**MINUTES**

**November 5, 2013, 8:00-12:00**

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| **Present** | Beth Lofquist, Robert Kehrberg, James Zhang, Mimi Fenton, Richard Starnes, Darrell Parker, Carol Burton, Doug Keskula, Lowell Davis, Brian Railsback, Susan Fouts |
| **Guests** | Dale Brotherton for Dale Carpenter, Tony Johnson, Tim Carstens for Dana Sally, Alison Joseph, Greg Hodges, Jill Cargile |
| **Recorder** | Anne Aldrich |

**ANNOUNCEMENTS**

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| **Field Trip Forms** | This item will be postponed until the next COD meeting. We are awaiting further information. |
| **No BOT Quarterly Reports Required****(Beth Lofquist)** | Instead of the quarterly BOT reports, we will be providing an annual report in June or July. The format is to be determined. The trustees want to involve more students and faculty in the breakfast program and the discussion of interest. |
| **Direct Report December Meetings (Beth Lofquist)** | We will keep these meetings on the calendar only if you need them. Contact Anne to cancel if you do not need to meet. |
| **COB System Wide Meeting** **(Darrell Parker)** | COB system wide meeting – There is an initiative to get all COB staff together that deal with marketing to talk about rebranding the whole state of North Carolina. |

**DISCUSSION**

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| **Enrollment Projections** **(Alison Joseph)** | All of the deans have received a breakdown of enrollments – is this a reasonable number? Alison distributed handouts. Based on credit hours, we project for residence and distance which is the basis for the dollars requested for enrollment growth. We also project local from tuition and fees. The combined figure is the appropriations request. The funds we request are the difference between what was budgeted last year and what we project for this year. We will no longer be held harmless for over projections. We need to get the projections as accurate as possible – we don’t want to over project or under project. This is a two year process. We also do biennial projections in between to revise those projections. This year we have under projected more than we wanted to, particularly in distance. Alison reviewed projections for this year and the details of the handout. We are getting no new funding for CITI (campus-initiated tuition increase) funds, except for an increase in enrollment. Discussion ensued regarding potential growth within each college. Make sure you get your numbers to Greg ASAP if you have not already sent your final projections. Projections will be submitted to GA on November 20. |
| **Language Requirements for International Exchange Students****(Jill Cargile)** | Of the North Carolina institutions that participate in IEP, WCU is the only school that does not have a requirement for language for exchange students. We have received complaints and need to address. We currently allow students in on exchange with no language requirement which is a disservice to students and to faculty. Having no requirement could be affecting all international students and attitudes faculty have toward them.Jill has spoken with Phil Cauley and he supports a TOEFL (Test of English as a Foreign Language) score for exchange students. Right now we have 132 international students, 33 are in IEP (Intensive English Program), 65 have good TOEFL score, 34 do not. Discussion ensued. Should we have a discussion with faculty as well? At minimum it should be a recommendation from COD and maybe to APRC for endorsement. This is a small number of students that impacts a larger number of students. Jill will take this to APRC of the Faculty Senate to get on its agenda noting this item has been endorsed by the COD. Carol will add to it to the agenda for Enrollment Planning Committee for information. |
| **Digital Measures (Greg Hodges)** | We are trying to put a support structure in place to move forward with Digital Measures. This is a draft proposal as to how we will move forward to get our university using Digital Measures for tracking faculty work and AFE. There would be release time for 2-3 years for a faculty member to lead the implementation. Discussion ensued. Greg was a leader at East Carolina in moving this initiative forward there so he will be a good resource for us here. Faculty rosters for SACS are due early fall 2016. This needs to be a faculty member who is tenured so he/she will have availability to take this on. We would turn off post tenure review clock. Discussion ensued. This would move us away from a paper process to an electronic process. COD supports this plan of action. Would any of the deans like to serve on a mini search committee? We would like representatives from COB, Psychology and someone in the arts. We should begin in January. We will have to discuss nominees to determine covering course loads as well as to get COD endorsement before we move forward to interview anyone. |
