**MINUTES**

**September 7, 2010, 10:00a.m. -12:00 p.m.**

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

**ANNOUNCEMENTS/INFORMATION**

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| **New Associate Council**  **(Mary Ann Lochner)** | Mary Ann introduced Shea Browning, the new Associate Council in the Legal Affairs Office. |
| **Education Advisory Board**  **(Linda Stanford)** | Linda has made a decision to utilize her travel funds to purchase services from Education Advisory Board – we have used such a group in the past, but it was focused on financial aspects of the university. This firm is focused on academics and can provide individual research to universities – can send forth a report on any question. Once a year the Education Advisory Board meets with provosts who are part of this council to generate reports and seminars based on lead questions that come forth from this group. We can send teams to any meetings offered for no costs except travel. We would like to use this group regarding the formation of a university college. Linda negotiated a one year contract. Requests need to go to Linda who will forward them to the advisory board. Linda will also keep folks informed – Anne will send out information she has to date. |
| **Grants Process**  **(Linda Stanford)** | We have had five incidents where people did not go through Research to set up a grant contract. This involves three colleges and two other divisions on this campus. This has to stop. Faculty must go directly to Scott. Wendy asked about individual cases where an individual receives an award directly – how do we deal with these issues? This falls under export control for sure. It was suggested information go out to clarify or at least consult with Scott before going forth – this can have serious implications for the university or a faculty member, repercussions could result in dismissal from the university. Linda will craft a letter. |
| **Curriculum Q&A**  **(Beth Lofquist)** | Beth sent out invitation to three sessions (choose one) for a Q&A regarding curriculum. We are trying to make the process as transparent and clear cut as possible. Please encourage those who have anything to do with curriculum proposals to attend. |
| **Participation in Partnership for Innovation and Education in Hickory**  **(Regis Gilman)** | Regis has flyers for individuals who are interested in participated in the partnership for Renovation and… in Hickory (RAPID Center, nursing, project management and entrepreneurship). We will have three tables in the arena area to represent WCU. Regis will send information to those interested |
| **Speaker (Marie Huff)** | Eduardo Duran will be speaking tonight – an expert on Native American health specific to trauma. |
| **Space Grant**  **(Scott Higgins)** | An opportunity regarding cross disciplinary training has come to our attention. It is very pervasive, requires one to one cost match – if you interested, present a proposal. You can get information from Shelly. They will choose one per institution. |
| **Steam Repairs**  **(Linda Stanford)** | Linda distributed a hand out about steam repairs. |
| **Incident Command System**  **(Linda Stanford)** | Linda met with Tammi Hudson and feels uncomfortable with where we are regarding our incident command system. We are going to conduct half day training. Tammi is going to take us through that process which will ultimately filter down to faculty and staff. |
| **Minutes** | The minutes of July 29, 2010 stand approved as written. Wendy Ford was present at the August 17 meeting – with this change the minutes of August 17 are approved. |

**DEAN’S ROUNDTABLE**

There are no items.

**TASK INTRODUCTION AND DISPOSITION**

There are no items.

