**MINUTES**

**December 6, 2011, 9:00a.m. -12:00 p.m.**

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| **Present** | Beth Lofquist, James Zhang, Robert Kehrberg, Gibbs Knotts, Mark Lord, Regis Gilman, Brian Railsback, Linda Stanford, Dana Sally, Perry Schoon, Scott Higgins, Louis Buck |
| **Guests** | Lynda Parlett |
| **Recorder** | Anne Aldrich |

**ANNOUNCEMENTS/INFORMATION/MINUTES**

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| **Emergency Notification System** | Tammi Hudson, Emergency Manager has been working on a project for the Chancellor, Emergency Notification System (OPT OUT) policies and procedures. In order to get better feedback from Academic Affairs she will be sending a hard copy survey (only 4 questions) to be placed in faculty mailboxes within the next two weeks. Tammi will deliver and pick up the completed surveys from dean offices. |
| **COB Dean Search** | COB dean search – We are working with the committee to finalize two options for the ad which will be presented to the chancellor; Perry will include an updated committee list with his update on the search. |
| **Director of Military Services** | The first candidate for director of military services was interviewed yesterday, the final two are coming Thursday and Friday. |
| **Athletic Director search** | Two names have been submitted. There will be multiple opportunities to meet with candidates this week. |
| **Provost Search** | Short list interviews take place via WIMBA tomorrow and Thursday, the December 12th meeting will decide the final three. |
| **Faculty Scholarship Celebration** | The Faculty Scholarship Celebration, scheduled for February 13-17, 2012, is especially important this year because faculty and students on campus that are interested in learning more about what research, projects, and creative works are being conducted in other disciplines. The deadline is January 17th. |
| **REACH NC** | REACH NC is scheduled to go ” live” January 11th. More to come. |
| **Proctoring** | Implementation of proctoring on WCU campus is delayed until Fall 2012; students and faculty can still engage with UNC proctoring in the meantime. |
| **Hunter Library** | The library will be open 24 hours a day for the next two weeks. |

**DEANS’ ROUNDTABLE**

There are no items.

