**PROVOST COUNCIL**

 **MINUTES**

**September 3, 2014, 8:30-10:00am**

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

**ANNOUNCEMENTS**

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| **Master Planning Committee** | Please review committees and determine on which you would be interested in participating; please let Anne know your interest by close of business on Monday September 8. |

**DISCUSSION**

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| **Updates from Executive Council****(Alison)** | The **Master Plan implementation** plan has been put in place. Please review the attachment with today’s materials and decide which committee(s) you would be interested in serving on, if any. Each committee has begun with a core group and in some cases already have recommendations. We would like to have strong representation from this group in the “accountable staff”. Some items have moved forward already. The rationale behind this core group is to consider repercussions of unexpected events, creating “if…then” statements. This is really a think tank to allow us to be nimble if certain things occur. We are in the very early stages of this process. Please let Anne know by September 8th.There has been discussion regarding the **budget**, specifically the SPA increase in addition to rolling out the same increase for the rest of campus. The larger question is Student Affairs and IT which cannot use state funds to cover these raises – have to use fees, etc. We are trying to implement an across the board increase rather than relate to merit but there are still discussions regarding merit. Any merit increases will come through this council first. The **pay increase for faculty and EPA non-faculty** will mostly utilize our enrollment growth money which will erase any new positions.**Enrollment update** – we are still waiting for the final number; it will be over 10,300. Retention is down .08 from last year but this is not final yet. Please share with faculty and give them thanks from the Office of the Provost for making sure courses were available.There is a **BOT meeting** this Thursday and Friday followed by the **Board of Governors** next week. Some of the trustees will return for this event. We will introduce Jeff, Brandon and Kevan to the board at the main meeting on Friday. Anyone is welcome to attend these meetings as observers but cannot participate. For more information you can go to: BOG.wcu.edu – microsite for this campus event.Executive Council has discussed the **Vice Chancellor for Administration and Finance** position. We have three candidates we will be bringing to campus, awaiting approval of Chancellor. We anticipate these visits to happen at the end of September and the first two weeks in October.**Alumni Affairs** – we want to increase the number of alumni we invite back to campus to present or talk with students and faculty. Marty Ramsey is developing a stronger alumni database. We would like this council to consider who you would like to invite to campus – many of you already do this and we would like to expand these opportunities. The Alumni Advisory board will be meeting soon regarding the TAP program (touch, advocate and partner) to discuss creating partnerships within the greater community, internships, jobs, and service learning projects. We want the Alumni Board to have a vision and mission as well as action items to move forward.**Expansion budget** – Thank you for your submission of these materials. We would like to include comments about retention in these plans as well, as this will be part of the consideration. If you have any additional information you can include regarding retention please send that to Brandon. |
| **Sumer Session APR****(Lowell Davis)** | Over the past few months there has been much conversation about this initiative. We are reviewing salaries coded to summer and enrollment over the last five years. The provost wants to incentivize faculty to teach as well as sustain our revenue. The main change in the APR is on page 3 – faculty members will be paid $1500 per credit hour, also a $500 stipend professional development fund – course development. This could adversely impact some programs in HHS and COB, but deans have the flexibility to pay their faculty more. There will be a forum with faculty to discuss this. We have to move forward with some action to cover positions that are dependent on summer revenue. A draft policy can be shared with department heads.We have not completed a centralized marketing campaign for summer except on an episodic basis. We are wondering if it is possible to identify a collection of courses with large number of majors to market as a package so departments could market as a package. We do want to do a number of initiatives to increase summer.Lowell distributed a handout regarding summer courses and reviewed with the council.UNC Online course information is circulating which could have an adverse impact on summer for us as this initiative has rolled out. These courses can be transferred to any institution within the system. There are two cost-sharing analyses as to how this will function. Lowell will send this proposal to the council. Discussion ensued.Summer Forum – September 16, 3:00-5:00, Blue Ridge.  |
| **Space Utilization Metrics (Alison)** | We are putting space utilization metrics in the same format as the strategic plan. The metrics are counted positively against the cuts, thus we were cut less this year. Tim is creating a committee regarding R25. We need a strong voice on this committee as well as others. Of all the metrics this is the one the chancellor and Executive Council are most concerned about. If we do not show we are utilizing our space effectively it is unlikely we will ever get new buildings.Classroom renovations – please think about spaces you may have that can be converted or repurposed. Begin to think strategically about these spaces over the next five years, rather than just immediate needs. |
| **Career Services (Carol Burton)** | Carol distributed a list of recruiters that we have at our job fairs. Some represent international and national corporations, while many are regional. There are also other opportunities for recruitment events within colleges such as COB. We will be expanding opportunities with internships, etc. |
| **Academic Integrity Policy (Lowell Davis)** | After discussion with the provost and faculty, we want greater ownership by Academic Affairs rather than Student Affairs. Decisions would begin with the department head then go to the associate dean then to the dean. The college decision (dean) is the final decision. Student Community Ethics is not involved in this process other than tracking the number of academic integrity violations per student. The issue– if a student reaches his/her 4th violation, is this reason to expel or suspend? Do we need to spell this out more specifically? Discussion ensued as to tracking this information within Academic Affairs as well. This is a SACSCOC issue. Lowell will take this back to the provost to make determinations. It would be helpful to understand the Student Community Ethics role – is it mandated by GA? We will have to decide as a body the point we would want to go to them to handle this process. Regarding how other institutions in the system handle this, it is all across the board in terms of being handled by Academic Affairs or Student Affairs. This will need to go to Faculty Senate.  |
| **Expansion Budget (Brandon Schwab)** | Brandon distributed a handout with compilation of proposals submitted last week. If Brandon has missed anything, please let him know. Also, please submit the retention piece. Alison will take this list to Executive Council on Monday just to let them know what we are thinking. We also want to have an idea of discussions we will have with BOG when they are on campus. We will then prioritize these, determine top three and flesh those out per GA requirements for submission. |

