**MINUTES**

**January 18, 2011, 10:00a.m. -12:00 p.m.**

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| **Present** | Elisabeth Leonard, Bob McMahan, Brian Railsback, Perry Schoon, Scott Higgins, Robert Kehrberg, Louis Buck, Carol Burton, Beth Lofquist, Marie Huff, Wendy Ford, Regis Gilman, Linda Seestedt-Stanford |
| **Guests** |  |
| **Recorder** | Anne Aldrich |

**ANNOUNCEMENTS/INFORMATION**

**DEAN’S ROUNDTABLE**

There are no items.

**TASK INTRODUCTION AND DISPOSITION**

There are no items.

**DISCUSSION**

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| **Commencement Re-visioning**  **(Brian Railsback)** | Brian reviewed the handout with COD. The deans shared graduation experiences at other institutions. Discussion ensued. Brian will send the revised document based on the deans feedback and bring it back to COD for one final review. |
| **QEP Process**  **(Linda Stanford)** | This item is postponed. |
| **Four Year Graduation Rates**  **(Linda Stanford)** | This item is postponed. |
| **LEAP (Carol Burton)** | For the last three years we have been talking about ten high impact educational practices (Carol distributed handout). The handout is from LEAP, most all are embedded in our QEP. Carol reviewed the handout with COD.  Carol distributed the current liberal studies program (master list of all courses) to utilize in our discussion on Friday. Carol said 80-85% are active, but not every semester. This is the master list – everything on it has been approved as a liberal studies course.  On Friday, Carol will bring those courses currently being offered this semester. If you see an error on this list, please let Carol know so it can be deleted off the master list. |
| **Timely Notice and Faculty Contracts** | B eth met with the Collegial Review Council regarding this topic and they agreed. The deadline for timely notice for this year only has to be backed up – 1st year needs 90 days timely notice or we are required to give them fall semester. Beth reviewed the hand out with COD. There will now be included a date when the individual faculty will go up for tenure on faculty contracts that stipulates June 30 as the contract end date in reference to timely notice only..  We need to verify with Human Resources – do we have to give a 12 month notice to a fixed term faculty that has been here more than two years. The language in most fixed term contracts stipulates that the contract dates also serve as timely notice. |

**PROVOST UPDATES**

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| **Budget** | Linda is meeting with Executive Council tomorrow after which she will have more information. We are in a challenging situation trying to determine where the reversion dollars will come from. Lapsed salary dollars are not available. We need to find an additional one million across campus. 4XXX accounts will be cleared (equipment). Across the Academic Affairs division there may be a 5 % recall of operating budgets. Deans are spending well in all accounts.  We are going to recode some expenditures within the provost office and use those resources. We are getting a lot of cooperation from Bobby Justice and Robert Edwards. Furloughs are possible for our reversion – we have to develop a policy – legislature has given permission for universities to furlough if they have a policy in place. We will have more information tomorrow.  Currently we have 370 courses covered by adjunct faculty. We have 65 faculty on one year fixed term contracts. Wendy has 52 fixed term contacts all of which (even multi-year) will end this year with the exception of one.  Extensive and multiple curriculum changes are causing advising problems, etc. Linda asked the deans to take a greater leadership role in their curriculum changes – constant changes are causing great disruption for the students and is impacting our graduation rates – which will be high on the radar. Good advising is key to good graduation rates.  One time reversion is due to GA by February 17 ($2.1 million – 2.5 % of state appropriated money).  State reduction dollars are due later in the semester ($4.3 million, $3 million from AA-5%). The state has requested the UNC system look at an additional 5%. |
| **8 Semester Plans** | We are not doing a good job of getting 8 semester plans completed. It is supposed to be a plan of action, a map for students. If they start with a major when they come in and follow the plan they will be successful and graduate on time.  When the curriculum is changed it causes problems with the 8 semester plans especially since they are not updated. They are no longer in the catalog but hosted on a website – when pulled from the catalog, departments took ownership to keep this updated.  Fred sends out a notice as to when they must be updated – this has become a department/college function. The degree audit still follows the catalog year in which the student came in – if a student does not opt to go with new catalog it is up to the department to support the student within the old catalog. Updated 8 semester plans are part of the annual assessment report for each program that is submitted to Institutional Planning and Effectiveness. |
| **Phased Retirement** | Deans can deny phased retirement due to the economic climate. Discussion ensued. |
| **Critical Positions** | Linda handed out a final draft defining Critical Positions and reviewed the handout with COD. |
| **Graduate and Undergraduate Programs** | Linda distributed handouts regarding graduate and undergraduate programs. Linda asked deans to review and please send Ann Green any corrections. |
| **Friday’s Agenda for Special COD Meeting** | 1) course load  2) Department Heads going from 12 to 10 month  3) strategies to reduce  4) process for review and discussion  5) first year seminars  6) liberal studies master list  Linda has asked the deans to come forward with all information |