**MINUTES**

**September 3, 2013, 10:00-12:00**

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| **Present** | Beth Lofquist, Carol Burton, Darrell Parker, Susan Fouts, Dale Carpenter, Robert Kehrberg, James Zhang, Mimi Fenton, Lowell Davis, Doug Keskula, Richard Starnes, Brian Railsback, Dana Sally |
| **Guests** | Brian Gastle, Emily Sharpe for Brian Railsback (first 45 minutes), Greg Hodges |
| **Recorder** | Anne Aldrich |

**DISCUSSION**

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| **Faculty Workload Policy (Brian Gastle)** | Brian reviewed the current workload policy (still in draft form) with COD. There is a recent mandate from GA to develop policies related to academic integrity to ensure faculty do not have too many independent studies – we intend to work this into our workload policy as well. Suzanne Ortega also wants to include who provides oversight for contact hours for independent studies – as far as we know no one provides direct oversight or monitoring of these activities beyond the department head. We must be explicit in how we establish SCH targets for the colleges. Beth suggested we take the current APR 12 and add sections to that document to indicate these are our guiding practices.For the last few years, someone from the Provost Office met with the college faculty to field collegial review questions. We would like to do this again. This should be open to all faculty as well. If you already have a meeting of these committees in your college scheduled, we could join that meeting.We plan to take salient summary sections from Mary Ann Lochner’s TPR memo to add as a preamble to the guidelines that go out to faculty. |
| **Millennial Initiatives****(Tony Johnson)** | Beth asked Tony to meet with COD to discuss his charge and answer any questions COD may have. Tony has met with many of the deans and will be meeting with the remainder in the near future. Tony stated he has been given two charges:1) Working with Doug at CHHS to get a privately developed office building constructed. Tony has met with Tom McClure to see what had been done to date. A RFQ (request for qualifications) was completed a few years ago with hope for developers to express an interest. The one most interested at that time is no longer interested. We are establishing a trust account for the millennial campus and setting forth policies and procedures for millennial initiatives – all of these will come before COD for feedback and approval. Builders prefer to have a building 80% leased prior to construction. There has been a needs analysis conducted. All ideas will be vetted through COD.2) Regional Development Engagement conference September of 2014 – there will be a small conference this fall which Betty Farmer has been managing. Betty will continue to work with Tony on the major conference for 2014. Tony will be looking for success stories for the 2014 conference.  |
| **SACS 2.8 Report (Beth Lofquist)** | This is information for going forward – in particular tenured faculty teaching at all course levels as part of SACS standards. This is mainly a heads up. Darrell stated he is already at the maximum for adjunct faculty in the MBA program- they are well qualified but nonetheless are adjunct.  |
| **Moving Expenses (Beth Lofquist)** | Melissa Wargo as new Chief of Staff is trying to get a handle on moving expenses. These must be paid from trust fund/discretionary dollars, not state dollars. Some colleges are paying for faculty moving expenses from their own trust money. We typically cover moving expenses for deans, endowed professors and above (funds provided by the Chancellor’s Office). Covering moving expenses for faculty members creates a divide from colleges that have trust funds versus those that do not. Discussion ensued.Beth suggested we create some guidelines – currently we are all over the map. We could offer some sort of startup package for faculty. Beth asked that deans be sure moving expenses are requested for exceptional situations only. |
| **Post Tenure Review – the climate at BOG (Beth Lofquist)** | GA is going to push for a policy with stricter post tenure review guidelines. We have never let someone go as a result of post tenure review although we have taken action plans seriously when they have been put in place. Often times, individuals will choose to retire. Discussion ensued. |
| **Adjunct Faculty Work Hours and Benefits** **(Beth Lofquist)** | An Individual must work 30 hours in order to have health insurance. If faculty are teaching over 9 hours (equivalent to 30 hours worked) and we do not give insurance, we have to provide an exception – for example, one class for internship hours can be over 9 hours, but the load is determined by the number of students, not the number of hours, etc. We need to capture any exceptions to provide this information in future. If you have exceptions/special circumstances to this policy, please send these to Greg by November 15th.  |
