**MINUTES**

**August 16, 2011, 10:00a.m. -12:00 p.m.**

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| **Present** | Scott Higgins, James Zhang, Robert Kehrberg, Perry Schoon, Carol Burton, Regis Gilman, Dana Sally, Mark Lord, Linda Stanford, Gibbs Knotts, Brian Railsback |
| **Guests** | Debra Burke for Louis Buck |
| **Recorder** | Anne Aldrich |

**ANNOUNCEMENTS/INFORMATION/MINUTES**

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| **Interim Associate Provost (Beth)** | Beth welcomed Mark Lord as the new interim associate provost. |
| **Online Course Issues (Regis)** | Regis will draft a statement and send to all of the deans, associate deans and department heads.  Robert wondered how NC is responding to other states regarding wishing to teach in NC.  Linda asked if we are going to institute policies for the future regarding how we deal with this. Beth suggested developing an APR. Linda Stanford volunteered to be part of this process. Larry Hammer should be included, as well as someone from Admissions, EO, Regis, Kate Greysen, Mark Lord – Regis will chair and pull this group together.  It was asked if the NC system is going to provide any guidance. There is a UNC group under the leadership of Frank Prochaska that has been formed to address this. The system institutions share information through monthly teleconferences. Regis is WCU’s designated official, receiving notices of all related local and national webinars, conferences, etc. |
| **Biennium Enrollment Projections (Beth** | Gibbs met with David McCord and Alison Joseph regarding the SCH task force. If we were to get people to think along FTE lines at the departmental level, that would be a good change. We think there is roughly 500 FTE at WCU – if we can get a handle on that official number, then have the deans decide how many each college is responsible for and have David share what he is doing at the department level with other DH’s. This would help us to move forward. Any full discussion had to include budgetary issues.  Perry has rolled David’s model out to the whole college and is making modifications this year. It is a starting point for negotiating workload parity which is what CEAP is calling it. James suggested this also be tied to the institutional priorities. We also have to adhere to SACS standards which require a certain percentage of major classes (25%) be taught by tenured faculty. Debbie suggested the use of adjuncts creates problems with this. This will be a presentation at the next COD workday – David McCord will come and present with Gibbs. |
| **Minutes** | None |

**DEANS’ ROUNDTABLE**

There are no items.

**TASK INTRODUCTION AND DISPOSITION**

There are no items.

