**MINUTES**

**November 2, 2010, 8:00a.m. -12:00 p.m.**

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

**ANNOUNCEMENTS/INFORMATION**

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| **COD Meetings (Linda)** | We have scheduled another COD meeting on November 9 from 2:30-5:00 in the UC Dogwood Room. Both the November 16 and December 7 Council of Deans meetings will be from 8:00am – 12:00pm. |
| **Faculty Senate (Linda)** | Faculty Senate voted to remove the dean’s comments from post tenure review documents. Linda firmly believes the dean should approve. GA only requires a review at a level above the department. This will be back on the overflow agenda. |
| **Special Talent Tuition Remission (Linda)** | Special Talent Tuition Remission can no longer be given to athletes. We have 7 additional tuition out-of-state waivers that can be awarded to any student with academic talent. Recipients must have received $250 in merit scholarship annually in order to receive this waiver. Waivers are awarded annually.  Linda asked Brian to coordinate this with the deans and see what kind of needs there are – we only have $950 per year – these are for this academic year. In a typical year we can expect about 18. Who has been tracking this so far? We don’t know. Linda will get more information and meet with Brian. We just found out about this yesterday – they had been holding these waivers for athletics. |
| **UNC Response (Linda)** | The UNC response was distributed for your information. Carol wrote this with input from Melissa’s office and the deans. |
| **Honors College Day (Brian)** | Brian distributed the final draft for COD review for the November 11th Honors College Day. We are not competitive in recruiting honors students. We only have $150,000 in university tuition money that goes over four years (there is another $100,000 in housing scholarships but this is only for the first two years).  We are way behind. We are trying this Honors Day, a mini open house developed for high achieving students.  We are already registered to capacity (180 students and parents). The key part for the Council of Deans is the 1:30-2:15 slot which will look a lot like WCU on Location. We want to have each college represented at the fair. From 2:30-3:00 there will be an informal reception. Brian would love for the deans to come and/or those that participated in the information fair. |
| **Employee Access Policy (Diana Catley, Sarah Goodman)** | Diana and Sarah presented a power point presentation regarding employee access after termination. HR needs help from the deans to work with their office regarding appropriate termination particularly when there are questions and issues that arise. If we know people are coming back for fall, please provide that information as soon as possible so we do not turn off access.  This project team meets twice weekly to deal with these issues. Please email your thoughts and questions to Diana. Teaching TA’s will be grouped with faculty. Wendy commented on the frequency of PAF updates – they are happening too frequently. |
| **Department Head Workshop Tentative Agenda (Beth)** | Beth reviewed the Department Head Workshop agenda and clarified the item concerning TPR dossiers and the inclusion of all AFE letters as well as a summary AFE statement from the Department Head---Brian Gastle will be leading the discussion with the department heads to possibly develop a proposal for future action. |
| **Minutes** | The minutes of September 27, 2010 COD Workday, October 5, 2010 COD meeting, and October 19 COD meeting were approved as written. |

**DEAN’S ROUNDTABLE**

There are no items.

**TASK INTRODUCTION AND DISPOSITION**

There are no items.

