**MINUTES**

**October 19, 2010, 10:00a.m. -12:00 p.m.**

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| **Present** | Bob McMahan, Scott Higgins, Beth Lofquist, Louis Buck, Brian Railsback, Wendy Ford, Robert Kehrberg, Perry Schoon, Regis Gilman, Dana Sally, Linda Stanford, Marie Huff |
| **Guests** | Melissa Wargo |
| **Recorder** | Anne Aldrich |

**ANNOUNCEMENTS/INFORMATION**

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| **BOT Presentation (Linda)** | Poster proposals are due to Linda by 10/20/10. |
| **Honors College (Brian)** | This item is moved to the November 2 COD meeting. |
| **Regis** | Regis distributed a handout regarding SmarThinking. |
| **Scott** | Scott reminded COD the Graduate Professional Fair is next Tuesday. |
| **Minutes** | There are no minutes. |

**DEAN’S ROUNDTABLE**

There are no items.

**TASK INTRODUCTION AND DISPOSITION**

There are no items.

**DISCUSSION**

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| **Space Management Policy (Melissa Wargo)** | COD reviewed the latest version of the space management policy. The most significant changes are: 1) the addition of the university registrar and athletics representative to the committee; 2) the addition of a standing sub-committee that deals only with academic space chaired by Larry with representatives from all academic colleges and the library. Discussion ensued.  It was suggested they add someone from Educational Outreach. Discussion ensured regarding adding additional members from Academic Affairs aside from Melissa, Larry and Alison.  SMC does not have a budget for renovation. If the cost is more than $500,000, that is the responsibility of the college/department. If it is over that amount, it must go to Joe Walker for an estimate. If a dean wanted to make a change to a classroom that affects other colleges, a recommendation is made to SMC then forwarded to EC. SMC does not have a budget – role is to advise EC. It has operated in an advisory role for its entire existence.  Do we want Melissa to recommend Academic Affairs have representation on this committee? The deans agreed they want a dean to be part of this committee. There was stiff resistance to having a single dean sit on the committee – felt the dean would be more likely to advocate for their own college rather than the whole university.  Other changes are minor – clarifying how decisions are made, etc. ASMS will become non-voting members but will receive all the correspondence. We will form a permanent sub-committee which would vote on academic allocations of space and bring forth their recommendations to the chair of the larger committee.  We also clarified special purpose space which now includes all academic space. Melissa reviewed other changes in the policy.  Scott brought up one other item….approval taking place early on so budgets can absorb and pay for it especially if there are no resources and moves are not voluntary. |
| ***Action Item*** | Linda wants to bring this policy back one more time after Melissa returns from a space conference she is attending. |
| **Partners in Student Learning (Glenda Hensley and Shawna Young)** | Glenda distributed a handout to COD and provided a quick video presentation – Partners in Student Learning Program. This program has its roots in the committee for student learning where primary focus was creating bridges between Student Affairs and Academic Affairs - addressing complex issues that involve both entities --will be documenting our efforts throughout the year and making that information available.  We have two major initiatives – Adult Learning Communities and Transfer Advisory Group. We have a very open door policy and invite your feedback – this will open to campus in November with campus conversations. This concept is outstanding as it utilizes existing resources.  **Q:** Is there a way to add regional communities (FPAC does this)?  **A:** Yes. That is a great idea.  **Q:** Do resources flow from QEP primarily?  **A:** There is not a funding source. Traditionally Student Affairs has given $2000 to promote the award. Carol has allocated some funds out of QEP to assist.  **Q:** Are these on campus?  **A**: Yes, but they can go off campus.  **C:** There is concern about existing programs and initiatives and would like to see this tied to current projects and student programs.  **Q:** Who would want to get involved and what is the genesis, deliverables, outcomes?  **A:** Glenda gave an example of a class that has a leadership focus – this cohort brought in law and political science. Those freshman now meet each other in three different classes and have an immediate community of peers they feel comfortable with. Their conversations will hopefully get richer and deeper. This is primarily happening through classes.  Wendy said it would be helpful to know the PEAKS courses, etc. Glenda will send this information out to the deans.  **Q:** Is there a way to implement this into graduate education?  **A:** There is no limit to age group, just that freshman are Glenda’s particular focus. |
| **Performance Funding Model (Linda)** | COD have reviewed the last draft available. Enrollment projections have to reflect performance – it is built into some of our assumptions. Are there other issues or comments? CAO will discuss this at the next meeting.  Last week Melissa received instructions with a deadline of Nov 1. There are some relevant points – like restrictions on enrollment. Discussion ensued.  We have to meet or exceed the averages in retention and graduation of our peer groups. Right now we are still using the same interface, no accounting for how we are to report data this year. Degree production applies primarily to undergraduate degrees. Alan Mabe is supporting this through President Bowles. Individuals are okay with the concept but are challenged with the implementation process. Peer institutions are to be up for review in the Fall of 2011. |
| ***Action Item*** | If you have specific questions or input, send forward to Anne by October 25. Melissa will verify that our aspirant institutions are included in our peer institutions. |
| **Membership of Graduate Faculty (Scott)** | Scott reviewed the document with COD - changes were not significant. Under appointment to graduate status A – this is what we are trying to get to - faculty would be qualified not only in degree and discipline, but they would be the ones teaching the courses; membership differences had to do with number of years faculty had to present information prior to being assigned to this category and how many years after appointment will they be reviewed; discussion about chairing dissertations and chairing thesis committees; under full membership some minor changes and clarification. The process is included in the document. Discussion ensued.  Suggested language changes and clarifications were made. Deans asked to insert a mechanism for a dean to petition to Scott for a faculty member special case, and then Scott would take it forward to the committee. Wendy questioned status for thesis committee. Discussion ensued.  Wendy also raised concerns about the post-tenure review process, specifically the lack of review by the dean. Beth clarified that the latest 4.0 says deans do review – current AA 12 has a spot for dean signature and Faculty Senate is not pleased. BOG policy does not require this to go to the dean – WCU proposed it go to the dean. Faculty Senate approved it and now it is being questioned. Beth is meeting with the Collegial Review Council later this week to clarify.  Scott clarified the changes:  1) add exception clause to allow graduate committee authority to override an eligible requirement in exceptional cases;  2) add under 7 and for both full and regular – all rights and privileges of associate applies ;  3) on page 3 under 2 add a “d – all other cases refer to 1.c.1;  4) adding provision for review outside the regular dossier review.  We could take the AA12 process out of this and just ask the graduate school to submit a list to the colleges – problem was not getting dean ultimate approval on this. We could add something to the section on exceptions. It was suggested tagging this along with the AFE process. Discussion ensued. |
| ***Action Item*** | Scott will craft something and bring back to COD for review. |
| **Endowed Professorships (Beth)** | This item is postponed until the November 2 COD meeting. |
| **Policy 6 (Bob)** | This item is postponed until the November 2 COD meeting. |
| **Summer Session (Beth/Linda)** | This item is postponed until the November 2 COD meeting. |
| **Lapsed Salary Protocol (Linda)** | Please review and send questions to Joe and Linda. |
| **E&T Dollars (Linda)** | Linda still needs proposals. Linda distributed a handout to COD regarding where permanent monies are going to – this is due October 25th. |
| **Discretionary Funds (Linda)** | This information is for you to review. Linda has asked Dianne to come talk to us – not sure if that will happen. |

