**MINUTES**

**May 18, 2010, 10:00a.m. -12:00 p.m.**

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| **Present** | Kyle Carter, Will Peebles, Steve Carlisle, Debra Burke, Scott Higgins, Perry Schoon, Regis Gilman, Bob McMahan, Beth Lofquist, Dana Sally, Wendy Ford, Linda Stanford |
| **Guests** |  |
| **Recorder** | Anne Aldrich |

**ANNOUNCEMENTS/INFORMATION**

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| **Perry** | Perry shared a quilt made by Tuval Foguel’s wife from old WCU t-shirts. |
| **Kyle** | Kyle forwarded COD the budget/ vote to take place on the 19th. This includes a study to consolidate all financial aid among community colleges/universities, NCCAT moving to Public Instruction, etc., among other items.  |
| **Kyle** | Kyle introduced Debra Burke as the new Associate Dean for COB, attending for Ron today. |
| **Minutes** | The minutes of April 20, 2010 and May 4, 2010 stand approved. |

**DEAN’S ROUNDTABLE**

There are no items.

**DISCUSSION**

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| **APR 21 (Kyle)** | This item is being brought back because policy 42 has been sitting in Executive Council for a while (describes function of Educational Outreach-waiting on APR that is referenced in the policy - ready to go out for campus comment). COD reviewed the redlined version - all of COD has seen this document before with the exception of the last two bullets. Linda’s main concern was the CEU piece and that has been addressed in this APR to her satisfaction. The APR can be changed in the future if needed. Executive Council needs to approve the policy and we come up with operating procedures for that policy. COD accepted the changes and it will be moved forward.  |
| **Proposal for Credit Equivalency for Testing (Regis)** | Regis distributed handouts. Educational Outreach/Testing Center wants to make sure departments believe these tests are equivalent. The documents distributed include liberal studies equivalencies at North Carolina community colleges A college or department can set the minimum score for the testing. Regis provided a quick overview of the handout. The number of students that may be interested in this testing at this point in time will be about 12 per year, not a significant number. We feel that most students will choose to take the course once they see the requirements for this testing. Anyone can go out to the testing site and see sample questions, etc. Kyle asked who the authority is for approving these tests. Regis’s understanding is that we have a policy indicating departments make the decision regarding the use of equivalency exams or they can develop their own. This means that for all the courses listed, those departments would have to go back in and determine the minimum score, etc. The military are likely to bring in more of these situations. Beth stated she believes it has been some time since departments have looked at this. Scott voiced concerns about Larry’s ability to manage this process as it goes forward. Regis said the Testing Center will work collaboratively with the Registrar. This is not meant to change how we get this accomplished. |
| ***Action Item*** | Beth will put this on the Associate Deans Council agenda. |
| **Faculty Contract Revisions (Beth)** | Human Resources has asked for the dean’s approval of the contract. Linda suggested we add a box for affiliate faculty. COD agreed the projected semester someone would apply for tenure should be included in a cover letter, not on a contract. Discussion ensued and it was agreed there are a number of boxes listed under type of appointment that no longer exist. It was suggested adding on the back of the form a description for “types of appointment.” It also needs to separate out TERMS of appointment from TYPES of appointment.  |
| ***Action Item*** | Beth will take these suggestions to HR. Beth will look into some sort of orientation for part time faculty in order to push up their first pay date and to address the issues of part time not receiving any orientation. |
| **Policy #6 (Bob)** | COD read the policy. Kyle provided some background – WCU has used the term ‘adjunct’ for those that are paid for part time employment and ‘affiliate’ for those that do not get paid. Bob pointed out that sometimes we have an individual who has a long term relationship with WCU and might get paid some of the time and not some of the time. Bob is trying to make this distinction within this policy. There are three basic classes of interactions regarding external faculty/non staff: 1. unpaid appointments to the faculty/connect an individual to the university for the benefit of the university with no expectation they would act in the role of faculty in any capacity (most call this affiliate faculty or courtesy appointments)
2. Affiliate faculty can also be attached to units that are not departments or academic units but are centers/voluntary arrangements with no expectation of payment. The payment is the association with the university and the perks that come with that.
3. Adjunct faculty – one type are those only associated with the university for the specific purpose of teaching a class for a semester or a year (most university call those adjunct instructors). There also are adjunct assistant, associate, professor, etc. – those that you want to develop a long term relationship with WCU, with the expectation they will participate as an external faculty member and be subject to the same scrutiny as regular faculty but they are actually employed elsewhere. This is a long term relationship for five years or so – these faculty would be compensated for teaching, and would be expected to participate in the functions of the department (committees, research, development, departmental meetings). They would have a promotion arrangement between assistant, associate and professor that would mimic the promotion process that exists.

On the whole the nomenclature in this revised policy is consistent with others in the university system. The term adjunct and affiliate as we have used them historically, no longer work as WCU has matured. Currently due to audits, we have purged people from the system who are not employed. Policy 95 allows us to appoint someone for a year that keeps them in the system – we might have to do a letter of renewal for HR purposes. There are models we can look at (NC State) that is similar to this policy. UNC-Chapel Hill School of Nursing (indicates un-salaried).  |
| ***Action Item*** | The first few paragraphs are confusing. Kyle is passing this to Linda – it is a good frame of work to begin the discussion. Bob will work with Scott, Dana, Robert and Beth to finalize the document and bring it back to COD. There will be a contract/agreement for each of the categories that outline the details. We must be mindful there are other policies this one will impact – as it is reviewed, we must think about other policies we currently have. This will be brought back to COD. |

**REPORTS AND UPDATES**

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| **Paw Print Budget Committee (Wendy)** | This committee is still meeting (slight delay because of payroll implementation). We should have something soon, but so far 2 key themes have merged:1. across WCU we can categorize usage before Paw Print with a fixed price – very expensive (one place Paw Print can save money);
2. fixed price per copy, those are the units likely to lose money with Paw Print because of the difference in price – the two may balance somewhere.

We are working with Jeanine for a final report. In the end, each division will receive extra money to supplement their copy budgets if they go over. Everybody’s budget should match at the end. **Q:** How do we go forth, how do we budget? **A:** The model will help us do this. We are not certain as to where these dollars will come from. **Q:** Will this information come to the deans individually? How often will we know our usage, or be billed?  **A:** It could be monthly or weekly, it has not been determined yet. We will have an amount for the year to work with. COD voiced concerns regarding: * no off-hour service for printing problems with the exception of Tom Frazier coming in
* a future surcharge that is coming
* supplies that are not covered for exempt copiers.

Wendy will take these concerns back to the committee and update COD at a later time.  |
| **Distance Learning from GA (Regis/Linda)** | Pat serves on the GA Project Team and this is data published from them (Regis distributed hand out). Regis reviewed the document with COD.ECU is WCU’s primary competitor. We did have a drop in 2009 where previously we had double digit increases. The provost’s expectation is that recruitment and support are to be provided to the colleges, but dollars are below what is needed for instruction, therefore there are not funds available to recruit. What Educational Outreach is going to be is a major agenda item for the future. Deans expressed concern that no funds will come to COD to address recruitment until July 1. Bob indicated there is a disconnection between the process and the funding behind it. The distribution roughly covers 2/3 of the budget Educational Outreach actually had – deans are running about a 30% deficit with their budgets. This will be our only item for the May 27th workday. Prior to the workday, Regis will provide communication flow to deans and budget over the last three years and what has come from soft money by college. There has been an institutional decision not to increase the distance education budget in some years. We’ll get as much information to the table as possible. |

c: Terry Welch