have 3 topics each semester; a progress report of sorts.
  - Assessment
- Student Learning Outcomes Assessment Committee (SLOAC) conducted a yearlong review, results of which will be rolling out this fall.
- Operational Outcomes Assessment Committee (OOAC) is currently working on a review, with hopes of rolling it out in fall.
- Great Topic for an Open Forum (student learning and assessment)
  - Liberal Studies Program
    - Currently in the midst of a full review of the LS program.
    - C1 was reviewed in the spring semester.
    - There is a schedule that spans the next 7 years.
  - Capital Campaign being inclusive with stakeholders and approach
    - Currently in the “Leadership Phase”
      - Discussions with potential donors underway.
      - Will host a Summit on October 2/3 that will explain more and will move into the next phase.
        - The Provost Council members are in professional development to promote the Capital Campaign.
  - Biltmore Park
    - Formal Name – Western Carolina University at Biltmore Park
    - Refining of process to determine program fit at Biltmore Park
      - Identified 16 programs that will be housed at BP
        - 2 Doctoral Programs
        - 10 Master Programs
        - 4 Baccalaureate Programs
      - Certificate Programs are continuing to grow as well
      - Programs outside of these 16 clearly indicated programs, may have classes at BP, but requires dean and department head approval to see if there is capacity/availability.
  - Budgets – Understanding how they are developed and increased transparency
    - Had open forums for the budget hearings
    - Budget Office asked that the Departments/Colleges put in their Requests earlier this year.
    - AA budgets are fully expended (Approx. $200-300K over budget, but we have funding in other places that will cover this)
    - Enrollment Growth Money – we are setting some of it aside this year since we are currently down in student deposits.
  - Equity Salary for Staff
    - We are in Step 3 or the Salary Plan.
    - Deans/Units are reviewing their salary lists 2x/year looking for inequalities and working on correcting those.
• In their annual reports, the Deans are asked to identify what they’re doing to make adjustments.
  ◦ Gender Equity Powerpoint is on SharePoint.
  ◦ Hoping to fill/create 42 positions over the next 2 years.
  ◦ Open Forum topic.

• Increased Diversity & Chief Diversity Officer
  ◦ The Provost attended several unit/department meetings across campus asking what we are doing to promote/increase diversity as well as qualities/characteristics that we would like to have in a Chief Diversity Officer.
  ◦ The information gathered from these meetings was used to create a job description.
  ◦ The Search Committee brought in 2 candidates but the search failed.
  ◦ We will be looking at tweaking the job description and will add it to a stronger search.
  ◦ The Provost would like to have the position filled by the end of the year, but willing to wait for the very best person.

• Campus Culture
  ◦ Communication across campus.
  ◦ Being inclusive of groups.
  ◦ Focusing on marketing and communicating well.
  ◦ There has been a real growth mindset regarding Professional Development
    ◦ Leadership Academy applications have increased
  ◦ Culture shift regarding Millennial Campus – we have private partners on campus who are helping students with training, offer PD for faculty, and offer services to the community.
  ◦ Pro bono clinics – expanding billing and creating business plans. Creates a win-win opportunity.
  ◦ Regional Tour in May gets campus leaders out into the community and fosters outreach creating structured businesses for internships, etc.
  ◦ Director for Center for Career and Professional Development – interviewed five candidates and have offered the job to one of the candidates.
    ◦ Center for Career and Professional Development proposal to house it in the Reid Building.
    ◦ Funding has been identified and changes/remodeling/moving can take place this year, if approved.

• Process Improvement & Automation Recommendations
  ◦ Working on getting Video Capture in classrooms.
  ◦ We have a new media specialist (Donna Presnell in the Chief of Staff’s Office)
  ◦ Working on rolling out the new university Website
  ◦ New intranet “SharePoint”
    ◦ This will create a one stop place for divisions to find data, forms, and information.
- Currently have SharePoint sites for IT, Student Affairs, Academic Affairs and HR.
- Step 2 is to start developing college & departmental sites.
  - New Improvements in the Registrar’s Office.
    - A solid timely core of processes
    - Always looking to improve the timelines
    - Started gathering good contact information for graduates prior to commencement.
  - Banner Revitalization is in process.

- Preparing for the Future (2021/2022)
  - Are we welcoming and supportive of diverse students and staff/faculty?
    - Students are applying and several are making deposits.
    - Sister institutions are delaying decisions to have a greater response – should we be doing this?
  - We need to start the structure now in prep for 2021/2022 so we aren’t behind the curve. We need concrete strategies to move forward.
  - Reaching out to those with unfinished degrees/partway home residents of NC.
  - Programs ideal for 5 years and leave WCU with a Masters – this will work for some programs and not others. Need to identify and explore.
  - Certificates to further education for various jobs.
  - Definitely a topic we need to keep investigating.

- Thoughts of the Academic Affairs Council?
  - Like having the opportunity to provide input.
  - Council brought information that has changed views/opinions of members.
  - Like having a little information sharing and then a time for input/discussion.
  - Would like to see small round table discussions – maybe change the room (Blue Ridge) where there are small tables instead of having to disperse across the UC for small group breakouts.
  - Like to have Department/Unit Updates at the beginning of the meetings.

- Topics for the New Year
  - Academic Integrity
  - Assessment
  - Changing the face of WCU
  - Campus/Curriculum Internationalization
  - Security/Safety