**MINUTES**

**October 15, 2013, 8:00-12:00**

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| **Present** | Beth Lofquist, Richard Starnes, Doug Keskula, Carol Burton, Lowell Davis, Robert Kehrberg, James Zhang, Brian Railsback, Mimi Fenton, Susan Fouts |
| **Guests** | Melissa Wargo, Debra Burke for Darrell Parker, Tim Carstens for Dana Sally, Dale Brotherton for Dale Carpenter, Greg Hodges |
| **Recorder** | Anne Aldrich |

**ANNOUNCEMENTS**

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| **BOT Quarterly Reports**  **(Beth Lofquist)** | Our reports have gotten too long. Beth is asking to limit pages based on the size of college/unit and bullets rather than a narrative, using an 11 font. Beth will assign page limit. |
| **Recruiting from Institutions**  **(Beth Lofquist)** | Since we have so many new people on the council of deans, please review the attached policy. Remind search committees that we must follow this protocol. |
| **Provost Office Redesign**  **(Beth Lofquist)** | The Chancellor is paying for a redesign of the Provost Office Suite out of his reserve, a renovation that has been delayed by many years. Carol, Lowell and Tony and their staff assistants are currently on the 4th floor (suite 460). As soon as the first stage of renovation is complete, Carol, Lowell and Tony will move back to their office space and the remaining Provost Office staff will move down to Suite 460 in hopes to have it ready in time for the new provost. |
| **Risk Register Priorities**  **(Beth Lofquist)** | Reminder to submit your rankings to Greg, if you have not done so. |
| **Academic Calendar 2014-2015**  **(Carol Burton)** | Carol distributed the Academic Calendar for 2014-2015 and the proposed for 2015-16. She will send it to the deans electronically. In the future we are going to add public school and community college representatives as ad hoc members (Haywood, Jackson, Macon, Buncombe counties and SSC). A concern was raised that there is only one week of classes after Thanksgiving break this year. |
| **Graduate School Tuition**  **(Beth Lofquist)** | Beth informed Executive Council COD did not recommend raising graduate school tuition. We are not raising undergraduate tuition because of a mandate not to do so. That means the only new money we will receive will be based on enrollment growth which means getting new students and retaining those we have. Discussion ensued. |
| **Ad Space Available from EO**  **(Susan Fouts)** | EO has purchased ad space for one year in a regional publication– Susan will email the deans with information. EO will use November but after that are willing to negotiate use of the ad space. |

