**PROVOST COUNCIL**

**WORKDAY MINUTES**

**September 25, 2014, 8:00-12:00am**

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

**DISCUSSION**

|  |  |
| --- | --- |
| **Update from CAO and Executive Council**  **(Alison)** | **Updates from CAO**  The major discussion was **UNC-Online**. There is a great deal of consternation at the moment because UNC Online was put in place without thinking about the revenue flow. As it stands now, if a WCU student took a class at Winston Salem State University (WSSU), WSSU would get the tuition and WCU would get the SCHs. These classes would be an added cost to the student, as it is not included in the cost of a full load. The original emphasis was primarily for military students and has been implemented for a program called “Exchange” specific to languages. In the Exchange Program the revenue flow was a little different as they could take it as part of a full load and credit hours came to the home institution rather than the host institution. Susan is hearing the UNC Online can only be accessed in fall and spring, not during the summer.  **Distance program approvals** – Alison has requested we change terminology to align with the reporting structure to SACSCOC. There was discussion regarding the delay in curriculum proposals going forward and frustration was expressed at not knowing what is happening. GA indicated that internal staff transition regarding program approval has proven more challenging than anticipated. Business Law is being expedited as well as the education programs we have in the queue – Katherine Stewart is taking these up. All will be expedited except for Musical Theatre.  We also discussed **GA reports that are due** – we are in good shape (we have submitted all of these). One required report took more than 70 hours for one institution to prepare. GA is recognizing some of the challenges these request are taking and are in discussion regarding the creation of a SharePoint site so they can see from whom requests have been made at each campus. There have been issues with several people responding to the same request in a very short turnaround.  Other items of discussion were:   * **International Programs and Services** - we are in good shape * **Alumni survey** coming in the near future * **Faculty retention efforts portal** * **Student advising (evaluating the quality)** * GA is wishing to target environmental, advanced manufacturing, marine biology, mostly STEM (**internal grant of $3 million sponsored by GA) – looking for inter-institutional collaboration** * **Communication strategies, role of Chief of Staff and how different institutions are organizationally** * **Centers and Institutes**- primarily looking at NC State and UNC Charlotte which have the largest institutes and also the ones that bring in the most external funding   **Updates from Executive Council**  We discussed the expansion budget and what we will put forward in terms of the 2% cut. We are trying to find ways to help academics as well as help administration and finance – how we can open our buildings after hours and provide employment in housekeeping, etc. |
| **Affordable Care Act and AA SharePoint site**  **(Greg Hodges)** | Human Resources will send out a personalized email to each EPA non faculty and faculty indicating their salary increase. Provost’s Council would prefer to have letters come from the deans rather than from HR. Discussion ensued.  Human Resources has been working with IT to develop some business reports and they have been migrated to Academic Affairs SharePoint site. Greg took the council through the site. |
| **Enrollment Projections**  **(Tim Metz, Alison Joseph, Sam Miller)** | The purpose of today’s discussion is to update Provost Council as to where we are in the process and to gather input from this council so it can be built into the model, due Oct 3rd. The enrollment planning committee met last week to begin this discussion. Tim and Alison are on point with OIPE and GA to get our projections turned in. Tim distributed handouts and Alison Joseph reviewed. Discussion ensued.  Alison Joseph reviewed the enrollment projection model, a very conservative model based on history. A handout was distributed and reviewed with PC.  **College of Health and Human Sciences** (Doug) – part of our challenge is figuring out how we look at majors vs. pre-majors. We are going to see some declines because of curricular changes but these will be more in line with where they should be. We are still working on the nursing curriculum. We cannot grow a lot in majors but have latitude in pre-majors. We expect to see growth in Nursing, Social Work (10 students), and RIBN. There may be a decline in Emergency Medical Care.  **College of Fine and Performance Arts / College of Business** (Darrell) – For the CFPA this was the strongest year for the MFA, otherwise we are expecting enrollment to be flat here. In COB, specific to graduate programs, over the past two years we have finished two cohorts from Mission but do not have a 3rd cohort in the pipeline. We are down 19. In the MBA program we have a bubble of 30 graduating in the fall, clearing out a lot of part time people. We still expect to be flat but will need to recruit hard to get back to where we were. We expect to be down about 9 students in total in graduate programs.  **College of Education and Allied Professions** (Dale) – The Masters in Teacher Education and School Administration will likely be flat or reduced. CEAP has never had a strategic recruiting plan in the past – we plan to mitigate that. We have lost programs. Ed.D. will have another cohort – likely 12. The College Student Personnel and Human Resources programs are growing – however, they have been capping classes at 18 which will stop. B-kindergarten expects growth and some in Parks and Recreation. We expect at the graduate level we will likely be flat and possibly reduced; undergraduate will stay flat.  **College of Arts and Sciences** (Richard) – on the graduate side we expect level or modest increases. We are seeing changes in the MPA program – more part time students/working adults in the mix. The biology and chemistry masters are flat. Criminal Justice will show growth but is really growing as the institution is growing – now over 600 majors. We will see some increase in Emergency Disaster Management, mostly due to military students. Discussion took place regarding capacity for the sciences.  **Kimmel School** (Jeff) – The master’s program will grow but not as fast as undergraduate growth; we will see significant growth by 60 students in BSE. We still have three unfilled positions that we will be hiring for this year, covered by Biltmore Park funding.  **Educational Outreach** (Susan) – The online business program we have discussed – this may mesh with military students and provide a big increase. We expect a big increase with liberal studies online.  **Graduate School and Research** (Mimi) – We are working with Robin Oliver and program directors specific to recruiting events, etc. as well as working with Robin in a more general recruiting sense. After conversations with Jeff, we are considering doing an open house and inviting parents.  **Programs at Biltmore Park** (Kevan) – At Biltmore Park we are looking at classroom capacity and have begun conversations with each dean regarding their capacity. We hope to do all we can to grow masters and doctoral programs. Several deans have been talking about marketing for their programs - in many cases program materials have met their life cycle.  Kevan strongly feels the need to tweak the focus to selling WCU rather than "Biltmore Park."  We want to reflect each college and the greater recruitment effort.    **Honors College** (Brian) – We had a significant jump in enrollment. Scholarships helped but also admissions implemented the ability to finish up the Honors College application process early which avoided having our students picked off later on. We are going to host an Honors Day with a dinner the evening before followed by an open house the next day. We think this will nicely impact retention. ASU does have an impact on us because they have a greater amount of scholarship dollars. About 2/3 of our honors recruits receive no scholarships, thus it is amazing we pull in as many as we do each year. If ASU improves their recruiting efforts, it could impact us.  Are we comfortable with the freshman target for next fall (1775-1800)? Lowell stated the enrollment planning committee is fine with this target but are having more conversations about the retention number. This could be a stretch for liberal studies. We must determine how we will report seats to GA and how we are going to have students complete in 4 years. Alison stated that Tom Ross has given $20,000 to Banner to see if there is anything in Banner that can be utilized for this expectation. Alison also stated that at the CAO meeting it was stated this data is required for this measurement this fall without any mechanism in place to do so. It is problematic, but is a part of fostering undergraduate student success. This is an opportunity for other colleges to think about what they can contribute to liberal studies.  Discussion ensued regarding ASP as well as bringing in high caliber students in the summer to escalate time towards graduation. We would have to make it financially feasible.  We will tweak ratios to better reflect the kinds of courses we teach now. The freshman number is good. Lowell is working on transfer student strategies – trends, however, are down. We need to focus attention on creating alternative pathways for pre majors that don’t qualify for a particular major (nursing) and need to be channeled into something else.  Regarding enrollment management, we are looking at areas of growth rather than just numbers. One of the historical markers for WCU is access; we want to maintain access as well as increase standards. If we could better partner with community colleges, this could assist us with guaranteed access to WCU at later date.  We will get weekly reports soon on how this is progressing. The plan is to be moderately aggressive. Once enrollment projections are submitted, Alison and Johnny will come back to share the final submission with us. |
| **Space Management Committee (Tim)** | The Space Management Committee (SMC) structure has changed (review policy 65 which was under revision for most of last year, fairly significant authority given to committee). Currently we have created a checklist of what types of space-related initiatives and renovations you are interested in having come before the committee and which should not come before the committee. We have received space requests where some design work has already taken place – this can create a longer timeline because a designer may not consider electrical aspects – design must be dealt with through the university architect, IT and facilities management as an external designer will not take aspects into consideration that are critical to WCU. Requests can be funneled directly through Tim.  Seating capacity is very difficult. Tables are more popular than desks, but desks are cheaper and tables diminish seating capacity.  Policy 65 has new language about facility coordinators – SMC will be grappling with how to implement these new roles. Please look at the lists as there must be facility coordinators and there is a pretty substantial list of duties and a wide range of responsibilities assigned.  We are standardizing classroom capacity in multiples of six in the system. There is rationale behind this. This is being driven in part by having the ability to track our classrooms, renovations, and as a way to keep people from gaming the system, etc.  R25 is converting to R25 Live over the next 15 months. Part of this upgrade will include a new model in terms of how space is requested and how it is approved. Currently have we have 150 approvers – this will be reduced considerably – a greater centralization of approvers. We hope to have this new model in place by next February as well as the approver list and how space will be requested. Discussion ensued. |

**REPORTS AND UPDATES**

|  |  |
| --- | --- |
| **Summer Session**  **(Alison)** | Alison asked for feedback regarding the forum on summer session. Essentially the main request Alison gleaned from the forum is to involve faculty earlier on in these processes. Discussion ensued. |