**MINUTES**

**November 20, 2012, 10:00 p.m. - 12:00 p.m.**

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| **Present** | Richard Starnes, Dale Carpenter, James Zhang, Marie Huff, Brian Railsback, Mark Lord, Angi Brenton, Darrell Parker, Regis Gilman, Mimi Fenton |
| **Guests** | Heidi Buchanan for Dana Sally, John West for Robert Kehrberg, Lisa Gaetano, Nancy Brendell, David McCord, Alvin Malesky |
| **Recorder** | Anne Aldrich |

**ANNOUNCEMENTS/INFORMATION**

**DISCUSSION**

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| **Donations**  **(Lisa Gaetano/**  **Nancy Brendell)** | Nancy and Lisa distributed handouts to the deans which can be found on the Administration and Finance website under Cashier. It is important to note this is a fluid document updated as needed. Lisa introduced Nancy Brendell who is the university bursar. Lisa and Nancy are conducting this information session because of an audit last year that showed a lack of processing donations in a timely and appropriate manner.  If you receive a gift, you must prepare a receipt. The handout details the requirements in preparing a receipt. If you are handed a check at a function, have your office process the check; if you receive donations in the mail, you do not have to prepare a receipt but must prepare a mail log. If you receive numerous checks you can get a receipt book from the cashiers’ office. If you just receive a very few checks, take those to the dean’s office.  Brian suggested that sometimes donations come with a letter of instruction – it might be a good idea to include that in the policy. Brian will provide an example to Nancy Brendell and Lisa Gaetano. |
| **Proposed PhD. in Psychology**  **(David McCord/**  **Alvin Malesky)** | David and Alvin distributed handouts to the deans. WCU has been offering the Master in Psychology for over 40 years. We have highly qualified students - about half go on to doctorate programs and half take jobs at the master level. There once were many opportunities for master level jobs in community health centers which now no longer exist. For many reasons times have changed and North Carolina is considering ending master level licensure (North Carolina is one of seven states that still has this level). There are about to be no jobs with the master level degree. UNC-Charlotte, UNC-Wilmington and ECU have all made this transition. ASU and WCU are in the same place to take this next step.  We discussed doing away with the master program, but discussed instead how to evolve strategically, thus the development of a doctoral program – a practitioner focused program.  **Q:** What is the need in our region?  **A:** We will do needs assessment, but anecdotally, Cherokee has had two positions advertised for two years and they are still vacant.  We are looking at a joint school clinical PhD focused program. We have 19 faculty and feel we can handle this. One weakness is the lack of focus on external grants. We have been more focused on teaching. Moving to a PhD, we see that as a necessary change in the department – a need for external grants – we have no internal funds to reallocate.  **Q:** Have you considered partnering with another school?  **A:** We have talked with ASU and there are challenges. Discussion ensued regarding this partnership.  **Q:** Would this move us to the next classification in Carnegie?  **A:** They actually exclude some professional programs so we are still below the next classification.  This program would have a similar mission to the current doctoral program (our Ed.D.) in that it is a practitioner model. The terminal Master in Clinical Psychology is the one that is limited. Other psychology doctoral programs are Duke, NC State and UNC-Chapel Hill - they are all research-based. The goal is to train these students to serve the western region of North Carolina. Mimi suggested some partnership opportunities with the Department of Social Work.  One of the realities we are facing is the limit of three programs on the list to go forward to GA for approval. Right now we have DNP (Doctor of Nurse Practitioner), and baccalaureate programs in Global Languages and Musical Theatre in process. Hopefully DNP will be approved shortly and come off our list. NC State now has a campus process for approving concept proposals for all new programs to assist them in determining campus priorities for new proposals. We have also heard from Criminal Justice about a master program and also a master in Forensic Science.  **Q:** What category is this program going to be in; how many SCH’s do you need to balance the budget?  **A:** It will be category 1 and masters will be 180 SCH’s.  We wish to begin with a cohort of six which will be about 25 students on campus at any one time once we get to the fourth year. COD agreed to move forward with this proposal. |
| **Enrollment Management Plan**  **(Angi)** | Executive Council has been wrestling with the structural deficit that we discussed at our last meeting. COD will have follow up conversations with Sam about Royall and Craig about IT. Dr. Belcher is committed to eliminating this deficit within the next three years. The Chancellor has charged Angi and Sam to look at what extent can we grow our way out of this deficit. Angi has tried to look at growth areas without a lot of new resources. Angi has looked at business and education areas that are staffed for more students than we have presently, programs that would not strain liberal studies courses and those funded at higher categories. Angi will follow up with individual deans to discuss.  Angi reviewed two scenarios. The whole purpose of this exercise is to offset the structural deficit. Other options are taking half of CITI funds and all of E&T funds. Anything we can generate with new funds spares this sort of cut. This proposal allows us to grow without the addition of new resources, utilizing existing resources.  James stated that he needs no support to offer MST (Master of Science in Technology) at Biltmore Park, just needs classroom space. He could get a cohort of ten students next fall; funding category 3. He also stated that he now has over 100 students that need engineering mathematics - we could have mathematics faculty teach at a category 4 – James’ only requirement would be to limit those sections to engineering students. We need to be sure this satisfies SACS standards – should not be a problem.  Richard and Dale have been discussing secondary MED programs. They will pilot this summer with social sciences, stationing at Biltmore Park, combining online and resident classes so they can advertise and market this 14 month program.  Regis stated that summer is increasing. She has heard from departments that it is good to have resident but not good to have distance. Angi stated we are embarking on a whole new system for summer. We might be able to make tweaks in time for this summer that will incentivize that a little more. By the following summer we hope to have a revamped system. A marketing strategy is critical to the success of summer.  There has also been discussion about Academic Partnerships – it would help a lot if we had 2-3 of those courses. Nursing Masters Programs, may be an education online program, possibly something in business, and Construction Management are possible areas. This could be another big boost if we decided to go this route.  We will have 2/3 less Jamaicans here this summer than in the past. It is a scheduling situation. Previously we have had three cohorts; we will just have one (graduate). It is a tremendous cost for them, for which they recoup half of the cost after they graduate. These students are only halfway through their program thus the delay in recouping those expenses. |