| **Inclusive Excellence Proposal****(Beth Lofquist)** | This item came from the Chancellor’s Leadership Council discussion about all the different diversity committees that we currently have. There is discussion about creating a university-wide structure to address diversity other than addressing this piecemeal. The Council of Diversity and Inclusion (CODI) already addresses this – is this duplication? How active is this group? Is there representation on this council from the other college level committees?Discussion ensued. Recommendation that CODI be fully operational. |
| **UIU Link****(Beth Lofquist)** | This organization was recommended to Beth via an alum. UIU Link is a faculty-to-student that serves as the national and international brokerage house for traditional online accredited higher educational courses from accredited non-profit and private colleges and universities. This service recruits people to register in our online classes. The university sets aside seats that UIU link will recruit students to fill for seats you might lack enrollment. AASCU has endorsed them and they will be at the AASCU conference. This is about access to higher education. Their charge is dependent on how much service they provide - $99 per month for the course, can drop and add as you need. Rates depend on the number of professors participating. The college pays the fee. Is there any interest in this type of service? The difference between this and Academic Partnerships – this is course recruiting, AP is program recruiting. Should we take this to EPIC (Enrollment Planning Committee)? Yes. Carol will follow up with Phil to determine if he is aware of the service and how successful it is.The Graduate School has a small marketing budget – Mimi would like to learn more. Go to their Website and see if there is interest – maybe we focus on graduate programs first. Carol will take it to EPiC. |
| **ACE Fellow – what would we need on our campus?****(Beth Lofquist)** | If we were to request or want an ACE fellow, what is a project we would want to concentrate on? Diversity. |
| **Board of Governor’s Meeting****(Beth Lofquist)** | The Board of Governors meets in January 8-10 and February19-21. The Chancellor would like to take COD to a BOG meeting. We would all drive down Wednesday evening, stay all day for meetings on Thursday and that evening all go to dinner to talk about what we are learning and picking up on. Attached is last year’s agenda. Would you like to go in January or February? It was agreed the council of deans members will block their calendars for both dates and we will see if the agenda will drive the final decision.  |
| **Clinical and School Psychology, Psy.D New Program Impact Assessment****(Dale Brotherton)** | Dale presented the information to COD and discussion ensued. COD endorsed. We will go through campus process and Beth will add as a possibility to add to the queue for new programs.  |
| **Millennial Initiative Update** **(Tony Johnson)** | Tony provided an update to COD on his activities:Externally – Economic development organizations in the region – Jackson County has just hired an Economic Development Director, Rich Price from Harrah’s. They are forming a new economic development organization for six most western North Carolina counties. It is a joint marketing effort. They are putting together print material as well as a website to target higher tech companies; any company would helpful.Internally – we are looking at the program income development process:1) Facility space use – we can sign use agreements for outside parties to use space on campus and work with faculty and students; what do we call this campus – Main Campus, Residential Campus? There needs to be distinction between this campus and West Campus, Biltmore Park Campus, Cherokee Campus. Do we have terminology via registration? Yes. Cullowhee West Campus and Cullowhee Main Campus.The space use agreement is where external parties can use space with a number of criteria – informal relationships with faculty; use students as part time workers; could have access to sharing of lab and equipment, maybe grants, joint events; mentoring and volunteering with students; adjunct faculty; could join or participate with centers on campus, etc. Hopefully this would lead to research sponsorship and company development.2) Services on campus – clinics, labs and training3) Products – what we have heard most about so far are applications faculty members have created. We are working on a revenue sharing agreement so if some of this does happen, some funds can go back to faculty or departments.The way the process would work is first there will have to be a proposal including how it would be helpful to WCU, financials, etc. We have to have a contact in the department that is working with the external party and it has to be signed off by the department head and dean. We are still looking at what should be included in proposal. It will then go to the Provost Office, then to Executive Council and finally to the Chancellor. Proposals should come to COD as well, just like new programs. It certainly needs to come for information purposes if nothing else. Discussion ensued.Currently we have a proposal from the Institute of Neuroscience through psychology clinics. This particular proposal may happen prior to the next meeting that will determine the proposal process. If you do have ideas in your areas, please contact Tony. |