**DISCUSSION**

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| **MGT Report (Linda)** | This item is postponed until a later date. The report talked about retention. During meetings of the Retention Enrollment Steering Committee, they went though the report piece by piece and have achieved all the recommendations except the formation of the University College. |
| **University College (Linda)** | We are not in a position to do this yet. There needs to be much more discussion. Linda has done some research on this. There is a lot of variety out there in terms of models. Linda asked the deans to begin to think about this concept.  Linda reviewed the proposed organizational chart. Currently all but International Programs and Advising are under Carol. We need to bring Carol onto this council to be part of these discussions. What are your thoughts? Discussion ensued.  Scott would like to see a student research office that supports both undergraduate and graduate students. A lot of the current structures were created to support retention and engagement. Currently the deans deal directly with the offices under Carol – this would add another layer (dean). Deans were curious to see how this works in places that have instituted this model. In some places it is an inter-disciplinary model. Does it make sense to move the two remaining areas under Carol? Concern was voiced regarding the lack of a parallel support system for graduate students – where many of our issues have arisen lately. We need to find a way to incentivize graduate education – we are not on a successful trajectory regarding graduate students.  **Q:** What is the real goal, substantive change we are trying to go after?  **A:** Initially it was retention, revision of advising, and integrating career services into the colleges. We have made significant changes to support entering freshman and transfer students – an attribute to Carol’s ability to tackle big issues (career services, first experience, etc). The consultant felt by consolidating these programs under one group is a piece of the modern university – to move along the strategies outlined by the consultant.  Linda feels COD does not have the information they need to move forward in making a decision. Linda asked what the deans need to make a decision.  **Q**: What will be the financial impacts on colleges and from where will the funds come.  **A:** They are already in place. If Carol was to be elevated to the dean level, there will be adjustment - about $30,000 for operating and dean level.  We need to find other places that have this model – we could have the Education Advisory Board put this together for us.  **Q:** What is the goal? What are we trying to move to? Is it a retention issue or a way to maximize the areas under this model?  **A:** Part of the purpose is to have Carol sit on COD. We will bring this back for more discussion and decide for this group what kind of model we want to institute. Linda will bring COD the MGT Report on what we have done to date. Linda will bring back objectives and we will put this on a workday for a deeper discussion. There is concern about the level of uncertainty at the university system and state levels. International Programs will be added to the workday agenda. |
| **Graduate Faculty Status and Policy 6 (Bob and Scott)** | The sub-committee for this topic is Dana, Scott and Robert. Today’s discussion is specific to those revisions made after the last revision within COD. There is confusion regarding adjunct/affiliate. Adjunct for us is part-time. The policy attempts to clarify the distinction explicitly describing the roles and responsibilities of each of those types of positions. Discussion ensued.  Affiliate (courtesy appointment) under the current policy gives them email access, library, recreation center, etc. (like a doctor having privileges at a hospital.) Discussion ensued. There is an APR on faculty appointments that will need to be merged with this document once finalized. Bob has approached Kathy about this and she indicated there was no issue with making a multi-year appointment for adjuncts.  Scott’s involvement is the affiliate status graduate appointment. Graduate Council would not award affiliate status for an adjunct – the college would do that in consistency with the current nomenclature. This will go on the next COD agenda for one final time. Anne will send the APR to Bob that is impacted by this policy. |
| **Budget (Linda)** | Remember we talked earlier about the chancellor reserving funds – we think we will only have a 1% call back and that we have taken care of, thus the chancellor is releasing funds for one time expenditures. GA is asking for 5 and 10% budget reduction scenarios. We currently have 5.3 million is reserve to meet this reduction. We think we can also do a 5% tuition increase to offset a 10% reduction. If there is a 10% reduction we should only have to cover 1 million.  The chancellor has indicated these will not be across the board cuts and that we need to maintain the academic core. Linda asked that deans to still go forward with program reviews – we have heard nothing from GA regarding program review. Bob asked if there is intent for faculty to present to Faculty Senate on what impact instructional efficiency, program size and scope have on cost – currently these discussions are happening in isolation of faculty. The senate has APRC that oversees these sorts of things. Discussion ensued. We often have to conduct clean up because decisions are made in absence of all the information. |

**REPORTS AND UPDATES**

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| **Dean’s Committee Commencement Recommendations (Brian)** | This item is postponed to the October 5 Council of Deans meeting. |
| **2011-2012 Academic Calendar (Beth)** | We are meeting with the calendar committee in a week or so. Please work with the Associate deans to bring feedback. |
| **IT Update** | Wendy voiced objection to being invoiced the asset fee for computer labs. Inventory lists have been sent to the deans, who will have about 45 days to check the list and surplus items before the asset fee will be charged (around end of October).  All CIO’s in the UNC system are working together to create a combined pricing initiative. How often would COD like this sort of update?  IT Commons runs the same hours as the library. We are trying to expand the help desk hours (before 8 and after 5, don’t have a model yet – would like to get it to 6:30 which would cover the beginning of the evening classes). Discussion ensued. The pilot is in place, there will more communication and discussion after.  Craig reminded COD that all refresh, maintenance, etc is through one-time money - it is not part of recurring budget. Bob suggested further discussion. |

**PROVOST UPDATES**

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| **December 21st COD meeting** | Council of Deans agreed to cancel the December 21st meeting. |
| **Review of Institutional Scholarships** | Linda reviewed the audit findings and recommendations with COD. |
| **Local Tuition** | Linda reviewed the handout regarding information on how local tuition funds are being spent. We receive these every year and will revisit in November. The Council of Deans requested an accountability of how these funds are spent. |
| **NOVA Southeastern University** | NOVA Southeastern University is coming next week. They have four schools in specialized health areas and are interested in a satellite at WCU. The dean of the College of Osteopathy that college’s Director of Alumni Affairs is coming. This is a good opportunity and a trend with private universities. We have the potential to support them. We really meld in terms of mission. |
| **Early Alert System** | This item will be on the next COD agenda. |
| **Budget** | Linda needs expansion budgets, one time dollar expenditures, and RFP’s for the large pot of money – equipment tied to research (GA grant). |

c: Terry Welch