**MINUTES**

**July 20, 2010, 10:00a.m. -12:00 p.m.**

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| **Present** | Perry Schoon, Marie Huff, Scott Higgins, Robert Kehrberg, James Zhang, Dana Sally, Debbie Burke, Wendy Ford, Louis Buck, Brian Railsback, Regis Gilman |
| **Guests** | Laura Huff, Alison Joseph, Melissa Wargo, John Bardo |
| **Recorder** | Anne Aldrich |

**ANNOUNCEMENTS/INFORMATION**

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| **Linda** | Linda announced Louis Buck will become the interim dean of the College of Business effective August 1. Debbie will remain the associate dean. |
| **Linda** | Linda asked the deans to provide accolades on faculty – national recognition, etc by Thursday. Please send this information to Anne. |
| **Linda** | Linda asked the deans to send her a small paragraph on their respective colleges for the Purple and Gold reunion she will be speaking to this weekend. |
| **Linda** | We have two consultants coming in mid August and at the end of August regarding distance education. |
| **Linda** | When you talk with your faculty within other colleges about activities please inform the dean of that college – in the collegial spirit please keep this on your radar screen. |
| **Linda** | When inviting an elected official to campus, the Provost must be informed who will in turn inform the chancellor’s office. It is also important to notify the provost when there is an event with EBCI, particularly the chief. |
| **Scott** | Scott also reminded the deans about the Export Control visual compliance requirement for visitors to campus. |
| **Linda** | Joe is working on procedures for lapsed salary. |
| **Linda** | Fred will follow up with those deans absent from the Opening of the Semester meeting. Fred asked that Linda remind the deans that on Saturday August 21-22 we must have a contact in every single college on call/access. Specific times will be provided. |
| **Linda** | Linda – Convocation date is set for August 20. We need a letter to go out under both Sam and Linda’s name so faculty recognizes the relationship between Academic Affairs and student Affairs. |
| **John Bardo** | Dr. Bardo discussed his opening address topics and requested feedback from the deans. He also provided brief updates on the budget, strategic planning, the Millennial Neighborhood, etc. |
| **Linda** | Linda and Melissa will present a plan for SPC at the August 3 University Leadership Council meeting. |
| **John Bardo** | Dr. Bardo announced that on the evening of August 3rd, there will be a town center discussion at Forest Hills. The architect will provide a presentation (green architect-designed health building). |
| **Linda** | Please add census day to your first departmental meeting. You will receive a letter from Linda regarding this topic of critical importance. |
| **Linda** | We are moving the August 3rd Council of Deans from to 7:30-9:30 with breakfast. |
| **Regis** | On August 1 there will be a triple arts performance. Donations are accepted and you are invited. |
| **Perry** | Perry brought forth concerns regarding the IT tax on computers and the problem this has created with budgets – for CEAP approximately $6000. Last year the provost office covered this. One issue is the asset lists are not reliable. Linda will talk to Craig about this. Linda apologized this topic was discussed prior to her having an extensive conversation with Craig about it. |
| **Minutes** | The July 6 minutes will be reviewed at the next Council of Deans meeting. |

**DEAN’S ROUNDTABLE**

There are no items.

**TASK INTRODUCTION AND DISPOSITION**

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| **Resolution to Establish Task Force: re Faculty Scholarship**  **(Linda)** | The task force has asked for five members of the teaching faculty, the dean of the graduate school, the vice chancellor for Administration and Finance, one representative from the Council of Deans and the provost. Perry will serve on this committee. |

**DISCUSSION**

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| **Issues with R25, space and new health building (Melissa, Larry)** | This item will be postponed to a later COD meeting. |
| **R25 Live**  **(Laura Huff and Alison Joseph)** | Alison and Laura provided a power point overview of R25 and answered questions. They are still in the initial stages so are monitoring all calendars very carefully. They will be providing training in the fall to assist people in how to schedule something on the public calendar or how to keep it off of the public calendar – the key is to get it into R25.  There are unit calendars, student calendars, faculty calendars, etc – we are still building these. This has enabled us to feed Facebook and Twitter. We are also working with the downtown association to have our event feed will be part of their calendar. WCU is one of the first institutions to purchase the 25 Live public calendar piece. Laura and Alison have been invited to present. |
| **Space Management Guidelines**  **(Melissa Wargo)** | Melissa wanted to bring the guidelines back to COD (committee formerly chaired by AJ) for review. Melissa found she was unaware of some of the guidelines so wanted to share these with the deans. This document needs serious updating - Melissa has spoken to Dianne Lynch about this.  Events and Conferences recommended the guidelines be incorporated into Policy 65 – this will go to Executive Council. Please review. When deans have the opportunity for public comment on revisions to policy 65, we can make changes at that time. Melissa will check with Mary Ann Lochner to see if COD can view the suggested document from the task force. This topic will come back to COD. |
| **Discontinuation of CLS Program**  **(Marie Huff)** | Marie presented a resolution to discontinue the CLS program which went on inactive status last year. One faculty member has gone and the other is on temporary assignment in another area. Marie will revise statements Wendy brought to her attention. Melissa reminded Marie that she will need this information to inform SACS. COD moved to have the document be accepted with changes discussed. |
| **Performance Funding Model (Linda)** | Linda distributed a draft letter from the chancellor to Erskine Bowles including all feedback from the deans. Please review at your leisure – looking at this to go into effect next year. We will bring this back pending further developments. Melissa will also send targets out to deans that she previously sent to Executive Council. GA is attempting to come up with a model that accounts for non-traditional students. Discussion ensued. |

**REPORTS AND UPDATES**

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| **Budget** | Linda distributed a handout regarding the budget – basically what is in Bardo’s letter. Linda reviewed the handout with COD. Chuck is reviewing the numbers and then Linda will let the deans know the positions they will receive. Make sure your staffing plans are complete with Joe. If you want to revise, give Linda rank order of priorities on new positions. |

c: Terry Welch