**MINUTES**

**August 21, 2012, 10:00 a.m. -12:00 p.m.**

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| **Present** | Regis Gilman, Robert Kehrberg, James Zhang, Dale Carpenter, Brian Railsback, Carol Burton, Mimi Fenton, Richard Starnes, Darrell Parker, Marie Huff, Mark Lord, Dana Sally (attending via conference phone), Angi Brenton |
| **Recorder** | Anne Aldrich |

**ANNOUNCEMENTS/INFORMATION/MINUTES**

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| **Names for CUMU Conference (Angi)** | The Provost is taking 5-6 people; deans please only submit 1-2 names. The conference is scheduled during first part of fall break. We will begin contacting people in the next few days. |
| **Ramsey Center Display Cases (Angi)** | The display cases will remain up. Please update contents as necessary. |
| **IT Governance Appointments (Angi)** | Please follow up with Anna McFadden as soon as possible. We also have several appointments for the Provost to appoint. Please contact Angi if you wish to serve or can suggest others. |
| **Millennial Task Force (Angi)** | The Millennial Task Force will present recommendations Wednesday morning. There is a recommendation that a director position be appointed that will report to the provost – this is an important initiative to our campus. |

**DISCUSSION**

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| **Conflict of Interest and Internal Audit and Survey for Risk Assessment**  **(Lisa Gaetano)** | Lisa has met with most of the deans regarding risk assessment. As a result of those conversations, Lisa distributed a handout with this information. Lisa asked the deans to send her comments or suggestions so she can add these to her audit plan. Lisa reviewed the common themes that emerged. Lisa will send this list electronically to the deans.  Henry Wong is conducting a salary equity study – gender inequity was brought up by deans as an area of risk.  **Q:** What happens to this report after the risk assessment list is created?  **A:** Lisa will rate the risks based on material loss and reputation, share it with the Chancellor, make him aware of those that cannot be addressed through an audit, and he decides if there is a way he can address the risks. This is not something typically shared with everyone.  Another risk brought up is electronic door access. There is no policy and procedure regarding who has access or someone to provide institutional oversight. There are no funds to pay for maintenance or emergencies for the new Health and Human Sciences building. Other buildings have their own policies. |
| **Academic Talent Waivers (Sam Miller)** | *Update on Enrollment* - Sam distributed a handout with a snapshot of enrollment and SCH’s. Thursday is drop for nonpayment for all students. We are seeing fewer drops for nonpayment than many other universities in our system.  *Talent waivers* – The process we have in place to admit students with extraordinary talent have been reserved mostly for athletes in the past. We waive the minimum admission standards utilized by the Admissions Office (they create the admission standard floor). Beyond this process there is a Chancellor’s exception process.  Talent waiver is internal to WCU. We have discussed the new process with Randy Eaton to tighten compliance. The Chancellor has asked that we try to mirror the same steps for academic talent waivers that we use for athletics. There is a lot of documentation, an MOU with the Athletics Office that is updated annually, and a form that athletics completes and the athletic director must sign off on. Last year we had 21 athletic waivers and 1 academic wavier.  Sam proposes any time there is a request from an academic program, that it is handled by an email from the dean to Sam who will forward to the Admissions Office to verify the individual meets minimum course requirements, academic requirements and talent waiver criteria. We will then go ahead and process them. We typically only get 1-2 a year (mostly in CFPA). There is no need to have a form.  If you have questions, Sam can answer. Sam is requesting to have the email request copied to the Provost Office. These students have not presented a retention or graduation issue.  **Q:** How long is the process?  **A:** Generally, Admissions renders a decision within 24 hours.  GA’s minimum requirements are lower than WCU’s with athletics. Deans agreed to use email as the process. |
| **Priority List (Angi)** | We will need to trim $150,000-$190,000 from our list of priorities. About $16,000 or less is coming from the raise; the other is that our total was already about $40,000 over. COD reviewed the list. Discussion ensued.  This has been discussed with SGA. It was suggested we try to prioritize in such a way that it has a direct impact on students. We want to see how much we can reduce the operating and computer refresh category since we addressed much of the existing need earlier this summer – possibly half it.  We can only use retention dollars ($130,000) for individuals who have received offers from other institutions. We need to decide on procedures for how we are going to use these dollars, including those that meet institutional priorities. Angi will look at these areas discussed and get back to the deans with more information. |
| **Program Prioritization (Angi)** | We need to launch this fairly quickly.  *Data Issues* - Angi spoke to Melissa about rolling this out in such a way that we have confidence in our data. A unit of analysis by programs rather than departments was suggested. Melissa does not have the capability to sort data by program; she can disaggregate by department or faculty. How do you isolate expenses by program when they are interdisciplinary? We are trying to assemble a committee to look at data analysis needs and issues which is the heart of program prioritization.  Some discrepancies from OIPE data and department data are because Banner is interactive and depending on when the data was extracted it will look different. This is a shared responsibility – it may not show up the same way in Banner. If you have ideas of people in your colleges that work with data for your programs and could be part of this task force to work with Melissa, please send those forward.  *Academic and Administrative Units* - There are a number of areas in Academic Affairs (IPS, GRS) that don’t have academic programs. Where do these administrative units fall within Academic Affairs? They cannot be evaluated on the same criteria, yet there needs to be a full review of everything. We will meet with Dianne to find a way to coordinate these two processes. We need to make sure we do a full review of all units in Academic Affairs (Service Learning, Disability Support, etc). These programs have a direct impact on academics, just not degree granting.  We developed and implemented a process for administrative program review based on Bob Dickerson’s work (Carol will share with Angi). There were 15 criteria developed. Discussion ensued.  **Q:** Can programs going through academic program review be suspended this year due to program prioritization?  **A:** Yes, these will be suspended for this year. As of now, the support units that were scheduled for administrative review will still keep that schedule.  *Committee Composition* - Angi is considering creating a relatively small working group, about 15-20 people. The best way to accomplish that is have each dean submit three names from your college of people you think would be very good to serve. We will have a joint review of Academic Affairs and Faculty Senate to choose names to try to achieve a balance in order to have broad representation. Angi asked the deans for any suggestions to get a good result. Discussion ensued.  Dianne has met with other universities that have completed this process – hopefully we will have some models to choose from to assist us.  **Q:** Should SPA be included in names submitted or not – they have stake in this conversation.  **A:** For this round the committee is only looking at academic programs and will limit to faculty representatives for the time being. If we broaden this to academic support units, we may come back for additional names including some staff representation. We also would like to see a student on the group (Alecia Page, SGA President).  Names need to be submitted by the end of next week – send them to Anne. |
| **Raises (Angi)** | *Questions/Issues* - We have received a campus wide list and have our own lists, but these do not necessarily give all the information needed. Kathy Wong has also provided deans with data sheets. Human Resources will recheck the data – it does not matter what format you submit, please include position number, name, and base salary (we need to calculate .5 % on base salary, not on raise after 1.2% increase). Discussion ensued regarding calculation of base salary. We will ask Kathy for 12 month department head and faculty data, how we determine base salary, if this decision is ours or GA’s, and issues regarding interim stipends. EPA non faculty are not included in the pool provided by HR.  *Deans’ approach* - Discussion ensued regarding the various approaches utilized by the deans.  **Q:** Who does salary letters - dean’s office or provost office?  **A:** The dean’s office should do so with input from HR. Legal Counsel has to approve salary letters – they provide the script. It was suggested a blend of 1.2 and merit increase be presented together. Angi will follow up on this with the Legal Counsel. |
| **Performance Funding (Angi)** | Angi reviewed the handouts with COD. Lasts year the Legislature set aside ten million dollars for performance funding; it was supposed to be different from enrollment growth money. In the end they only allocated one million dollars to that fund – it is a question as to whether even that will be available. This is still a work in progress.  In looking at the spreadsheet, everything down to UNC FIT are common criteria everyone has to be measured on. The items from four year graduation rate to the bottom are a menu of criteria each intuition can choose from – these are the ones we have chosen. Some of our targets are being questioned – this was because of a change in admission philosophy from one year to the next – we are negotiating those targets. We are in the process of negotiating standard criteria and looking at data on performance of some of the lower criteria.  **Q:** Who will count as transfers?  **A:** GA does not have a reliable data base on that so they are requiring anyone who transferred hours in – this gives us a larger base but not greater success. This can go in our favor in some ways, and not in others.  Discussion ensued regarding other criteria. We receive points for each one we reach or exceed. We have a phone call scheduled Friday with GA to discuss our targets. |
| **Academic Forums: Program Prioritization and Boyer (Angi)** | We are planning to have one forum on program prioritization and one on Boyer. Are there any other suggestions for other or better topics?  There will be a panel session on TPR regarding changes, Angi’s view, and time to take questions. This will be scheduled in the next few days – likely early September.  It was suggested we have a forum on the strategic plan implementation. |
| **Strategic Planning (Angi)** | Melissa is proposing strategic plans this year be done at the college or equivalent level, not down to the department level for this round. The template laid out gives you a lot of latitude. The Chancellor has mentioned consideration of the overall 2020 plan as the back drop of your plan, but you may have real priorities in your college that do not necessarily neatly fit in the 2020 plan – do not be constrained by that. Talk about your priorities. The process is really important. 2020 was embraced because of the broad involvement of numerous constituencies. |
| **Deans’ Time** | *Regis* - The Department of Education has backed away from the penalty of stripping Title IV dollars.  More than online offerings, it is physical presence that triggers individual state licensure requirements.  Individual states may also have professional agencies that require additional paperwork for approval to operate, i.e. education, social work, psychology, health professions, nursing, counseling … etc.   These states are noted by the \*\* on the approval document distributed.    The issue to come before us is the cost to the institution, beyond recruitment - the decision on internship placements … etc.  To date WCU has spent $300.00.  There is no budget in the Provost Office or any of the colleges for this.  It has created some student issues this fall due to a state changing its policy.   All websites and distance program applications, undergraduate and graduate, now list the states where WCU is approved to operate.  *James* - The Kimmel School has had a smooth start. Our freshman numbers have doubled; master’s program in Construction Management doubled its enrollment. There has been a slight issue with classroom assignments. James suggested we need to better balance room utilization.  *Brian* - Brian has been spending much time with students and parents the last few days. This is one of the best roll outs of the year we have ever had. Kudos to Student Affairs for their efforts.  *Mark* - TPR is picking up. If you have any questions please come to Mark. One Stop handled more than 4,000 counter visits over the four day opening weekend.  *Marie* - HHS opening went very smoothly, it is still going smoothly. We have two express CatTran buses – this has worked out really well. The students are thrilled.  *Carol* - From the academic side, this is the best opening we have had in a long time. Carol distributed First Year Experience Journal for COD review. Thanks so much to everyone for coordination and last minute changes. We have 1550-1600 freshmen.  *Mimi* - Orientation for graduate students is this Thursday. We have 200 registered. There has been a lot of support for this event. Mimi distributed a revised report on graduate school enrollment by college and by program.  *Darrell* - In the spring we may have a person to offer an operations course in Casino Management from Harrah’s.  *Angi* - Angi has completed her first round of meetings with direct reports with the realization there is not time to meet with everyone twice a month. After the second round of meetings we will drop back to once a month. This will allow for time to get out on campus to attend to other events and items. |