

COEPD Cabinet Minutes

January 6, 2016

Present: Tina Allen, Janet Dozier, Teresa Eagle, Lisa Heaton, Sissy Isaacs, Paula Lucas, Joyce Meikamp, Edna Meisel, Barbara Obyrne, Missy Reed, Bob Rubenstein, Becky Sloan, Brean Stewart, Sandra Stroebel, George Watson and Louis Watts.

The bottom line...

Two mandates:

1. Show cost savings for spring 2016 (1/7/16) – FY 16 projected savings chart (A)
2. Determine budget adjustments to show cost saving for FY 17 (1/22/16) – FY 17 chart (B)
 - New President is actively involved. He is adamant and has a backbone in regards to his decision making.

Reviewing spring 2016 Schedules – documents provided 1/4/16

- Combining sections
- Raising caps
- Multiple small classes = one course load credit? Do course rotations need to be revised?
 - May be able to justify as appropriate; however, course rotations will be examined.
 - Be sure course rotations are updated on BERT.
 - Will need to choose our battles, when offering smaller courses.
- Strong full time faculty course loads before adjuncts – loads need to be strong, too eliminate risk. Too many adjuncts raise a red flag. Encouraged PDs to look at overall program load, and cross-programs.
- Small course size, weak loads – program in jeopardy? Positions in jeopardy?
 - Positions will be in jeopardy.
 - Attract students and faculty and offer quality.

Budgeting for FY 17

- 10% overall cut from FY 16 anticipate
 - Goal to use funds from retirement/position savings, cancelling course sections and adjunct savings, etc.
- For COEPD, that is approximately \$50K
 - Growth – need to recruit and possibly write grants.
- What can we limit?
 - Have cancelled positions such as Cunningham's retirement and Dean' Office secretary, which yields a savings.
 - Utilize faculty without full loads to pick up supervision, and eliminate supervisor expense.
 - ECE new faculty could possibly pick up one course for SPED UG.

- Travel restrictions?
 - During 2014-15 and currently, college provided \$2k per trip, \$4k max limit per faculty member. Spent \$89K during FY15.
 - PDs suggested decreasing limit to \$3k max per faculty.
 - University provided approximately \$83k for FY16.
 - Could limit to junior faculty needing experience for P&T?
 - Could be a potential travel freeze.
- Program viability? SCHs/faculty? (see email of Excel Workbook sent 1/5/16)
 - See email with Excel workbook.
 - Be aware and active.
 - Reduce number of term faculty.
 - Example: Jennifer Jackson teaches 4 UG reading courses, so both Paula and Barbara need to be aware of overall programs.
 - Encouraged all to stretch, and faculty with light loads to pick up adjunct course. Sissy picked up a MS web course.
 - Southern cohort has 30 students, need to look at what we can offer online.
 - Currently administration is pushing UG courses to be taught on SC campus, program based. Will have a recruiter to focus on this initiative. Need to seek market of high schoolers in Charleston area like competition have (UC, State, etc.). Opportunity is for Charleston area commuters to start taking general classes in SC. Utilize SC campus facilities more.
 - Will be questioning SCHs next.
 - Need to discuss internships and supervision. Overall big picture plan.
 - Grad and UG – 12 student cap, no difference.
 - Moving toward a 4/4 load.
 - Can we afford doc program?
 - New President highly regards research.
- Third party contracts are changing distribution, but not amount funded. Departments will receive more funds than Dean's Office (opposite in past).

Annual Reports – 2015

- Checklist – emailed. Be sure to include rank on ID page.
 - Digital measures set up has been revised.
- Merit Pay Policy
 - Some faculty that the Dean deems as deserving will not get raises because in 2014 they did not have our mean OCR score of 3.69 or above.
 - OCR scores are kept confidential. If PDs need to see a certain score, then stop by the Dean's Office.
- What is Scholarly and Creative?
 - New President is interested in and promotion research.
 - Include refereed work and presentations at national conferences.
 - SPA/CAR, assessment reports do not count in this category, but could be listed under service or teaching.

- Note that from a budget perspective, presentation cost travel support, but publications do not cost the faculty author or college.
- Screening
 - PDs to email Dean those the list of faculty reports they have checked. Or add name to report on PD/Chair signature line and leave box unchecked.

Upcoming events:

- Next meeting: February 3, Seville, 9:30 am
- TESC – Friday, January 8, 9 am
- PD Meeting – JH – Friday, January 8, 1pm
- PD Meeting – SC – Wednesday, January 20, 10 am
- Faculty meeting – SC – Wednesday, January 13, 1pm, GC 319
- Faculty meeting – H – Thursday, January 14, 2pm, JH 236
- Annual reports due in Digital Measures – February 1