**DISCUSSION**

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| **Low Enrolled Course Review/Program Productivity (Linda)** | Linda asked deans to review the list for accuracy. Discussion ensued.  Robert has inventoried programs of sister institutions. We have the lowest number of arts programs of any. BM is a professional degree. Students go on to graduate school or go into the music profession. BA is a liberal arts degree and those students go into various positions as they leave. BA students are in the same classes as the BM students – so no cost savings. BA stops individual lessons after the sophomore year. BM has additional courses. Discussion ensued.  The other program is the Master in Music. We have to look at this degree in connection with the MAT and MAEd - 12 of the hours are in MAT or MAEd. If you do away with the MM you are also doing away with the other. The summer of 2008 during program realignment, we decided to cut the program if they could not build the numbers – we would like to give them the opportunity to do this – they have 5 years. They are in their 3rd year. It was suggested this is not generating enrollment to sustain the program. It is consistently low enrolled – has been this way a long time. Discussion ensued. This will come back on the next COD agenda.  Wendy handed out her programs and reviewed with COD. We are the only institution in the system that does not count math education students as math majors. WCU does a dual degree in math and math education – we are working on a science dual degree. Spanish should be the same as math and science. Discussion ensued. We will bring this agenda item back on November 16. We will send Robert’s art program to deans for review. |
| **Budget**  **(Linda Stanford)** | **Tuitions and Fees:** Linda asked deans to send requests for tuition and fee requests. She has received 10 separate proposals. Administration & Finance was surprised and overwhelmed. We have received two GA guidelines. We now cannot suggest new fees this year, but can suggest tuition differential proposals. Some proposals will go forward. The bottom line is that obviously we need additional resources to support internships and travel. It made sense to go after additional E&T monies – we currently receive 14% of that fee and have had no increases. We know we need more E&T monies to support our programs. Linda will put in a request to increase our E&T portion.  **One Time Dollars:** There was additional one time money that dealt with SPA lapsed salaries and money that had been held. Executive Council says we need to spend this so it is not swept up. An additional four million in lapsed has been allocated. Linda handed out the document for review. The chancellor’s residence has not been updated in 25 years. There are safety issues, etc – it must be renovated.  **E & T Dollars:** Additional allocations are coming upon Joe’s return from his honeymoon. Facility Management is looking at classroom refurbishing – Melissa will take this though the Space Management Committee. Regarding service contracts, Joe will do a study as to how we will support service contracts. It has to come out of some other budget other than one time dollars.  Linda has an allocated the provost portion of lapsed salaries that she will use to cover some items. E&T reserves have not been distributed yet. Lapsed salary dollars have not been distributed.  Dana asked about door security (#43). FPAC and CAT are getting door systems – card entry doors – Robert has not been engaged in this process. Linda asked Robert to follow up on this one.  Linda thought there might be some money left – Dana needs security on the ground floor doors of the library (currently have battery operated doors). We have no standard on this campus right now.  Brian gave history on the chancellor’s travel fund – faculty hasn’t had a raise in 3 years and are concerned about augmenting this fund. Linda agreed. Next year there will not be this amount of one time money.  The Chancellor is willing to request a tuition increase that takes us to where Appalachian State and UNC-Wilmington are. We may realize additional tuition monies next year which will offset budget reductions – this may be positive.  **Performance Funding Model:** Linda sent the deans Dr. Bardo’s white paper regarding the performance funding model. Erskine responded and told Bardo we cannot grow enrollment in this system and said he would consider Dr. Bardo’s white paper and send some ideas forth.  There is not a lot of good closure as to how GA will use comparative institutions in supporting this funding model. We know retention and graduations rates will become issues. Bardo does not think our peers are our correct peers and that there is better information out there as to what we are expected to do. Erskine thinks the Performance Funding Model will be adopted this year and modified next year.  GA says we cannot grow the freshman class, but can grow distance and transfers. Fall 2011enrollment for freshman is estimated at1530 and for fall 2012 1570. Revised projections show a reduction in Category 2 productivity and an increase in Category 3 productivity, which will result in increased revenues to the institution, even without enrollment growth.  **Q:** Robert asked if that is the plan?  **A:** Yes, based on Alan Mabe’s statement to CAO in the meeting last month – he stated high school students should be going to community colleges. Discussion ensued. Dr. Bardo’s white paper will provide greater explanation.  **Budget Reduction Scenarios:** Linda handed out reduction scenario (5%) for COD review. We could realign some of Academic Affairs costs with Student Affairs – this happens on other campuses. Most of these decisions are made independently by the chancellor.  We need to create a process to deal with these cuts. Linda asked how to go about this – she wants to involve faculty in these discussions. Discussion ensued.  Bob suggested a joint meeting of COD and Faculty Senate to collaboratively go forth with programmatic issues, budget cut, etc – this programmatic bloat has got to be addressed – they need to know the constraints upon which we are operating. We need a set of guiding principles that is based on more than enrollment. We need to implement a program priority assessment. People are going to want to see the UNIVERSITY budget.  Any program deletions have to come before Faculty Senate. We need people to be thinking about this organizationally rather than in silo’s – at least it will be transparent. Anne will try to find the guiding principles we came up with before – about two years ago. Perry is already doing this in his college – they have a website and the process is very transparent.  There will be pressure to know about the other division budgets. Many suggestions and ideas were discussed. We have to move forward with prioritization – the question is how we do it, not if we do it. We have to inform faculty in February if they are losing their positions. Perry will send his process out to deans.  It was suggested we look to see what our sister institutions are doing regarding this process. An advisory committee should include key faculty members that have the greatest faculty support – they don’t need to be department heads – need to be faculty that have a university vision. Perry suggested each dean put forth two names and send these names to Anne. Who from this group? Next steps – this group needs to come up with the charge for the committee.  We will meet again next Tuesday from 2:30-5:00, location to be determined. Robert will send Linda his process as well. |
| **MHS Distance Designation**  **(Marie Huff)** | Marie reviewed handouts with COD. They have several concentrations, but not all concentrations are requesting distant status. Any questions? If we go from residence to distance, it is not just access, it is marketing – there needs to be a marketing program or they will not succeed in the environment we are in now – we need resources to make them successful. Gardner-Webb and Phoenix are hurting us in this area.  Out-of-state distance tuition is not fundable as far as enrollment growth is concerned. Not sure where the monies go – it is just a pass through – Joe needs to investigate where these dollars go. Dietetics and Nutrition will remain residence. There were questions about on-line course development funding. Beth suggested adding a line to this document to ask where the funding is coming from. Beth will add this to the impact assessment form. COD moved to approve. |
| **Membership of Graduate Faculty (Scott)** | There are eight different statements presented here that discuss the changes in this document. Scott reviewed these with COD.  COD made motions on each statement: #1 – all agreed; #2- all agree; #3 – changing this to associate membership – 8 agreed, 2 opposed; #4 – all agreed; #5 – all agreed; #6 – all agreed; #7 – all agreed; #8 – all agreed. These pieces are all in the document.  Scott will make last revisions and will send it back out to COD for final review. |
| **Summer Session** | This item is postponed to the November 9 Council of Deans meeting. |