**MINUTES**

**October 1, 2013, 8:00-12:00**

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

**ANNOUNCEMENTS**

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| **Logos (Beth Lofquist)** | Beth distributed a handout of approved logos for WCU. Please adhere to these guidelines. No new logos are to be developed for programs/units at WCU. If you have any questions, please see Rubae Schoen. |
| **Risk Register** | Beth distributed a handout for COD review. By October 29th we need to rank list risks and submit to Executive Council for a university ranking. We must rank the probability of risk followed by the severity of the impact if that item were to happen. We are also welcome as a group to add some items. Please rank these individually and turn into Greg by October 11. Greg will send this electronically to the deans. We will address this topic again at our October 15th meeting. |
| **One Stop and Registrar**  **(Lowell Davis)** | The One Stop and the Registrar’s Office will be closed Wednesday, October 9th from 8:00-11:00 for customer service training. |

**DISCUSSION**

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| **Tuition and Fee Proposals (Beth/All)** | Justifications sheets were distributed to COD. Greg compiled the items submitted. We cannot submit the entire packet – we need to choose. Now that we are not raising undergraduate tuition, we can consider some differential tuition. Proposals will go to Executive Council where it will be narrowed down, then presented to student and faculty forums that will make recommendations to Executive Council for finalizing.  Dale reviewed his three proposals for CEAP, one of which would go directly to mentor teachers who host our student teachers during the student teaching semester. We are the only institution that does not provide an incentive to mentor teachers (proposed $150). Discussion ensued as to which CEAP proposals are recommended to move forward. It was suggested combining A&S, CEAP and CFPA who all have student teachers to provide an incentive to cooperating teachers for each student.  Robert Kehrberg presented his proposals for CFPA to COD. Discussion ensued regarding a fine and performing arts fee for all (similar to KS) which gives greater latitude to how the fees are used.  Mimi presented her proposal to increase the graduate student application fee from $55 to $65 with the extra $10 going directly back to the program to be applied for recruiting, etc. Discussion ensued. COD agree to move forward.  Darrell presented his proposal for COB to COD. The proposal is a tuition differential, not a course fee. COB is still $900 below tuition for other system institutional programs. COD agreed to move forward.  Lowell submitted three proposals – late fee for graduation, late fee for late registration and late fee to reinstate schedule. Comparison institutions were shared as well. Larry brought this forward as other institutions are charging for these items. Discussion ensued. Late fee for late registration is no – we need to enforce what we already have. Discussion ensued regarding the late fee for applying late for graduation – COD decided not to move forward. Discussion ensued regarding the late fee to reinstate schedule – COD will ask for a report from Larry on this. |
| **WCU Integrated Awards**  **(Beth Lofquist)** | This is a proposal to delete the JM Robinson award (CEAP agreed), then move the SoLT award to an engaged teaching award that will award a team of community and faculty partners. COD agreed – we will move this forward to Faculty Senate. |
| **Best Practices with Development Liaisons**  **(Beth Lofquist)** | Deans would like to be part of the evaluations and vice versa if indeed it is part of the college representative’s job duties (a designated individual in the college). Some colleges have an advancement person attend external meetings with the dean (Kimmel School) and sometimes on their own without the dean.  Mimi would like to be in partnership with the deans to advocate for graduate programs. That message has been heard, but no action has taken place. There is an emphasis on growth of endowments – the Advancement Office gets one percent. This agenda is being pushed but endowments at the $10,000 level are too small; needs to be moved to $50,000 level to generate enough funds to be meaningful.  We need to clarify the role of the liaison, development strategy, and liaison priorities. Sometimes what we are raising funds for has to be a two way street – it doesn’t fit every college. The Honors College operating budget is more than half supported by donations – pressure again to use for endowed scholarships but we need flexibility.  Alumni Affairs has not been able to manage to reach out and touch our alumni. One issue is that individuals are loyal first to the institution, when in reality loyalty is to the program first. it is important that Alumni Affairs and the Colleges are on same page before we move into a campaign. We need a written description for liaisons. |
