**MINUTES**

**August 3, 2010, 10:00a.m. -12:00 p.m.**

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| **Present** | Beth Lofquist, Helen Freeman, Regis Gilman, Perry Schoon, Linda Stanford, Louis Buck, Brian Railsback, Dana Sally, Bob McMahan, Robert Kehrberg, Wendy Ford, Scott Higgins, |
| **Guests** | Melissa Wargo |
| **Recorder** | Anne Aldrich |

**ANNOUNCEMENTS/INFORMATION**

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| **BOT Breakfast Program****(Linda)** | Wendy will let Linda know about the video Mark Mattheis is working on as soon as she is able to meet with him. This could possibly be our BOT program for December 1st. |
| **Strategic Planning**  | The chancellor will review our plan in a meeting this afternoon – Melissa and Linda will roll out the plan today and ask for input. |

**DEAN’S ROUNDTABLE**

There are no items.

**TASK INTRODUCTION AND DISPOSITION**

There are no items.

**DISCUSSION**

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| **New Student Authentication Requirements (Regis/Melissa)** | The “Higher Education Opportunity Act” requirement - SACS has modified the definition and policy that requires identification: 1) Secure log in and pass code; 2) proctored exam and 3) other technology and practices. We are getting mixed signals form SACS about how to handle this. This is applicable to distance programs. SACS defines distance as any course where the majority of instruction does not take place face to face or student and faculty are not in the same location. There could be some cost associated with test proctoring that students would have to incur – fee is dependent upon proctoring agency. We have three in our area that charge from $25-$75 (services.northcarolina.edu). We will provide you with proctoring locations. Proctors must be vetted and are reconfirmed on an annual basis. We need to have a plan in place and decide how to approach this with our department heads. It could be that our secure log-in suffices for this requirement---we need more information to determine exactly what will be required. We also have a UNC accreditation council – this topic will be addressed at that time – we will meet in early September. There may be a UNC response. Beth will facilitate a DH workshop in November – can discuss at that time and likely will have more information. COD agreed that GA may take the lead on this but they are not accredited by SACS - that may or may not be a solution. Linda asked the deans to just mention this is coming down the pipe – nothing formal will be issued. Regis has a power point regarding this topic and will share this with the deans.1.
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| **SACS Changes for Distance Learning (Regis/Melissa)** | The definition of distance education has not changed much. The definition included many of the means of delivery. Melissa reviewed the handout with COD. We have many courses with 25% of the course on line. The GA definition of online is courses with 50% or more online. Discussion ensued. Our last reaffirmation was in 2007. We have to recognize the rules from GA and the rules from SACS are different and this can cause a great deal of confusion.  |
| ***Action Item*** | Melissa will send the current inventory of programs to the deans who will take an inventory of their programs by 9/15 and send directly to Melissa. |
| **Administrative Program Review Schedule and** **Policy 105****(Beth/Scott)** | The deans have reviewed this several times but there was a piece missing. Beth went through and added verbage regarding centers and institutes for the university, not just Academic Affairs. Other divisions have their own processes. We do not have a comprehensive list of centers and institutes that are outside of Academic Affairs. GA considers big C centers if the state provides funding. Little c centers are those funded by the institution. GA wants each campus to decide how to manage these. Discussion ensued. Initially the program review targeted academic support centers and it has been expanded from there. Beth asked whether the language she added needs to become policy or not. Linda said the chancellor wants to have administrative review completed. The chancellor has asked each division to create a policy to conduct an administrative review. Discussion ensued. |
| ***Action Item*** | Deans provided feedback to Beth who will make these changes to the document. Linda asked Beth to make those changes and send it out to the deans one more time. |
| **Graduate Faculty Status (Scott)** | We are discussing membership (previously discussed). Linda and Scott met to flesh this out and are bringing it back to COD for review before it goes to the Graduate Council in September. The main issue raised is to have some provision for long term faculty on fixed term appointments to serve as graduate faculty. Discussion ensued. Bob would like there to be some catchall definition that would provide allowance for the dean to make a recommendation for a particular faculty member to serve in this capacity – not to make it automatic but to allow for a process. Linda asked Bob to write something that addresses this particular issue. Bob suggested creating a “professor of the practice” which allows someone to teach graduate courses and activities – this could be folded into Policy 6. This is referenced as having a “national presence” on the AA21 which allows bachelors level to teach graduate courses. This also would be folded into APR 12. Discussion ensued regarding providing support to graduate faculty.  |
| ***Action Item*** | Scott will make suggested changes to Policy 105. Bob will draft the “professor of the practice” in Policy 6. We will add to the AA12 the requirement of dean’s signature for graduate faculty status. Beth and Scott will send this out to all the deans for a final look. This document needs to go in the faculty handbook and go through the Faculty Affairs Committee and Faculty Senate. This will be brought back to the Aug 17 meeting for final review.  |
| **Department Head Workshop**  | Beth reviewed the department head workshop agenda with COD. Deans and associate deans are invited to the lunch and afternoon session. Beth asked COD for recommendations. |

**REPORTS AND UPDATES**

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| **Boyer Model Event (Beth)** | There will be teams coming from all over the country for this event and will depart with a plan to implement on their campus. WCU will be facilitating. So far we have about 20 participants. The deans are invited to attend and hear the keynote and discussion after – Beth will send this information to the deans. |
| **Brazilian Project (Bob)** | COB has been extremely helpful in this project. We began discussion a year ago with a small company in Brazil with a 140 billion market cap – 2nd largest mining company in the world – primary operation in Brazil. Because they operate in remote places they have to generate their own electricity locally and do this with industrial class generators. About eight percent of the energy consumed by Brazil is consumed by this company. The generators key technology is the jet motor that operates it. We are trying to find a way to operate this generator that will run on locally produced fuels (methanol-alcohol). The company has found they do not have the expertise in Brazil to accomplish this. They contracted with a group of experts to assist them which connected them to the Kimmel school and we have taken on the role of the primary engineering center of activity for them in the U.S. As part of the agreement, WCU will host their initial U.S. headquarters in space on our campus and plan to build facilities in western NC. They are also funding the creation of two aerospace labs on campus located in the CAT building. This will give us capability that no other NC institution or other universities in the county will have. They have committed to a four year relationship with WCU. We expect to have about a dozen students a year working on this project. |

**PROVOST UPDATES**

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| **One Time Dollars Request** | We may have enrollment growth dollars. Linda asked the deans to send her a short list – no more than five items. It cannot be personnel – equipment, software, pieces and parts of things that we can buy on one time, priority order your items. This needs to be to Linda by September 1! |
| **Discretionary Dollars** | Discretionary dollars will be cut this year. Deans and AVC’s will not receive football tickets this year. E&T funds will be cut (funding beyond what the provost is providing now). Linda will send a report to state who is receiving E&T funds. We are trying very hard to bring IT into recurring funds (E&T is recurring). We need to work for a percentage increase in those funds. |
| **Distance Education** | Darcy Tannehill is coming in August 12 as a consultant for Distance Education. *(Since the date of this meeting, this consultant visit has been cancelled).* |

c: Terry Welch