**DISCUSSION**

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| **Budget Priorities and Stories to Share with Legislators**  **(Melissa Wargo)** | Some of you have had opportunities to meet with legislators, some have not. We are trying to host all of our mountain delegation on campus, having already brought in a number to our campus or the Biltmore Park site. Typically, along with Beth and the Chancellor, we meet with legislators for 30-45 minutes then tour them through certain buildings on campus. We have a total of about 1.5 hours so we are limited to what sites we can visit. Generally we go to the HHS building, the Rapid Center, the Natural Science building, and/or the commercial music studio (dependent upon legislators interest and time).  We would like to showcase other areas on campus again dependent on the interest of the legislator. It would be helpful to know what priorities the deans have. What should we be emphasizing even if we don’t have time to make a visit? We have been showing all aspects of campus from the great to the not so great (HHS building, steam plant, labs in science building). We have not been giving legislators a chance to talk to faculty and /or students. We are asking deans to provide us a list of faculty that we could call on at the last minute, to give a two minute informational speech regarding their priorities. Sometimes we are not informed of a visit to our campus more than thirty minutes ahead of time and sometimes they are already here when we are informed. It would be great to have a go to list that we could call upon. Identified students may be more of a challenge. Deans said it would be helpful to get a bio on the legislators if possible. Discussion ensued.  Melissa shared a report from AASCU - she will provide a copy for each of the deans. Melissa also asked that as deans are out and about and may meet some of these legislators, take advantage of the opportunity and promote WCU. |
| ***Action Item*** | Beth asked deans to provide talking points in a bulleted format about your college including successes as well as dire needs with a list of faculty members/engaged partners (including cell numbers) to Anne by Monday, October 21st who will in turn provide it to Melissa. James described what the Kimmel School prepares for these sorts of visits and will share this with the other deans. |
| **Fostering Student Success**  **(Lowell Davis)** | The attached information will be presented to the Department Heads Workshop then to Faculty Senate for approval before December 2013. Lowell reviewed the documents with COD. GA states we have to restrict to 16 credit hours – Lowell reviewed our plan to handle these withdrawals.  The Good Academic Standing policy was reviewed with added language. This is a game changer for all institutions. The GA policy – course completion rate, puts us in line with financial aid and federal requirements – 67%, this rate must be complied with at all times. Other policy changes we have decided to submit as well is a Learning Contract 101 course for freshman that fall between 1.99 and a 2.0 GPA.  The last change is the Medical Withdrawal Policy. In the past students could withdraw from just one course for a medical reason – now we have decided it is all or nothing. If they wish to withdraw from just *one* course, they must petition the dean to do so. If a student needs to do a medical withdrawal, they must withdraw from all classes.  Some of these policy changes are things we must communicate based on fostering student success. We are calling it Finish in Four. Lowell has asked David Goss to have all deans update 8 semester plans (some are completed and some are not). He can then use this when meeting with his staff. Reminder for performance funding, 4 and 6 year graduation rates are two of our metrics.  We do not want these policy changes to be punitive to students; however it is our job to help them understand how these policies may impact them.  As we are proposing five different policy changes that will impact our students, what are your thoughts on all first year advising happening in the college? What are thoughts about an advisor in Killian Annex as well as an assigned faculty advisor? Sometimes it comes down to the alt pin number assigned and whom the student would get that from – don’t really want them to have to go to two advisors, where do they go? All advisors in Killian Annex see all students, declared and undeclared. Discussion ensued. It was suggested the first advisor be a faculty member and the secondary advisor be in the Advising Center. USI 130 is a good tool for creating a college plan for students inclusive of opportunities like study abroad, internships, etc.  GA has a reverse transfer policy we are looking at to determine how these policy changes will impact a transfer student. This applies to UNC system schools not community colleges. These policies will go into effect fall of 2014.  We are considering doing mathematics placement testing during orientation. Some of the tests have remediation built into them thus students must take it before they can enroll in a math class. What are your thoughts on this beginning fall 2014? Discussion ensued. This impacts seat utilization. We will need to do something comparable for our distant education students, likely a small population. |
| **One Time Funding**  **(Beth Lofquist)** | The updated spreadsheet was distributed and reviewed with COD. There are four proposals that have come forward. Carol added a request for a van for Service Learning. We could also use these funds to rehab a laboratory space. Richard is waiting for cost figures to come in regarding putting up a greenhouse ($55,000). He will look at the labs – we would have to take one off line – best to do it in May and June when they are not in use, if completed by June 30. Richard will cost this out and keep it in mind for the January lapsed salary dollars. The goal would be to have a bid in hand by March 1st. We have had a proposal to renovate Belk 410 from the old nutrition lab to office space for Criminal Justice.  James would like to request $40,000 to purchase two pieces of equipment for the Kimmel School in the Senior Project Lab.  Mimi put forth a request for funds to market graduate programs - $10,000.  Brian Railsback also sent forward buy-outs for Steve Carlisle and Bonnie Beam.  Carol and Robert will follow up on Belk space classrooms involved with IT (Belk 130).  We will work through these proposals, redo the spreadsheet and send this back out to the deans. Send Greg any additional proposals with accurate numbers by Friday, October 25th.  Are there classrooms that need to be expanded? Discussion ensued regarding space in Belk and Killian Annex (testing areas). |
| **New Program Proposals/APR 17**  **(Beth Lofquist)** | COD reviewed what was submitted. Currently in our queue at GA we have BFA in Musical Theatre (Chancellor reviewing final appendices) and World Languages (holding in the Provost Office - impact of Program Prioritization, action plan for Spanish).  CFPA supports the BFA in Musical theatre – key faculty are in agreement, department head support is questionable. Robert outlined the issues in the college.  A&S supports World Languages – it was approved in February of last year. This would allow us to utilize the language consortium; the program is more applied than literature based which is a good match as a secondary major with other disciplines. It would allow us to capture Japanese majors (which have been special studies). It would also allow us to add languages to the consortium in an easier way, more flexible from a curricular standpoint. Discussion ensued.  Master of Science in Engineering – we currently have a MST program. MST is more of a professional degree, great for internal advancement, etc. Technology enrollment has reduced while engineering enrollment has increased. Because of this, students realize the significant difference between a MST vs. MSE. We are losing good students to other universities as graduate students; two thirds of our undergraduates go onto to graduate school and we would love to be able to keep more of them. Discussion ensued. COD is fully supportive.  If these three go forward, they will likely be completed this year. If we get this completed now, it will be reviewed this year and we can move another proposal forward. COD agreed to move forward with these three program proposals. |
| **Research Topics for Education Advisory Board (Carol Burton)** | When Kristina De Sanctis from Education Advisory Board came last month, we identified two areas: 1) explore possibility of an undergraduate think tank and 2) look at student performance based on class size, resident vs. distance. Mimi stated a group of graduate deans she is working with are looking at metrics and evaluative tools to make the case for graduate education in North Carolina other than just jobs. Please submit other ideas to Carol – we want to submit six. |
| **Student Concerns regarding a meeting space at Biltmore Park after hours**  **(Susan Fouts)** | MBA students came to Patsy Miller about a meeting space after hours at Biltmore Park. Classes conclude at 9pm and the building closes. These students were working on a project and wanted to stay late (midnight) which required a faculty or staff person to stay late as well. An informal survey indicates this is not an issue with other classes. It was decided there are other locations students can use to meet that are close to Biltmore Park, open 24 hours and would not require staff or faculty to stay late. |
| **“Video capture” (Panopto) and Inclusive Excellence Proposal**  **(Beth Lofquist)** | Laura Cruz has met with many of the deans individually, they are very supportive. Beth watched a demonstration and felt it gave us a great deal of capabilities. Discussion ensued as to how to fund this opportunity. It would apply to designated classrooms for which a group would have to be formed to determine which classrooms are selected. This would be a great tool to offer distance students the same educational opportunities our resident students have. COD supports this initiative. |