**MINUTES**

**December 20, 2011, 9:00a.m. -12:00 p.m.**

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| **Present** | Dana Sally, Robert Kehrberg, Linda Stanford, Regis Gilman, Louis Buck, Perry Schoon, James Zhang, Mark Lord, Beth Lofquist |
| **Guests** | Emily Sharpe, Niall Michelsen, Kate Greysen, Joe Philpott |
| **Recorder** | Anne Aldrich |

**ANNOUNCEMENTS/INFORMATION/MINUTES**

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| **Spring Awards Convocation** | A conflict with this date has been identified; therefore, the Chancellor’s Office is reviewing other dates. This information was presented to COD who agreed the earlier the better, preferably not a Friday with the knowledge that the date will depend on availability of the space. |
| **Credit Cards** | There will be no Visa payments accepted for student account payments because of the policies Visa imposes. Payments for other services than for tuition and fees can be processed using Visa cards. |
| **Sidewalks to HHS** | We are meeting with DOT to plan sidewalks to the new health building. |
| **Summer Session Revenue** | Please see the attached announcements – these dollars will be moved into dean’s budgets today. |
| **State Authorizations** | Regis provided an update on the states in which we are approved to offer programs - she will update and communicate to deans and department heads. |
| **Partners in Innovation Event in Hickory** | On January 11th there is a Partners in Innovation in Entrepreneurship event in Hickory. Regis is managing – no sponsorship, just $25 registration fee. This would be good for WCU to have a presence - any deans planning to go? Beth is planning to attend. |
| **Asheville Space** | Beth provided an update to COD. We must have a business plan and MOU to Tom Ross outlining what we will agree to with UNC-A soon. We will not duplicate programs. The MOU must speak to programs offered, branding and signage. Discussion ensued. |
| **2020 Commission Strategic Direction** | Please communicate with Melissa Wargo regarding people to work on strategic directions subcommittees for the 2020 Commission. Please feel free to recommend yourself to sit on one of these. |
| **Dr. Belcher/COD** | Dr. Belcher will meeting with COD on January 3rd – if you have questions or topics you would like addressed, please send those to Anne. |
| **Impact of Budget** | What are the two biggest impacts of budget cuts? This needs to go to GA tomorrow. If you have some items – please send these to Beth ASAP. Please provide just two, specific real life impacts – in a sentence.  Examples provided: 1) Capped high need programs because we don’t have the faculty (Emergency Medical Care, Entrepreneurship); 2) vulnerability to competition with private institutions. |
| **Military Director** | Regis provided COD with an update on this process. |
| **Minutes** | The minutes of November 15, 2011 were approved with one correction - discussion item Summer Session Debrief, first paragraph, last sentence changed to read: COD unanimously agreed to increase the salary factor to **.028** for summer 2012.  December 1, 2012 COD minutes were approved as written. |

**DEANS’ ROUNDTABLE**

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| **Administrative Withdrawals** | Administrative withdrawals are being processed in the One-Stop without department head approval. This is a concern. |
| **Paw Print** | We would like an update on Paw Print. This continues to be hard on budgets. |
| **Master Plan** | There are rumors that WCU is preparing a new master plan – if so, can COD be updated and provide input? If we have someone with a concept for the millennial campus, whom should they talk to? Steve Warren is heading up a committee that should begin to meet after the first of the year. |
| **Due Dates for Grades** | Why do grades have to be due Monday by 10? Why can we not give faculty more time? Graduation is over the weekend….should this go to Faculty Senate? |
| **Academic Honesty Issues** | HHS has had five academic honesty issues - all with computer testing. HHS is finding students are taking the tests together because they are not proctored. Are any other deans experiencing this? James has had one. Even if tests are proctored you cannot close down browsers to make sure students are not shifting to get information. |
| **Affiliation Agreements** | HHS has found it cannot place students in Colorado anymore because they are required to have Workman’s Compensation as interns/practicum students. Is anyone else having these issues? Linda will follow up with Mary Ann. Perry will check to see if CEAP is experiencing any difficulties. |
| **Graduate Students** | It was asked what percentage of graduate students can be from out of state? For undergraduate we can accept up to 18% from out of state. Kate will check and get back. |
| **Space Committee** | COD does not have a representative on this committee and some deans are encountering problems with space. We will touch base with Melissa to get some information. |
| **E&T Budget** | Concerns were voiced about the E&T budget. Deans would like to have a better understanding of what was discussed in BOT. |

