**MINUTES**

**May 4, 2010, 10:00a.m. -12:00 p.m.**

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| **Present** | Beth Lofquist, Scott Higgins, Linda Stanford, David McCord, Pat Brown, Wendy Ford, Steve Henson, Robert Kehrberg, James Zhang, Steve Carlisle, Dana Sally, Kyle Carter |
| **Guests** |  |
| **Recorder** | Anne Aldrich |

**ANNOUNCEMENTS/INFORMATION**

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| **Beth** | Beth will be sending out dates for the summer Department Head workshop. The August 9th is set for first fall semester Department Head Workshop. |
| **Wendy Ford** | The International Studies program degree is approved. |
| **Linda** | We have named two associate deans, each at .5 FTE. Judy Mallory (will attend Associate Deans Council) and Helen Freeman. |
| **Scott** | WCU is one of 3-4 pilot campus’s for technology transfer. There has been a survey sent out. Please complete it and encourage your faculty to do so. |
| **Kyle** | If you haven’t reviewed Policy 95 just sent out by the chancellor’s office regarding security with email access, etc. please do so. There are procedures that must be followed – see section B.4 (deals with affiliates and adjuncts) and 9. There may be exceptions to the rule but see the guidelines for these processes. |
| **Minutes** | There are no minutes to be approved. |

**DEAN’S ROUNDTABLE**

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| Linda | When we have guests on campus we cannot get Public Safety to issue visitors parking passes, so some of our guests end up getting tickets. Linda would like to have building managers issue passes for visitors. Pat indicated she has asked Public Safety if they (EO) could issue the parking permits, and it is not a problem. Tom Johnson is retiring and now an official faculty member in Emergency Management. Linda will talk to Tom. |
| Steve Carlisle | Steve asked if this council has ever given thought to what orientation is for. Are we really utilizing everything to make sure that when the kids come here for orientation they are excited about coming back in the fall? Is there something that can be done to make orientation a better presentation of this university so that when they leave they are more enthusiastic about returning? It was suggested the Retention Steering Committee look at not so much what is already in place, but look to see if we are really putting our best foot forward. |
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**DISCUSSION**

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| **Centers and Institutes (Scott)** | Last time we briefly introduced this requirement by GA to re-affirm Policy 105 regarding Centers and Institutes by June, with feedback to Scott by April 27. Scott only received one piece of feedback . Other than editorial changes Scott feels the policy is inclusive of what is needed and approved by GA. COD agreed to affirm the policy as written.  Scott again voiced concern regarding going forth as “centers” that could be targets for cuts by the legislature in the future. Named centers are: Coulter Faculty Center, Cherokee Center, Mountain Heritage Center, Graduate Center, Center for Professional Selling and Marketing, Center for RAPID, Highlands Biological Research Station (HBS and RAPID receive state funds). Those that oversee a program and are course related are of more concern.  If deans have jurisdiction on any of these – they should discuss a potential name change, if you can come up with something reasonable. We may want to include institutes as well. Last year the Mountain Heritage Center came close to losing money. We have also got to bring in line the entire approval process for centers which is included in this policy as well. |
| ***Action Item*** | Beth will revise the University Policy 105, Centers and Institutes, to provide some explanatory wording in the policy regarding centers and institute review to be consistent with WCU Program Review process. Once the wording is included, Scott will send the WCU Policy 105 to Courtney Thornton at UNC-GA in June.  Anne will get policy from Scott and send to Terry for Executive Council. |
| **Deans on Development (Wendy)** | Wendy had a small working group of deans to develop a framework for working more effectively with Development. COD reviewed the handout – a set of recommendations.   * Item number two is reports – Dana stated that Bobby Justice did contact the library last week and is working on a report model to track activity in trust accounts. * Scott stated he appreciated the phone-a-thon, but feels there needs to be involvement with the deans. * Linda also needs to be accessing and using the development office contact system – right now deans are not a part of that. * Another item is to set collective goals with advancement, not just evaluate the development office but set goals.   Discussion ensued regarding feedback, future agenda items for development meetings, etc. Wendy will make these modifications and then schedule a meeting with Wendy, Linda, and Jim. Anne will schedule this meeting after May 20. |
| **Guidelines for Dossiers (Beth)** | Beth asked COD to please review the attached document – specifically the part of the Faculty Handbook about early promotion and tenure. We will be working with Faculty Senate this year to further define this process.  On page 2, a candidate cannot add information to the dossier.  On page 4, there is an added statement about SAI – open ended comments – we added a statement about who can do this and who cannot.  On page 7, we added a statement about who is in charge and regarding who is in charge to send a response to the faculty member after each level of review.  Beth clarified on page 8 – # 9, this requires the signature of the secretary of the committee.  These changes will be included in the department head agenda. COD approved the changes so Beth can send these out to campus by the end of the week. Kyle stated there will be modifications to the 4.0 document and asked Beth and Linda to create a more definitive statement on the procedures used for early tenure. |
| **FY 2011 Budget and Lapsed Salary (Kyle)** | This item is something all of you need to be aware of. During the next budget cycle there will be a budget cut – we do not know what it will be, anywhere from 2 to 5.9%.  If it is 5.9 we have $123,000 still left. This means we won’t have to do anymore cuts.  If it comes in at 3%, we have a couple million dollars left, excessive recurring money – maybe Linda can push to have recurring money to make the one time needs list go away or at least get smaller. If we can reduce these ongoing commitments then the discussion regarding lapsed salary can be reopened and the utilization of the dollars and a recurring basis. Discussion ensued. |
| **Transition List (Kyle)** | We are trying not to let any items of importance fall through the cracks as we transition. Please review the attached list and then go back and think about other items that the Provost has been key in moving forward. Please send these items to Anne and she will add them to this list. It would be helpful to add a paragraph /descriptor to each item. |

**REPORTS AND UPDATES**

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| **Faculty Workload (Linda)** | We need to determine how to gather the information on faculty workload. The form attached is what Linda uses to get faculty workload from her faculty. Robert’s structures in his college is somewhat different – so one size may not fit all, however requiring reports to come forth at this time is very helpful. Each dean can use a form that meets the needs of his/her college.  Part of the original concern that brought this topic forward is the dean’s awareness of, in particular faculty release time. We also were going to try to do something technologically so that workload would automatically populate part of the form and the dean would add the release time.  All colleges indicated they are collecting this information in various ways. COD agreed it would it be a good thing to modify the APR to indicate that all deans shall collect information on faculty load and utilize a form (sample attached) that meets the needs for the colleges. Beth will modify the language.  Q: Does release time (in the policy) have to be approved by both the department head and the dean?  A: The department head and the dean need to work in concert. This policy was designed with the idea that the dean would provide good targets and goals for the Department Heads to work within.  Discussion ensued. This item will be added to the transition list. |

c: Terry Welch