

Minutes **TO POST**

DEANS COUNCIL

Wednesday, September 21, 2016 – 3:30 p.m.

President's Conference Room

PRESENT: Jason Pierce (Chair), Jim Brown, Cathy Adkins, Rick Cary, Cathy Franklin-Griffin, Marie Nicholson, Scott Pearson, Jennifer Rhinehart, Bev Robertson, Phyllis Smith, Beth Vogler, and Iva Coates (recorder)

1. Minutes of September 7, 2016 approved.

2. Announcement - Jason Pierce

Jason extended congratulations to Cathy Franklin-Griffin and staff for a very successful CCNE On-Site Accreditation Review (September 19-21, 2016). Cathy then gave the following summary of the on-site visit and expressed appreciation to all that participated:

- On-site reviewers met with nursing faculty, staff, administration, students, AGS staff, etc.
- Student records, syllabi, evaluations, minutes, etc. were reviewed.
- The team plans to recommend that all four standards have been met and that there is one compliance concern: Standard II: Institutional Commitment and Resources, Section D - Faculty are sufficient in number to accomplish the mission, goals, and expected program outcomes; academically prepared for the areas in which they teach; and experientially prepared for the areas in which they teach. Compliance is met in parts 2 & 3: academically prepared for the areas in which they teach; and experientially prepared for the areas in which they teach. **Compliance concern is in part 1: sufficient in number to accomplish the mission, goals, and expected program outcomes.**
- It takes approx. 8 weeks for the team report to be written, edited by the team, submitted to CCNE staff, and then provided to Dean of Nursing. The ARC will meet on March 7-10, 2017, and make a confidential recommendation to the Board. **The accreditation decision will be made by the Board at its meeting on April 25-28, 2017.**

3. Capital Expenditures Update - Jason Pierce

- Rick Cary - FA
Pottery = ~\$2,500; HOLD due to \$100,000 grant received from the Windgate Foundation
- Jennifer Rhinehart
Technology - follow up with the new director of IT once that hire is finalized. Jason emphasized that all tech/printer/networking issues should be reported to IT **each** time there is a problem. It's the only way IT knows the problems still exists.
- Scott Pearson - MTH/NS
 - 1) Broken refrigerator = \$545; received PO & purchase made/delivered.
 - 2) Incubator - purchase requisition paperwork is in process.

- 3) Lab Cart = ~\$11,000 to be shared among BIO, CHM, MTH (as well as use in the Math Center) - HOLD until IT Director is hired.
 - 4) HVAC in Wall Science Building - Scott and Jason to do a walk through.
- Phyllis Smith - HUM/SS
 - 1) Software for Language Placement Tests (annually) = \$700 initially; HOLD - Phyllis is still in discussion with MFL.
 - 2) Furniture in Cornwell - Phyllis and Beth will meet and determine what's usable between Cornwell & Chambers Gym; will then schedule meeting with Jason & Jim for specific needs.
 - 3) Floors in Cornwell - Phyllis met with John Legerton; Cornwell faculty are currently reviewing (3) tile patterns.
 - Beth Vogler - PP
 - 1) Desks in Chambers Gym (totals 130 for classrooms 107, 128, 105, 126); Beth and Phyllis to follow up this discussion.
 - 2) Ceiling tiles and carpet in Nash 300 and 3rd floor lobby (damage due to leaky roof/AC condensation) - Beth/Susan Stigall send work order to facilities.
 - 3) Windows in office doors (Jason Pierce to check with the President)
 - Cathy Franklin-Griffin - Nursing
Curtain tracks - fixed/completed.
 - Marie Nicholson - Registrar
 - 1) Boards for Majors Fair (in discussion with Joanna Pierce & Peggy Fender) = ~\$2,500
 - 2) Commencement = ~\$3,500
 - Official Ribbons
 - Table cloths w/University Emblem (branding)
 - Street crowd control - other than yellow/orange tape
 - Cathy Adkins - GE
 - 1) Digital calendar sign outside of Moore Auditorium; funds not available.
 - 2) Lighting/stage lamps; replacements in process.
 - 3) Workable sound system in Moore Auditorium; funds not available.
 - Other - Wireless and phone issues at S. Asheville Center seem to be resolved. Contact Heidi Sermersheim for password information.
4. Adjunct/Overload Conversation - Jim Brown
Discussion
 - Jim Brown provided finalized cost for adjunct/overload for Fall 2016 in comparison to Fall 2015
 - Adjunct
 - Fall, 2015 = \$76,350
 - Fall, 2016 = \$79,664
 - Overload
 - Fall, 2015 = \$32,484
 - Fall, 2016 = \$60,224
 - Scott Pearson had sent out a request to the deans on September 11, 2016 for a list of questions that might help to analyze the current patterns of these costs and perhaps a way to reveal ways to control them without sacrificing academic mission.

Discussion

- Scott provided a sheet (handout) of questions that he received and asked for input in recognizing themes. List of themes are as noted:
 - 1) Efficiency = Is this an efficient way to offer courses?
 - 2) Management (Personnel) = Full-time versus Adjunct cost/position.
 - 3) Curricular/Planning = who teaches - where/how distributed?
- Other suggestions/comments:
 - 1) Review current workload form to see if it is applicable for all programs. It is definitely not appropriate for the Nursing program - others?
 - 2) Software - Marie is looking at software/information to identify the number of students that need to take a particular course, etc.
 - 3) Begin real program review - look at trends, graduates, etc.
 - 4) Cutting small programs is not always a cost savings.
 - 5) Not one size fits all when analyzing course load, i.e., some have significant course load teaching/supporting general education courses and may have small numbers in own major while other have large student/major numbers (such as Business, HPER, etc.)
 - 6) Review revenue as well as expenditures.
 - 7) Look at outliers to develop a profile of waste.
 - 8) Transfer classes are increasing which can impact upper level classes.
 - 9) Scheduling conflict - department chairs work closely together to reduce these conflicts.
 - 10) Concern from some that taking on an overload may result in major course getting prorated due to low enrollment.
- This is a targeted opportunity to demonstrate what we do, why it is necessary and how we do it. Identify areas where improvement can be made and show the cost of doing business.
- Where do we go from here? **Review/discuss at joint meeting of DC/P&P on October 5th.**
 - Jim - will provide data from current/past adjunct/overload costs.
 - Scott - will craft more quantitative answerable question sets based upon the data.
 - Scott - will discuss with Chris Pack of query needs that can be pulled from PowerCampus.

Adjourned at 4:45p.m.