**MINUTES**

**July 25, 2013, 12:15-4:00**

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| **Present** | Beth Lofquist, Lowell Davis, Dana Sally, Mimi Fenton, Susan Fouts, Dale Carpenter, Doug Keskula, Robert Kehrberg, James Zhang |
| **Guests** | Debbie Burke for Darrell Parker, Greg Hodges, Emilie Sharpe for Brian Railsback, David Butcher for Richard Starnes |
| **Recorder** | Anne Aldrich |

**ANNOUNCEMENTS**

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| **Lowell Davis** **(Beth Lofquist)** | Beth introduced Lowell Davis, Assistant Vice Chancellor for Student Services Success who will be a member of the Council of Deans going forth. |
| **Grants for Hunter Library (Dana Sally)** | The library received two grants this year….(GET DETAILS FROM DANA). From this point forward, Mimi will provide COD with a report regarding grants that have been applied for as well as those in progress. It was suggested that ideas for grants should be shared with COD as well. |
| **Grants for Educational Outreach** **(Susan Fouts)** | Educational Outreach received a leadership grant from the Cherokee Preservation Foundation. This leadership grant will assist in the development of a Sylva Leadership Program similar to Leadership Asheville. |
| **Budget Impacts for CEAP** **(Dale Carpenter)** | NCCAT has been partially funded in this year’s budget, but it is not recurring. Teaching Fellows was not reinstated and ongoing teachers receiving their master’s degrees will no longer receive a pay increase.  |
| **Engineering at Biltmore Park** **(James Zhang)** | Pending the governor’s signature, Engineering will be funded on a recurring basis at Biltmore Park. |
| **Performance by Dr. and Mrs. Belcher****(Robert Kehrberg)** | Friends of the Arts are sponsoring a performance by Dr. and Mrs. Belcher and other faculty and staff on September 3rd. A donation of $50.00 by August 25th will secure two tickets to this performance in the Fine and Performing Arts Theatre. |
| **Teach Out Plans** **(Beth Lofquist)** | Kim Ruebel will be developing teach out plans and will call a meeting on August 6, 8:30-9:30. A meeting request will be sent shortly. |

