**MINUTES**

**February 16, 2010, 10:00-12:00**

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| **Present** | Kyle Carter, Robert Kehrberg, Brian Railsback, Scott Higgins, Marie Huff, Perry Schoon, Bob McMahan, Wendy Ford, Beth Lofquist, Dana Sally, Ron Johnson, Pat Brown |
| **Recorder** | Anne Aldrich |

**ANNOUNCEMENTS**

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| **Angie Frederick** | Angie provided a brochure for upcoming initiatives at the Recreation Center highlighting wellness opportunities including finding ways to be involved if you are not a member. She provided additional information on the Employee Wellness Task Force. |
| **Marie** | Jessica Shirley is a post doctoral student who is shadowing Marie today. |
| **Scott** | This week is the faculty scholarship celebration week. Please don’t miss this. Faculty are exhibiting their research, scholarship and creative projects all this week. The deans are invited to attend a short award program and reception on Thursday, Feb. 18 at 4 p.m. in the library. |
| **Robert** | Bruce Frazier is conducting concert free this Sunday at 4:00. |
| **Beth** | Beth reminded COD of the Department Head Workshop this afternoon. |
| **Minutes** | The minutes of February 2, 2010 stand approved as written. |

**DEANS’ ROUNDTABLE**

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| **Robert** | *A Whole New Mind* by Daniel Pink is an excellent book. The author maybe invited for the Chancellor’s Speakers Series. |
| **Dana** | Chuck Wooten contacted Dana regarding a follow-up meeting for development funds. Kyle suggested COD take more of a lead role in the development meetings:   * name what it is they need from these meetings rather than just being directed from Development * be more assertive in bringing up issues * share prospects * decide on priorities * suggest seeing the agenda beforehand.   COD discussed ongoing issues with reporting functions in development and analysis of processes. Kyle will follow up. COD needs to determine how to keep things moving – possibly a meeting with a couple of deans and Jim Miller. Brian, Wendy, Bob, Dana volunteered to meet to decide on priorities and move forward.  Kyle will suggest to the chancellor that an administrative program review be completed on the development office. Discussion ensued. |
| **Dana** | Dana – WCU has done a good job of getting information out to campus on adverse weather; however the library is sometimes held to a different standard. |
| **Kyle** | We have to come up with a projected enrollment. Kyle briefly explained the matrix process. It has only been in the last two years that Academic Affairs has become involved in this process. Deans are now being asked to be more accountable for enrollment. Beginning before fall semester, we will have to start having discussions about where we can expect enrollment growth and what are the best decisions we can make to support that growth. The key is to have deans at the table.  We will need to sell individuals on the belief that growth will also provide the additional support needed for that growth. He has asked Melissa to do a workshop for the deans on how an enrollment projected budget is put together. This is fundamental knowledge for the deans. Once we have that base, then we need to discuss our plan to continue to grow and *where* we are going to grow. This will take a fair amount of discussion.  Kyle needs to get the parameters on the table for a meeting with Chuck, Melissa and Sam regarding how things are plugged into the matrix. Melissa and Kyle will be working over the next several weeks to get this process rolling and will make sure the deans have this information. The deans will provide Kyle with parameters and guidelines. |

**TASK INTRODUCTION AND DISPOSITION**

No items.

**DISCUSSION**

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| **Spring 2010 University Experience Courses (Pat Brown)** | Are there any questions for Pat about this information that was discussed last time? This is related to student retention and has gone through the curriculum process. We need more faculty involvement. We have reached a point where it now needs to be managed as an institutional endeavor – a tremendous amount of work has gone into this – over 1700 hits.  This is a good way to get insight as to who students are, where they are coming from and why they are here. This is really a resource issue and the natural placement for it – suggested it be in the Coulter Faculty Center since the colleges do not have the resources to support this. Kyle asked the deans to think about this issue and we will add it back to a future workday agenda. |
| **Scheduling Key Events (Scott/Kyle)** | We have key academic activities that are planned for each spring semester that need strategic scheduling. The Graduate Research Symposium and the Undergraduate Expo have always been scheduled during the 3rd week (GRS on Thursday) in March.  We need to accommodate all activities – we have a lot of events where students, faculty and colleges are involved. We need to determine what academic activities all of the deans need to be able to attend.  Scott’s objective is to do is an audit for all events that faculty, administrators, and students should have the opportunity during the spring semester.  From this list, the deans can discuss academic event scheduling priorities and secure the date for each activity on the academic calendar (R25) each academic year going forward.  Kyle suggested that this matter be referred to the Associate Deans for discussion and resolution. The deans agreed with this action. |
| ***Action Item*** | Beth will take this to the associate deans. |
| **Department Head Evaluation (Beth)** | This item is delayed until the next agenda. |
| **Faculty Load (Beth/Linda)** | Due to Linda’s absence, this item is delayed until the next agenda. |
| **Distance Learning Strategic Planning Task Force (Perry/Kyle)** | The task force met for the first time a couple weeks ago. We will need input from various colleges – five to six requests will be coming from Perry requesting that assistance. Kyle asked the deans to respond to those requests in a timely manner. |
| **Department Head/Associate Dean Base Salary and Stipends (Beth)** | APR 15 (b) provides guidance for the stipend. The APR 15’s will be taken to HR and we will discuss. |

**REPORTS AND UPDATES**

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| **Policy #6 (Bob)** | This item will be postponed until the next COD agenda. |
| **Residential Courses Being Taught On-line (Linda)** | Due to Linda’s absence, this item is delayed until the next agenda. |
| **APR 15(b)** | COD reviewed the change which is highlighted. Wendy questioned the language regarding teaching load. We were requiring a minimum teaching load for department heads but providing allowance for flexibility for the deans. Language was suggested. Typically department heads teach one-two courses per semester. COD agreed to this change. |

**PROVOST UPDATES**

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| **College Events Requesting Provost Attendance** | I don’t want to keep departments from sending us invitations, but it would be helpful if we knew how important something is. I don’t need to be on the podium for your college awards ceremonies….I can’t be at them all – what do deans want? We will add level of importance to our Major Events Request Spreadsheet. |
| **COB** | COB is relatively close to making a Department Head announcement. |
| **Administrative Changes** | The Associate Dean position in Educational Outreach will be eliminated. Regis will be interim dean after Pat retires while a search is being conducted.  Phil Cauley will move into Admissions with a new title. Fred will continue in his role, but we are uncertain as to whether he will relocate or not.  Joe Philpott will be able to manage most of the questions that come to AJ. Perry suggested we continue to have someone from the Provost Office that will continue to interface with HR. Kyle will look at the HR interface issue.  Melissa will take on space management.  Erskine’s retirement will be a major topic of discussion and likely will keep us very busy for the next 9 months. |

c: Terry Welch