**DISCUSSION**

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| **Digital Measures** | This item is recurring on our agenda and we need to decide how we are going to move forward. WCU has invested in this – DM is not charging us for extra servers for creative works. COB has not worked things out with DM yet, however many colleges are already using it for AFE.  How are we going to move forward? The deans suggested it be a Provost mandate it, but recognize there are training issues that need to be addressed. The individual faculty does not have control over information and this is creating problems. David McCord has mandated DM for Psychology and has assigned the lead recorder as the responsible person to keep it updated.  Beth asked Mark if he could get two departments and the other deans to start pushing this out and get a department on board. The system is great, but keeping it up to date is very difficult. Because they do not use it regularly they don’t remember how to use it from time to time.  The deans will let Beth know what department (A&S will have 2) will do a pilot this year with the end game being a consistent way to report. This will allow us to conduct reporting capabilities and no longer have to reformat vitas so there is one format. It should be easy to pull vitas, etc for TPR. Discussion ensued.  Do we need to have more discussion on this? Robert has tried to talk to DM and has not been successful thus far. He would like to talk to DM rather than just working through David Onder. Melissa wants to roll it out if we have departments interested. |
| **Global Poverty Project Presentation (Jennifer Cooper/**  **John Whitmire)** | John Whitmire (Philosophy and Religion) and Jennifer Cooper (Center for Service Learning) introduced themselves and presented a power point presentation on the above. The Kick Off event is September 7 at 7 p.m. in the John W. Bardo Performing Arts Center. We are asking deans to consider where units can get involved with faculty, staff and students – we want to create a grassroots project. There is a large steering committee leading this institutional interdisciplinary initiative.  Beth suggested a Rotary opportunity that would provide matching funds involving Stop Hunger Now. Mark Matthias in the Communication Department will be the next Cullowhee Daybreak president and someone to work with on this project.  Regis offered her assistance within her involvement with Jamaica. Scott suggested involving the Graduate Student Association. Dana suggested they talk to Heidi Buchanan in the library to assist. |
| **Summer Session Debrief (Beth)** | Beth noted this summer there were a few faculty that taught quite a few more sections of courses than are typically taught thus making a considerable salary. We had one faculty member who earned over $40,000 over the summer. Most of the courses were taught on line and were various parts of term. Does the quality suffer here? The guidelines say it should be in keeping with what is taught in a regular semester. Discussion ensued.  We need to take another look at the guidelines and think about the faculty load issue before we roll this process out for another year. Perry suggested the Provost Office look at their cut possibly increasing it (Note, I am removing the final comment. I have confirmed with Joe Philpott that EO receives no monies (neither summer, fall or spring). This will go on the workday agenda – come with ideas.  All summer monies come to the Provost Office and is parceled back out to the colleges. The distance portion is part of the total enrollment growth dollars allocated to the university. All the resident tuition comes to the Provost Office - then faculty pay, Ann Green’s salary, and 30% is allocated to the Provost Office and the rest is distributed back to the colleges.  You are supposed to receive these dollars but we are still waiting because of the carry forward issue. Perry is concerned if the funds are taken, enrollment for summer session next year will plummet because faculty will lose their incentive. |
| **Indirect Proposal - Two Year Pilot and Chancellor’s Travel Fund (Beth)** | Indirect Proposal/Two Year Pilot - The Chancellor is moving forward on this – 50% will be administered by the Chancellor and 50% returned to the departments/colleges. How do you think that 50% should be parceled out? This just applies to NEW grants. Perry asked if this is ALL indirects or just those generated by Academic Affairs. Anne is sending out information and asks the deans to indicate which model they wish to recommend.  Budgets are still being loaded so what you see is not final. Discussion ensued.  Chancellor’s Travel Fund – We could have those that are approved go back to the dean’s office – the committee meets once a month. The committee thought about giving funds to the college to distribute but agreed to keep it central. We get more applications than we can fund. The dean’s office signs them. The committee does scrutinize the criteria – the dean’s role is to scrutinize based on what we should be spending money on. Brian suggested we work with our development office to assist with raising funds to cover faculty travel. |
| **NCCAT Visit and Partnerships (Beth)** | Elaine Franklin is the new director of NCCAT and she is wishing to have better relationships with NCCAT and WCU. She would like to host a meeting with the deans about ways we can partner.  **Q**: What is their future?  **A:** Their budget was reduced by 50% and it appears the legislature is phasing them out. They need to be entirely receipts based to survive. They are hoping if they can create partnerships there might be a way to leverage continued support.  It appears to be an unsustainable model – deans are open to a meeting. Anne will explore meeting dates for this fall semester. |

**PROVOST UPDATES**

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| **Reversion** | We do not know if we are going to get a reversion, but think if it does happen it will be early this fall. We have no idea what the amount could be – we have no reserve this year and are still trying to cover what we have to for the next year.  Dana asked if there was any plan to communicate the consequences of the cuts that have already happened – press releases indicated the library is cutting its hours, which was premature. GA is in the process of putting together a document describing the impact of the cuts on the UNC system which will be publicized.  Beth proposed a scenario with a reversion and asked the deans how they would respond? The following ideas were discussed only as response to dire mandates:   * hiring freeze * cut programs that will provide immediate savings * eliminate at-will employees (EPA non faculty and SPA at-will) that only require 30 day notice * treat it as a permanent cut * have Student Affairs and Athletics absorb some items as they have not been cut because they are based on student fees – reallocation of student fees * book store and rental system seems antiquated – going to ebooks – our student fees pay for book rentals and this fee would go away and then you would have to make a fee for something else * personnel reduction * eliminating duplications like Perry did in his college * license fees and service contracts * Royall contract – costing us about $500 per application   Since we cannot count on carry forward next year – what programs/units are to be held harmless? This would be a great starting point. |
| **Moody’s Report** | This report indicates we need to increase enrollment. We must find the places we need to grow and where we do not. Perry suggested adding the Strategic Plan for strategic growth for the workday. |