| **Digital Measures**  **(Beth Lofquist)** | We have not made progress regarding colleges coming on board for Digital Measures. It would make sense to have a format to pull reports and go forth. We will postpone this to a future meeting.  Last year CEAP passed a motion that everyone would use Digital Measures this year – whether or not that is actually happening, Dale is not sure. In the past individuals have wanted to use Digital Measures, but needed support and could not get the support they needed. Support was the primary issue. In order to get everyone on board CEAP had several people step up to be in-house support. Beth will get clarification on where the support lies, whether it is Institutional Planning and Effectiveness or the Coulter Faculty Commons. |
| **Non-recurring Budget Proposals (Beth Lofquist)** | Greg reviewed requests with COD and discussion ensued. At the last COD meeting in October we will review proposals for this semester lapsed salaries – Greg will have break down. Proposals need to be to Greg by Oct 11. |
| **Strategic Plan for Sponsored Research (Mimi Fenton)** | Mimi distributed handout for COD review. The approach to this plan is three tiered: 1) internal focus, operating procedures, personnel, leading with support (culture shift); 2) work internally within the university to tie academics to research; and 3) work more with external agencies (office and faculty).  We are finding we are less and less competitive for funds that are more and more competitive. The percentages of proposals are being funded less and less. Please encourage your faculty to come through Sponsored Research and they will support them. This year Andrea Moshier is serving in two roles, Certified Research Administrator and Compliance Officer *and* Acting Director for Sponsored Research. We need to conduct a search for the Director of Sponsored Research. Our plan is to do a NC search. Our challenge is our salary is very low as compared to others in the system. The Compliance Officer position needs to be filled as well. Discussion ensued.  COD agreed to move forward with the search, but a national search. Discussion ensued as to who will chair this search. |
| **Carnegie Engagement Survey (Betty Farmer)** | Betty provided a handout regarding Carnegie Engagement survey (still not complete). The goal is to collect data Carnegie requires for this process (documentation for one year). We are looking at community based activities from spring and summer of 2013. Fall 2013 data will be capture in Spring 2014.  The three goals are: 1) paint a picture of community based activities faculty are doing and describe community partners and activities in classes; 2) see if there is any relationship between those community based teaching activities and faculty scholarship; and 3) get at the community benefit – asking faculty members to speculate whether projects they have worked on benefit community partners.  We hope to get the survey out shortly and hope for a 100% response rate. Deans will be important in encouraging their faculty to participate. The survey will go to part time faculty as well as full time. It is very important as we reapply for the Carnegie engaged status. Discussion ensued.  The deans provided feedback on the survey and letter regarding any edits. Please let Betty know if you have faculty tied to Capstone projects where they are not instructor of record but will still need to complete the survey. |
| **Clery Act Training (Mary Ann Lochner)** | We are trying to identify areas of risk including external forces brought to bear – sexual assault, harassment, Clery Act, Title IX, etc.  We need your assistance in educating the appropriate individuals in your college.  We request that deans bring certain urgency to this message, that individuals educate themselves about the Clery Act – with the understanding that with any complaint, once they are here, they are not constrained to that particular issue.  Regarding CSA training, there are certain individuals that by position /function have been identified in the policy as those that are required to have training – campus security authorities on this campus.  Beth will send a spreadsheet to identify those in your college/area that need training.  Please direct people to policy 116 on the Clery Act.  It is very detailed and instructive. We are required to report crimes to police (as noted in the policy).  There is no such thing as “confidential” in the Clery Act – if a student reports a crime to you, you must call the police. CSA training is annual and this meeting with Mary Ann qualifies as training for the deans.  We will need to make sure people have taken the training in Blackboard.  It is very quick and simple and will note electronically who has completed it.  It was suggested all faculty take this training but there are still certain people that will be identified in an audit as required. Please refer questions to Mary Ann.  Deans asked that Blackboard have this training loaded for all employees and just track those that are required.  Mary Ann will follow up with Sam and let COD know when this has been loaded. |
| **Provost Candidate Christopher Cirmo** | COD interviewed the candidate. |