**Provost’s Report**

**Faculty Senate - March, 2015**

**Automated Workflow Processes**

As part of a broader process improvement initiative, the university is revamping paper-based processes by developing digital forms that trigger workflows, which automate approval routing and data entry. Several software applications including, SharePoint, PeopleAdmin, and Curriculog support the new digital processes. The Academic Affairs Council is reviewing current workflows and is making suggestions for other processes that can be completed through a workflow.

A list of workflow projects is provided below.

  **Current workflow**

University:

·         Travel reimbursement and prior travel approval (SharePoint interfaces with Banner)

·         Permission to remove IT assets from campus (SharePoint)

·         Hiring process from staffing plan to onboarding (People Admin)

·         Articulation agreements for accreditation to automate yearly review and modification of existing articulation agreements (SharePoint)

·         Curriculog – curriculum workflow process from department to Provost office approval. Connected to SACS-COC and GA processes

·         R25 Live

·         Catalytics

·         Grades First

·         Digital Measures

Registrar:

·         Withdrawal from classes (and faculty communication) (Banner)

·         Change of grade form (Banner)

·         Late schedule adjustment (Banner)

·         Notifications to advisors about students changing majors (Banner)

·         Online application for Intent to graduate (Banner)

**Pending workflow**

University:

·         Budget revisions – moving $ from one fund to another (Banner)

·         Conflict of interest forms (Ramses)

·         Check reimbursement process for vendors, faculty and staff (Banner)

·         Faculty Senate – committee registry and talent pool (ability to find collaborators – linked to Digital Measures) (SharePoint)

·         Subsidiary fund Authorization to capture SFA requests and approvals (SharePoint)

·         Fund Maintenance to capture requests to modify fund owners as well as requests to delete obsolete funds. Manage approval process (SharePoint)

·         Chancellor’s Travel Fund application collection (SharePoint)

·         Professional Development Grant application collection (SharePoint)

Registrar:

·         Waivers and Substitutions approval within the curriculum for students (in process, Banner)

·         Declaration of major, assignment of advisors and hand off process between advisors (Banner)

**Cherokee Center Review Process**

The Cherokee Center will undergo an internal administrative review. The Center will be evaluated on the same criteria that the North Carolina Board of Governors used to review all UNC System Centers and Institutes. The review will address the administrative reporting of the director, consistent with 400.5 [R.] (Regulations on Planning, Establishing, and Reviewing Centers and Institutes in the University of North Carolina). The final review will be submitted to the Chancellor Belcher and shared with the Trustees for information.

**Opening Convocation**

Opening Convocation will take place on August 14, 2015 at 5:00 p.m. in the Ramsey Center. Convocation is a time to introduce freshmen to Western Carolina University. This year’s ceremony will feature New York Times bestselling author, Wes Moore. Wes Moore’s book, *The Other Wes Moore* is the selection for freshman common reading. I hope that all faculty will join me on this date to celebrate our class of 2019.

**Board of Visitors meeting**

The Chancellor, several Executive Council members, and Deans will attend the Board of Visitors in Raleigh, North Carolina on March 24, 2015. The Board, established by WCU’s Board of Trustees, is designed to serve as an advisory body to Chancellor Belcher. Members of the Board of Visitors will serve as advocates and ambassadors for WCU; promote and advance the mission, vision, and strategic plan of the university; make WCU a philanthropic priority; and provide the Chancellor and the Board of Trustees with advice and counsel on issues that are critical to the institution’s strategic interests.

**University Day at State Capitol**

Wednesday, March 25, 2015, Western Carolina University will join other campuses from the UNC system to advocate for higher education in the state of North Carolina. Leaders from campuses will meet with legislators and other education administrators.

**Internships, Partnerships in Forensic Science**

Mark Wilson, Britt Bintz and Kelly Grisedale visited the Army Defense Forensic Science Center in Atlanta, Georgia. Because of the excellent training that we give our students, the lab has extended a summer internship for a WCU graduate student and would like to receive more. We are using the same technology and equipment in our labs on campus that they are using at the lab in Atlanta, GA.

**Update on Academic Affairs Searches**

* **Career Services**

The search is underway for a new director of Career Services and Cooperative Education (under restructuring and renaming; soon to be called Career and Professional Development). Candidates for Go-To-Meeting interviews will be held by the end of March and finalists invited to campus interviews in April. Current director, Mardy Ashe, will be retiring from WCU at the end of June after 37 years.

* **Math Tutoring Center**

Jeff Lawson, Chair of the Mathematics and Computer Science department will chair the search for Director of the Math Tutoring Center. The search should begin in a few weeks.

* **Undergraduate Advising**

Candidates for Go-To-Meeting interviews will be held next week and candidates should be invited to campus in April. Kim Cherry-Beck has been serving as the Interim Director of Undergraduate Advising.

**Student Learning Outcomes Assessment Committee**

The Student Learning Outcomes Assessment Committee (SLOAC) has just completed a comprehensive review of student learning outcomes (curricular and co-curricular) assessment at the program/department, college and institutional levels. Results will be shared with campus community by the end of the current semester.

**Program Review**

Academic programs that have been (or will be) reviewed by external teams this year include: English, Sociology, Mathematics, Film and Television Production, Master of Health Sciences, Master of Human Resources, Music, Geology/Natural Resources Conservation Management/Environmental Science (deferred until fall), and Highlands Biological Station. For self-study and team reports, please visit unitreview.wcu.edu.

* + Program level quantitative data are available on the Mercury/share drive: Unitreview>Reports>2013-14>College>Department>Courses/Faculty/ Graduates/Students. While these data were initially collected for programs undergoing external program reviews, Institutional Research and Planning and the Provost’s Office thought it would be helpful to provide the data sets for all departments. The data are for the three preceding years through spring 2014.