| **Approval Levels for Articulation Agreements (Mark)** | Articulation Agreements are simply contracts clarifying the relationship/degree between institutions. These are not new degrees. Dean can get approval signatures from another college if resources are needed. Several that have come through COD recently are courses within one college – there is no need for these to go through COD. Most of these are just to clarify what we are already doing.  The CAO at the School of Science and Mathematics is very interested in developing some articulation agreements with us. Angi will forward those to the deans as they come through. In the interim, for articulation agreements that do not impact other colleges, those will not be required to come through COD.  The APR for Articulation Agreements must still be followed. |
| **Marian Drane Graham Scholars Program (Angi)** | The deans were provided with a handout regarding this new program just announced this year. It will be a very competitive selection process but offers students interesting funded opportunities. It could apply to a lot of majors. |
| **Inclement Weather Policy (Angi)** | Angi sent this policy to the deans for review – it will go out right after the Thanksgiving holiday. The most significant change is the use of the WCU website as the major medium of communication. Public safety will also send email messages to everyone’s official WCU email address. We will still send information to TV stations but the website will be official place of notification. If faculty members cannot come to campus they are required to contact their students in addition to the department and the dean. |
| **Program Prioritization Update (Angi)** | Brian is serving as the dean representative on this group. The Task Force is making slow progress, but progress. The most difficult and important thing we will do is deciding on criteria. Angi outlined the latest discussions regarding the process to date. The Task Force hopes to finalize the criteria at the next meeting. We are postponing the academic forum originally scheduled for next week until after the first of the year. Discussion ensued. |
| **Budget Process (Angi)** | We will be starting the budget process in spring semester. Angi encouraged the deans to start working with faculty on recurring and one time budget needs. We will have a couple meetings to have deans present, and then process to collectively prioritize those items. The University budget process will kick into high gear in mid February. We will begin budget meetings in mid January. Angi will review the format from last year. |
| **Academic Partnerships Update (Angi)** | There is enough interest to have Academic Partnerships/Tim Haak back for a day in mid-January. We will conduct two 1.5 hour sessions for all faculty, and one 1.5 hour session for focused programs of interest – maybe 4-5 programs. AP can do a market analysis for us. |
| **Strategic Planning (Angi)** | The due date is past for mission and vision to be submitted to Melissa. Please look at the timeline for this data from the colleges. |
| **Monitoring Faculty Workload (Angi)** | Faculty workload was discussed at the last Chancellors meeting. BOG is very interested. The policy specifics deans and department heads to prepare reports – these will be rolled up to Tom Ross.  Please see the last paragraph on page four of the handout regarding what the report will include. It was suggested the deans be preparing this for completion by mid spring semester. Angi reviewed this section with the deans. Mark suggested the deans work with the associate deans to come up with a standard report. Angi will send the comprehensive workload policy from UALR to the deans. This is also a discussion deans will need to have with department heads.  On page three, second paragraph there is detail as to what is required to be in chancellor’s report that Dr. Belcher is required to send to President Ross. We are required to complete the report for this academic year.  **Q:** Is teaching load defined by SCH or number of courses by faculty member? **A:** We think by faculty member.  Angi asked the deans to read over the handout and come back to her with questions. Mark asked if COD agreed to have associate deans work on this. We would like to have a policy in place by mid-February. |
| **Digital Measures (Angi)** | Angi is becoming more convinced we need to use Digital Measures campus wide. There are a growing number of reports and data bases that could be easily retrieved from Digital Measures and is cumbersome without them. We have pockets on campus that use it currently, and recognize we have had lots of stops and starts in the past. Almost all other campuses in UNC system use Digital Measures - we are getting behind.  Angi would like the deans to get the message out that we are utilizing Digital Measures. Discussion ensued. Support and training is important if this is to be successful. There is also the question of how we are going to use this data. Is there information that needs to be confidential? It was suggested this be worked into existing processes rather than adding it on. The hardship is entering the data, after that just updates are required, so the work is on the front end. Coulter Faculty Commons could do much of the training. |

**REPORTS AND UPDATES**

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| **Regis Gilman** | On November29th, the UNC system is providing a distance education workshop. Laura Cruz and a group of other staff are presenting. There will be 4-5 individuals from each campus that can attend. |
| **Brian Railsback** | Brian spoke with Phil Cauley about the Royall contract. There is no way to repurpose any of those dollars for scholarship dollars. |