**DISCUSSION**

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| **Health Care Administrative Informatics Summary (Linda)** | HHS has divided this program into two tracks with 12 feeder community colleges, one of which is administrative. This will require an addition of about 10 hours of course work that can be done with temporary faculty lines. This is a low cost program with a high return. These are all existing courses in our core. Discussion ensued. There could be some duplication across campus. There are very few health informatics programs being offered. Online support would change some, but not a great deal except for these 10 credits. COD unanimously approved the program. |
| **Plans for Programs in the Future (Beth)** | Please be thinking about what new programs you may be proposing in case GA opens that process back up. Please send to Anne any new programs your college is considering; could include re-activation of a de-activated program or changing from a residence to distance. We do not need a justification, just a list. |
| **Endowed Professorships Being Sought (Linda)** | HHS is preparing our new building with a floor for an interdisciplinary clinic and are looking to establish a geriatric assessment center – writing a grant to fund. It would assist greatly to get an endowed professor for this area. There is an individual who has a national presence and has been a clinician for the last 35 years (worked and written in geriatrics). We could link with A&S, Kimmel and CFPA. If there is a vote on who gets an endowed professor, HHS wants to be in position for COD support. We have gone out twice for this professorship and failed.  Beth stated if we endorse this as a group, we decide which professorships we want to go after. Other deans may have others to propose as well. Some of the descriptions can be very narrowly written making it challenging to fill. The descriptions have come from the colleges since 2005. Deans indicated they have provided input on the description and then have experienced descriptions being changed before they are sent to GA. Beth understands it is up to the college to determine the descriptor. Dr. Belcher wants us to identify a real need and bring on one endowed professor a year. Beth asked the deans to provide a paragraph proposal regarding new endowed professors that we know we have a need for. These will be brought back to COD to prioritize at the January Workday. Please send this information to Anne. |
| **HHS Furniture (Linda)** | HHS has a lot of furniture that is very nice and it will not be moving with us – we have built in furniture in the new building. Linda is looking to sell this furniture at a much reduced price. Is this something people are interested in? It is primarily office desks, settees, etc. Linda will put together a list of furnishings and what was paid for each piece to send to the deans.  Regis suggested the Asheville space could utilize the furniture. Nursing has their own and will move that. Linda will find out what the university will allow her to do – usually furniture is put in surplus and then it can go anywhere. They have no money to buy furnishing for a lab. We’ll see if we can do this – not had this magnitude of furnishings in the past. |
| **Meetings with Provost Direct Reports (Beth)** | This item is postponed to a future agenda. |
| **Summary of Program Special Academic Requirements (Mark)** | This is largely an announcement and has been discussed with COD previously. Mark reviewed the handout with COD. This document will be used by the Advising Center and Admissions and will be kept in the curriculum website under Ann Green’s purview. This is not just about getting into the institution, but about getting into the program – can be a retention issue. This is not meant to replace the catalog – will be a live document for recruiters and advisors. |
| **Shelter in Place Debriefing (Mark)** | Beth thanked the deans for their feedback. Mark attended the debriefing meeting held last week. Feedback was more positive than negative.  Common themes (the known things to work on):   * more definition education about “shelter in place”; * Locking doors in academic buildings – who lets people in? Are we locking in or out? People are to get as secure and safe as they can be without moving about.   We had one faculty member that directed students to come on to the exam during the event. Provost Office received lots of calls. Not everyone took it equally seriously. We have discovered doors that will not lock. If you have further input that you did not previously provide, please send this to Anne.  There are still a lot of details to work out. It was a relatively safe exercise that has taught us a lot.   * Communication between county police and WCU police was not as good as we would wish – we are working on this. * Emergency communications that went out did what they are supposed to do. * Communication regarding rescheduling of exams went smoothly. * IT stepped up and ramped up the home page so it could take the number of hits it needed. * We found we could not communicate with students directly so all messages to campus had to be routed through Donna Welch and resent to students. * TJ Eaves came to the debriefing and spoke about the student response – very complimentary regarding how this went.   There will be more to come. Beth asked the deans to discuss this with their leadership groups as well. |

**TASK INTRODUCTION AND DISPOSITION**

There are no items.