**MINUTES**

**November 19, 2013, 8:00-12:00**

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| **Present** | Beth Lofquist, Richard Starnes, Lowell Davis, Doug Keskula, Robert Kehrberg, Dana Sally, Dale Carpenter, James Zhang, Mimi Fenton, Darrell Parker, Susan Fouts, Brian Railsback, Carol Burton |
| **Guests** | David Martin |
| **Recorder** | Anne Aldrich |

**ANNOUNCEMENTS**

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| **COD Membership****(Beth Lofquist)** | We have found that if our division is not coordinating interviews, some of the members of COD are left out. When you are doing an interview process, the entire Council needs to be at the table.  |
| **Field Trips** **(Beth Lofquist)** | COD reviewed information provided by legal counsel and David Steinbicker. Forms need to be completed across the university. Discussion ensued.The Department of Geosciences and Natural Resources does several field trips per semester, thus is going to do a blanket form for the semester and keep it on file in the department. The Office of the Provost will create a student travel link under APR’s with a link to an electronic form in addition to a hard copy. We still need to check with Mary Ann Lochner regarding the waiver signature - electronic vs. physical signature might make a difference. Brian has had students complete a package of information including risk management information and code of conduct. Brian will send this packet to Anne and we will post this information as well in the APR. |
| **Director of Employee Relations Search Committee****(Beth Lofquist)** | Beth needs names for this committee. Jayne Zanglein and Margaret Watson were suggested. |

**DISCUSSION**

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| **Candidate David Martin, for Director of Operations & Maintenance** | Council of Deans interviewed the candidate. |
| **BSBA in Business Administration and Law (New Distance Program)****(Darrell Parker/****AJ Grube)** | This is not a new program. It is an existing program in Bus Administration & Law. For some time courses have been available on line and other courses have gone online during the summer. We discovered we have the capacity to offer this as an online degree. Courses included here have all been developed and offered in an online format with the exception of one. The minor is already on line – there is a strong demand for that. The faculty have embraced this format for teaching and will do well with little resource. Discussion ensued. This program is already listed as co-residence students as well. COD endorsed unanimously to move forward. |
| **Enrollment Projections (Tim Metz, Alison Joseph)** | The item that has is of greatest concern to the Chancellor is Biltmore Park. We are getting a state appropriation for Engineering, so how can we reflect the growth in this area? James stated regarding enrollment, they do expect another surge based on Open House, etc. There is a challenge in terms of infrastructure. We don’t have labs or faculty at this point and it will take time to build both. For this program at Biltmore Park, the first year (this year) we are to receive funds to build out infrastructure, but have no funding for curriculum or recruitment until fall of 2015. Classes will begin fall of 2014 – we will have to use existing resources here to cover the curriculum there. Discussion ensued and solutions were generated as to how these challenges can be addressed.All programs on action plans are targeted to grow – we will need to look at these closely. There need to be numbers here that force that issue.  |
| **Expansion Budget****(Beth Lofquist)** | The question has arisen as to what we would request regarding this budget. Our science labs are in dire need. Is there a way we can request renovation dollars for science labs? It was suggested the deans see the labs in order to have a better context for this discussion – we will insert this tour in the workday on Dec 12th.We do not lack space; however we are not properly utilizing the space we have. Richard asked professors in the sciences to list labs that if renovated would increase our capacity. We cannot stand these labs down for a year, so are looking at interim solutions for these. A priority list is still in progress – possibly identifying 7-9 chemistry labs and 5-7 biology labs which would allow 15-20% more labs in 2015-16. However, this does not deal with current staffing issues. We will try to attach some positions to the request and possibly mathematics (support for Kimmel School) to assist increasing university capacity in STEM. This expansion budget would be specific to support of STEM. Our goal is to accommodate growth, not just address the current status. Discussion ensued.  |
| **Policy Changes** **(Beth Lofquist)** | Beth sent this information out to you from Executive Council a week ago – things for you to be thinking about. Beth will continue to keep you updated as other items emerge. |
| **CC Grade****(Lowell Davis)** | Since 2009 we have awarded 50 degrees to students who did not complete the English 300 course because they had earned at least two CC (composition conditional) grades. Currently we have 300 students enrolled who need to meet this requirement, with 40 that need to do so by the end of fall 2013 or spring 2014. The course has not been offered in several years. Richard, Doug and Lowell are meeting to try to resolve this issue. Half of these students are distance education nursing students. Lowell is going to revise the policy and take it before the Curriculum Review Committee to determine how to address the issue. We will waive the requirement for students this fall and spring; however, future students will know this is a requirement to graduate. We are glad to see that faculty are using this option, unfortunately we have not followed up on our end to make this a requirement. Discussion ensued.  |