**DISCUSSION**

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| **E&T Budget Hearings** **(Beth Lofquist****Greg Hodges)** | Greg distributed handouts for COD review. Administration & Finance has indicated we did not spend our E&T funds from last year - we did not know what was populated in our budgets last year thus the reason it was not spent. We cannot depend on carry net forward. Because of the break down in E&T and because of the possibility of carry forward, how do we want to handle it? We have created APR 27 to address this which we will discuss later in the agenda. Discussion ensued as to items that we might cover if we have carry forward funds. The last time we looked at the E&T allocation the COD composition was very different. Thus we are going to go through a budget hearing process, zero out E&T funding, look at your college needs, submit proposals just like for regular budget hearings and work it out as a group. With this increase, rather than pro-rating and sending it out, we need to allow those areas consideration that have not been able to be part of this conversation before. Please keep the Biltmore Park campus in mind as you consider needs. Discussion ensued.We need to give a broader definition of which classrooms the college or IT have the responsibility to maintain. This is still an ongoing issue. Associate Deans were working on an APR regarding computer refresh – a gathering of all these policies. We will see what we can find in our files regarding this initiative. Kristen completed a study of all UNC institutions to see how E&T funds were broken down between Academic Affairs and IT. Other institutions indicate IT receives 75-90% of these funds. We are the exception. Please have your requests to Greg by August 13th – Greg will send the spreadsheet. We will schedule a two hour meeting before the end of August dedicated to this discussion. |
| **Revised Budget Cut Scenario****(Beth Lofquist/****Greg Hodges)** | Greg distributed a handout to COD for review. We still do not know our final budget cut. We are going through an exercise of reallocating. If we receive new funding we need to consider how we are going to allocate those dollars – we are not necessarily going right back into what we just cut. Is there anything you want to rethink? Discussion ensued. |
| **APR 27: E&T and APR 28: Indirects****(Beth Lofquist)** | APR 27 cannot be finalized until we discuss with the Chancellor. For now this is what you can use to make your requests.APR 28 – Beth reviewed the draft document with COD. Mimi requested consideration of the Graduate School receiving a percentage of indirects to support growth in sponsored research. Mimi will provide a list of what that could support and Beth will discuss with the Chancellor. |
| **APR 17 Curriculum Proposal Guide Draft (Beth Lofquist)** | How is our campus going to vet which three programs move forward in the queue as priority for our campus? GA has somewhat changed the way they approve new programs, in that a university can only have three at a time put forward for approval. There is language included regarding vetting those programs. Currently if you have a program that your college wants to add, you bring it to COD. If blessed by COD, it goes through the curriculum process followed by another conversation at COD to prioritize all the proposed programs. The Provost then goes to the Chancellor and he determines the top three programs that will go forth to GA. Discussion ensued.Discussion ensued as to the legwork to be accomplished prior to a proposal coming to COD – consultation with all impacted deans, etc. Step 1) Proposal Form – attached consultations with library and other colleges/locations including most information that is usually part of Appendix A. Beth will work on an additional form with some guiding questions and change the language in APR 17 to include this information.Beth reviewed the other changes in the document. We are in conversation with GA. Going forward they are requiring WCU to consult with UNC-A and ASU if we want to offer something new at Biltmore Park. Currently if a program is offered as residential in Cullowhee, it could then be offered at Biltmore Park. GA is now saying we have to do an Appendix G and state why it should not be treated as a distance program. We are trying to sort this out and are not sure of the outcome. |
| **Publishing Student Learning Outcomes for each Program****(Beth Lofquist)** | By October 1st we have to send a report including student learning outcomes for each program as well as information regarding how we are accomplishing these goals. We discussed this at our last meeting. The only centralized place is on the online catalog. COD agreed to have student learning outcomes in this part of the catalog and if it needs to be changed, an AA-6 will be completed. The place for monitoring and processing student outcomes is in the annual program assessment report; we will do undergraduate programs (Registrar) and graduate programs (Mimi) at the same time.Lowell will have Larry prompt the deans and designate a point person in the registrar’s office. Lowell will also let Larry know this is the new process. |
| **AGB (Association of Governing Boards) Top Public Policy Issues****(Beth Lofquist)** | Discussion ensued regarding the attached article. Those in higher education need to do a better job of advocating through data, stories and having students articulate the value of higher education. Items to consider may be job placement; economic value of higher education; speaking in policy maker language and; higher education as the source of innovation. The student aid debate is going to be critical because of the impact on regional comprehensive universities. |
| **Faculty Workload Policies****(Beth Lofquist)** | The Associate Deans have been working on a revised draft (already had an APR), which is due September 2014. Beth referred to the portion regarding the requirement of a system to monitor faculty teaching loads as our main area of discussion. We are in good shape on the remaining requirements.Associate deans will complete the APR revision beginning this fall. Beth reviewed what equated to a three hour lecture class regarding faculty load. The colleges vary on this calculation. How do you monitor teaching loads in your college?CFPA – We have departments complete a workload form at the beginning of each semester. The dean approves release time.KS – We have consensus among faculty in general. At the end of day we have to balance the FTE generation – this is left to department heads. The dean approves all release time. COB – Negotiations are between department heads and the dean. Problems can arise when there are personnel changes later - whoever does make the decision should make those decisions on an annual determination.HHS – It falls to department heads and directors to negotiate - not sure what role the dean plays in these decisions. Workload is all over the place in our college – we are looking to get a handle on this.A&S – Department heads negotiate most faculty workload decisions.CEAP – Previously workload has been negotiated with department heads and faculty. We have changed it this year. Department heads are required to work with the dean beginning this fall.What is a process we can all agree on? Do you agree the dean should have final approval on faculty workload and reassigned time? The deans agreed but also agreed the dean does not need to micromanage, but monitor. Discussion ensued.Beth proposed to create an APR including how we monitor teaching and workload that is consistent but gives colleges flexibility, is visited annually, and will include everything we have to respond to in this GA request. There is teaching load and workload which includes everything a faculty member does.Beth met with Kay Turpin today regarding an automatic report regarding faculty teaching load that will come to you twice a year after the census date. She will automatically push these to you. |
| **Reorganization Efficiencies** **(Beth Lofquist)** | Where does it make sense for us to reorganize to optimize efficiencies? COB - COB has put all department heads and administrative assistants in one area (formerly the dean’s suite) and has divided the administrative assistants’ duties into functional areas – travel, PAF’s, etc. This seems to be working well as a COB support center. All staff is crossed trained. We are also looking for community college liaisons, etc. HL – We have developed partnerships with other institutions regarding programs; sharing of platforms; sharing of staff; and the sharing of a server with six other institutions that cost us $200 per year for an enhanced platform. We also have the WNC library network regarding the catalog and information systems.CEAP – We now have an advising center, which has created more demand than we can handle and we have added a position (was TRACS). We don’t advise on every program in the college but now are doing graduate programs as well. We moved 40 people over the summer so they are all in one area - field officers, assessment, etc. **Q:** What do you do with these people during down time? **A:** It has in part become a learning community group, mentoring as well as student mentors and working on community activities which should be part of the advising process. Thus there is not that much down time. Sometimes they teach as well. We need help keeping up with employment of graduates – we do not have good processes to collect that data - in some places the alumni office helps with this. This is going to be an accreditation and reporting requirement.KS – We are now sharing labs between both departments which now does not limit departments.HHS – There are more benefits than financial with these efficiencies that really help students; degree completion programs. We are looking at centralizing functions – the college has done a good job currently of doing all that through the dean’s office for clinical staff. We also want to look at centralizing recruitment functions.EO – We have a marketing budget that supports some programs. We have looked at the return on our investment on what we did last year as we make decisions for this year, thus will be more strategic in what we give away. We will be more careful about print advertisements. We are looking hard at deliverables from how we spent money last year and at a landing page for advertisements so we can gauge how many hits we get.Student Success – The fostering student success policy is going to change things. We are going to have to communicate effectively with students in a timely manner. We hope to give you details shortly and this will fundamentally change the way we do things. In the past there has been a limit on the number of courses a student can complete and retake. There is now going to be a limit on the number of courses a student can withdraw from in the duration of their college career. The Honors College is already having these discussions with students. We must implement by September 2014. Graduate School and Research – Increased collaborations all over the place and not being isolated; working more with the Registrar’s Office or Program Directors, Coulter Faculty Commons, Career services to communicate processes, etc.Curriculum creep (research course in graduate courses) – staffing courses with few students (required courses); the best thing is to get programs to see how they could combine the courses into one. CEAP is working hard at this and making good progress. Curriculum mapping and review is a huge initiative on our campus. Keep these efficiencies in mind as we move forward. |
| **Faculty Senate Resolutions****(Beth Lofquist)** | These are resolutions passed last year that have an impact on deans/colleges. Beth reviewed the documents with COD. There was a question regarding the best practices recommendation to provost and Council of Deans on abstention voting in collegial review actions – Beth will get this to deans. |