**DISCUSSION**

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| **3rd and 5th Year Reappointment Documents (Perry)** | CEAP vote on 3rd and 5th year reappointments and still review every candidate; they will revisit to see if we want to make changes. We have some individuals still in transition from the former dean to the new dean; we have the AA12 in the folder and a personal statement, vita not required. So when negative comments are in the AA12 and the committee wants to research this further, the vita isn’t present for them to do so – it would be helpful to have vitas included.  Do you want to propose to add the vita for 1, 3, 5 year candidates so Mark can take it to the committee? Discussion ensued. We need to clean up administrative review in the faculty handbook to clarify. All college by-laws are different. Perry and Linda will go to CRC with clear direction regarding inclusion of the CV and from there it will go to Faculty Senate. Mark will take this – it was a split vote from COD.  CRD’s changing teaching evaluation language needs to be in the Provost Office by March 5th – this should give us time to turn these around by the end of the semester. This just takes out the seven dimensions and replaces it with the new Faculty Senate language. Discussion ensued. If deans want this in the Faculty Handbook, it really must be done by this date. You must use TRACK CHANGES! |
| **Marching Band Funding and State Funds (Beth)** | This is one of the items that needed to be removed from soft list funding – we are in discussions with Sam Miller for Student Affairs to support more from the student activity side. He has already contributed some and will put in more…in lieu of state dollars. We will not reach a point where no state funding supports the Marching Band – Robert Kehrberg has assisted greatly. |
| **Sponsored Research (Scott and Lynda Parlett)** | Lynda Parlett, Associate Dean for Research and Director of Sponsored Research, is joining COD today. The Research Administration unit is doing a lot of innovative things to Increase the level of support for faculty in submitting grants and ensuring their success in getting funded for a sustained period of time. s. Sponsored research is a new revenue stream in addition to meeting faculty needs in terms of scholarship. Faculty can no longer be competitive for federal, state and foundation grants working in “silos”. Faculty must move forward with collaborative interdisciplinary and intra-institutional grant submission opportunities.  Lynda worked with the Coulter Faculty Commons in co-sponsoring a workshop with 13 faculty from multiple disciplines on grants plus individual meetings, which has resulted in two faculty who plan to submit NIH AREA grants in chemistry and education.  Laura Cruz and Lynda are discussing other similar projects and interviewing candidates for a position in CFC and how they will benefit jointly in that position (redesign positions after $22,000 cut to work in collaboration with GS&R) and revisit in a year to see how that is working between the two offices. CFC will support non sponsored research while GS&R will support sponsored research.  GS&R have developed a “staffing method” – once faculty determine they want to apply for grant, we will have them come into the office and meet with the team, staff their proposal and assist them with developing the project – may be proponents of a project that GS&R can provide for them, writing components, letters of support, etc. Nancy Wike will be present at when proposals are staffed and has input into development so then things will run much more smoothly with Nancy’s involvement. Discussion ensued.  We have had 15 proposals staffed to date – proposals are in development, four that have received awards – these folks have not been through the new process. We have staffed 11 proposals, four are brand new proposals (some new faculty to WCU or new to the grants game altogether). We need to make sure no proposal leaves this campus that is not top notch – therefore must go through the Office of Sponsored Research – no proposals can circumvent the process.  **Q:** How do you evaluate “top-notch? “  **A:** Lynda has written for practically every federal agency and part of that is to know who to go to ask when you don’t have the technical background, this helps. **Q:** If I am a new faculty, is there a flow chart?  **A:** We are in the process of revamping the website and will include exactly who to go to for what. There will also be a PI toolkit – we are in the process of putting components up on the website for those who are either experienced or inexperienced.  Robert Kehrberg has a model for the institution and would like to put on a workshop for faculty with an expert who has a successful track record of grants in Performing or Fine Arts – we would like to bring in a successful PI – looking for someone with a diverse background. Robert wants faculty at the end of a 1-2 day workshop to have a grant proposal in hand.  **Q:** Beth received a last minute request through email yesterday, not through RAMSES.  **A:** This was a special case and despite efforts to have the PI do this in a timely manner, it did not happen.  One bone of contention is what is the sustainability plan for this? Discussion took place regarding the Cherokee Preservation Grant.  Often national agencies require data curation. Sometimes we have to maintain data produced, a big issues for libraries, we are working with REACH NC but continues to be an infrastructure issue.  Lynda will send deans a list of the faculty OSR have worked with. Deans may not always be aware and then deans can communicate remaining or existing needs.  Lynda stated the Office of Sponsored Research is a support unit on campus and they want to try to get faculty to work with them from the start – we still have many faculty walking in at the last minute with proposals – bringing them in too late and then we can’t accommodate them; deans are frequently asked for release time as part of the proposal and often do not know this until they receive the proposal through RAMSES. The website and PI toolkit should really help. The goal is to get faculty to want to come to OSR as a resource.  We will have an NC Biotech Center workshop followed by 20 minute individual consultations on March 30th. There will be more information to come – this will be a customized workshop opportunity. |
| **QEP Feedback Sessions with Academic Departments/Colleges (Carol)** | This item is postponed to a future agenda. |
| **Prioritize the open Endowed Professorships (Mark)** | The Chancellor is interested in bringing on one new endowed professor a year. What are the traits we want to prioritize:  David Strahan and David Westling are who Perry considers model endowed professors – they go after community grants with sub grants to other institutions, also teach, and are true leaders in every sense. In addition they participate on lots of committees.  Bruce Frazier is also excellent, with a phenomenal record for placement of students, has a strong professional background plus a Ph.D. in education.  These individual should be team players, have an institutional perspective, not only about themselves or their units, be there to help others, and make WCU visible within the profession or university as a whole.  Ron Rash is a scholar that is prominent in an area, has helped transform his department, and faculty are now emulating him that were formerly not so active and have become so due to his example and network; the network is also important for students – like internships – student centered needs to be one of the characteristics.  As we think about which we will fund, we have to think within colleges; do we want to bring in to a strong department to make stronger, or a department that has potential and could help them to grow – something to consider.  It is challenging to make these judgments without a strategic plan. Wherever we have funding and the position exists, Dr. Belcher would like us to move forward on those. Discussion ensued.  COD requested to have at least a monthly report on endowed professorships – Joe can get this information, but it is old information, not what it is current. Concern was voiced about donors who gave money some time ago and positions have never been filled. The year of establishment is included on the spreadsheet. Some of the positions have been searched for and cannot be filled because they are too specific – can we go back to donors and ask for flexibility? Also, WCU does not pay enough money to be competitive. Who can be involved in donor negotiations?  Beth wants the deans to take the endowed professor description, do tracked changes and send to Beth. We will try to get a conversation going to get some change. Tenure is another issue – we do have some endowed professors that have tenure; it is rare that they come without tenure.  When does the Chancellor need a recommendation? We are okay for next year, for 2013-14 we would need to do the search the next year. Mark will put these traits together and create a matrix and bring it back to COD for a more thoughtful conversation. |
| **Appendix A: Associate in Applied Science degree in accounting (Louis)** | We have an Intent to Plan for an articulation agreement – this is identical to the plan we have with other existing community colleges – this is just an additional set of community colleges, no changes or resource changes required. We are trying to bring in transfer students. COD moved unanimously to approve. |
| **List of inactive programs: BA & BS Humanities; M.A.Ed SPED Residential; MAT SPED Residential** | Beth wanted you to be aware of the inactive programs. These are going through the process if not already through the process to be inactive. We are trying to put in a clause that we will revisit these at the end of 2-3 years to either reactivate or delete it completely. When a final decision is made, that decision needs to be communicated and put in the graduate folder in the curriculum process. |
| **Faculty Appointments and Compensation - Retired Faculty** | APR 12 needs to be updated to remove any special compensation for retired faculty. This has been removed from summer guidelines. Under APR 12, I.5., Retired Faculty Scale, should read “When market conditions demand, deans may increase the credit hour rate.” |
| **Tuition and Fees** | Questions arose about how these numbers were finally determined. Discussion ensued followed by discussion specific to E&T fees. Beth asked Craig to re-do his priority list and bring it back to her. In the past we invited the Vice Chancellors to COD on a rotating basis. The deans agree they want to begin this again; however the deans asked this to be a question and answer period, not necessarily a presentation. |

**TASK INTRODUCTION AND DISPOSITION**

There are no items.