**REPORTS AND UPDATES**

There are no items.

**PROVOST UPDATES**

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| **Chancellor Search Update** | We are bringing in three search teams on October 29. They will decide which firm by end of the day. We are working with Ann Lemon at GA who worked on 12 searches this past year. She will be providing lots of guidance. The committee will have five Board of Trustee members, four faculty (total about 15 members) – we want faculty recommendations to come from Linda – one will be Erin McNelis. We will have alumni, SGA, community members and staff (William Frady) participating as well. Steve Warren, Chair of the board, sent out a broadcast email today. In five months they plan to have 2-3 recommendations to president Ross for his consideration. |
| **CFO Search** | We currently do not have a plan in place. Jeanine Newman is also retiring on 12/30. |
| **Page charges** | Faculty are paying to publish in high level journals. Who here has to pay page charges to publish? COD says this is a rare exception (chemistry, engineering). We want to put something in for the chancellor’s travel fund to cover some of this. |
| **Steven Leath Visit** | Steven Leath and Sarah Smith from GA visited our campus. We spoke with them about indirect costs. They will provide a preliminary report then return to WCU to talk to COD, tour labs, etc. |
| **Differential Tuition Proposals** | Linda has received a proposal from Marie and Robert. Anybody else? Wendy will resend her proposal to Linda. No one else plans to send a proposal. Fees will be easier to get through than differential tuition. |
| **Budget** | There is concern we will lose lapsed salary dollars that are being held for equipment. Things are very uncertain right now. |

c: Terry Welch