**UPDATES**

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| **College of Fine and Performing Arts/****College of Business****(Darrell Parker)** | CFPA - We had a great event last night in FPAC headed by the Belchers. COB – Steve Morse is aggressively expanding the Hospitality and Tourism Board. He has added the CEO of Delta Airlines. |
| **College of Arts and Sciences****(Richard Starnes)** | The first political debate will be tomorrow night in the Grand Room (11th district debate). There will be email forthcoming with more information. There are a number of deans working with the registrar and IT on the Data Task Force. We are making good progress regarding decision making data – moving from excel to base model to a dashboard type model. |
| **College of Health and Human Sciences****(Doug Keskula)** | The Center for Primary Care is operational and the schedule looks full. A part time pro-bono clinic proposal is being reviewed by Legal Counsel. Move it Mondays (5pm) in support of the Get Fit Challenge is up and running. We hope you are putting teams together in your areas. |
| **Office of Student Success** **(Lowell Davis)** | Margaret Basehart, international advisor starts Monday. An offer has been made to a candidate for the Director of International Programs and Services. It has not been accepted yet. |
| **College of Education and Allied Professions** **(Dale Carpenter)** | The search for the Dean of the College of Fine and Performing Arts is continuing. We have great applicants. Our first meeting to narrow down the pool is the week after BOG.CEAP – we are taking advantage of BOG to have a conversation with Alisa Chapman who is involved in teacher education across the state.On Friday evening we are hosting the kick off for the Killian Society, endowed umbrella for endowed scholarships in CEAP. |
| **Hunter Library****(Dana Sally)** | We broke records the first week of classes. The library has been very busy. Dana is serving on the Director of Human Resources search committee; the timing of this search is strategically following the completion of the Vice Chancellor of Administration and Finance search so the new VC can make the final decision. |
| **Kimmel School****(Jeff Ray)** | Capstone for Kimmel students are featured in Warren…. Publication? |
| **Honors College (Brian Railsback)** | The Jack and Judy Jenson scholarship is up and running. We will recruit the first person to attend next fall. We are trying to have it open to all majors.Brian is meeting with honors freshman once a week – very enthusiastic bunch, lots of positive comments about our faculty. |
| **Biltmore Park****(Kevan Frazier)** | On Monday, Kevan will host members of Congressman Patrick McHenry’s office who is coming by to learn more about engineering programs at BP; they spoke highly of what they learned on the last visit about nursing. |
| **Millennial Initiative****(Tony Johnson)** | The Regional Leadership Conference will have a pre-conference session and post-conference session. Pre sessions will be regarding the expansion of the internet last mile; post sessions will be the Coulter Leadership graduation. |
| **Graduate School and Research****(Brian Kloeppel)** | The Graduate School has worked with Tim Metz and Bill Hutchings to create a “meet your incoming graduate students” like that of undergraduates. The Graduate Student Association is up and running. It is a very active group - they have begun a professional development speaker’s series. There is a program directors work shop next week. |
| **Educational Outreach****(Susan Fouts)** | Our station recruiter at Western Piedmont Community College has distributed his schedule. If you have information you would like him to take, please send it to him. Certificates are always attractive – if you have a particular interest in a particular community college let him know.The Science Fair will carry the campus theme, probably using “first in flight” and science integration (February 10 and 11). |
| **Associate Provost for Academic Affairs****(Brandon Schwab)** | Natalie is setting up meetings with all department heads for Brandon to do a listening tour. We have a date for the Honors College to host a reception with new faculty, September 17 4:30. An announcement will be forthcoming. |
| **Provost Updates****(Alison)** | The provost has been **meeting with each department** since her arrival on campus in February 2014. She has six departments left. If you have any **major large events** occurring in your area with large numbers of people, please let campus security know.**Coulter parking lot and meters** – to raise money to pay for parking deck. In two weeks the lot has raised $2000.  |