| **Encase Software (Dale Carpenter)** | A faculty member discovered that software had been pushed to his computer while he was off campus and was concerned that the Encase software is being pushed out to conduct e-discovery of files in case of litigation. The faculty member was concerned that there was no discussion of the purpose of the software (was included in Craig’s IT update emails). Beth described the current process for collecting this information for Legal Counsel. Encase software allows us to complete the same process as before for collecting this information, just without having someone to physically come in and work with your computer. Part of the problem is employees need to understand their work computer *is not* their personal computer, so the university as the owner of the computer, has the right to install this software. If you would like someone to talk to your leadership team, Shea or Mary Ann can likely do that. |
| **Summer Session (Lowell Davis)** | Lowell reviewed the attachments regarding summer session with COD. These numbers are not firm but are close to where your colleges should be. There will be a meeting with Kristen Crosson to finalize. We are down about $50,000 from summer session in 2012. We are making some recommendations regarding summer such as 1) starting some programs in the summer (e.g., WheeTeach etc.); 2) begin sharing revenues with the Graduate School, the Honors College, etc.; and 3) increasing our budget to accommodate better marketing, etc. The Provost supports these recommendations. In the future SCHs are not going to be as significant as other performance indicators such as retention and graduation rates. Richard indicated his college is considering offering gateway classes and possibly introduce a “grad in three” program like ECU. Discussion ensued regarding an investment in summer session marketing as well as a well formed summer session plan. There are also financial aid realities that work against us as well as summer employment (student jobs on campus). We need an additional task force to take us to the next level. We also need to build in flexibility regarding salary. We could explore faculty led courses in the summer which could hold off plans for a student to go home and work. We do earn SCHs for distance in the summer. Graduate Assistant pay for lab courses – we want to create a standard rate to not exceed a certain dollar amount – there is currently a lot of variability.We have some faculty that may teach a one week 3 credit hour summer class. If a student is already enrolled in 6 credits for summer, we cannot prevent them from signing up for this one week 3 credit hour summer class. Lowell is working with Larry to resolve this because a full load for summer is 6 hours per session.  |
| **Carnegie Engagement Provost Fellow****(Carol Burton)** | Betty Farmer will serve as the Provost Fellow for Engagement. Her primary duty will be to manage the reapplication of the Carnegie Engagement Classification which is due in April, 2014.  |
| **125th WCU Anniversary****(Carol Burton)** | COD has been provided a copy of the various committees and memberships for the 125th WCU Anniversary celebration. The celebration will run from January 2014 until December 2014. This fall we are in the planning phase. There are five major subcommittees – if you want additional representation, please contact Carol Burton, Kellie Monteith or Melissa Wargo. We hope to tag specific events in the spring to include on the special event calendar (e.g., Annual Faculty/Staff Award Ceremony, Graduate Research Expo, etc.) For those of you who have people serving on subcommittees, please ask that they be responsive to emails at they come out. |
| **BOG Excellence in Public Service Award****(Beth Lofquist)** | The BOG Excellence in Public Service Award is an annual award with only one recipient (for faculty) for the system. Previously, we have only submitted one nominee and have not seen requests for submissions in several years. It appears to have re-emerged. We have been asked to not add any additional awards to the annual faculty staff convocation. Laura Cruz has suggested we revisit our current faculty awards for possible elimination or revision.It was suggested the possible elimination of the Jay M. Robinson award, however Dale would like to have further discussions with his college and Faculty Senate. He will guide this discussion through Faculty Senate and work with Laura Cruz.Discussion ensued regarding possibly revising the SoLT award to become the public service award. |
| **Report Regarding Sponsored Research Activity****(Mimi Fenton)** | Mimi distributed handouts of the report. This is the first time this report has been completed in quite a while. Mimi reviewed the document with COD. We will add this to a future COD agenda for a more deserving conversation. Beth asked that deans come with ideas. |