

COEPD Cabinet Meeting
December 2, 2105
Seville Building, Teays Valley
9:30 am – Noon

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

Updates on handbook, website, and calendar changes for 16-17:

- Handbooks have been received, but there are still some edits.
 - It will be uploaded to the website.
 - Faculty Review Committee is going to continue to update the handbook.
- College Publication, Serving Others, has been received and distributed.
- Website
 - Zach Tackett is working on changes, under George Watson's supervision.
 - The undergraduate and graduate site will be worked on.
- Calendar
 - Originally proposed at 16 week fall and 17 week spring
 - Currently have 14/15 weeks
 - Probable direction will be 15/15 weeks
 - Pending on the Board of Governors and new President
 - Does not change the 9 month contracts
 - It will change when the first term ends
 - Will be one week later
 - This year end on 12/4, next year could be 12/10/16
 - Allows more time for clinicals
 - Will not start any earlier than August 17.
 - Per contract, August 17 – May 16, it does not add any days.
 - Fall dates could affect notices of suspension/probation... specifically for undergraduates
 - Should be sent before January
 - The grade deadline is important
 - Latest date is 12/19
 - Summer is not affected
-

Budget updates – reductions for FY16, FY17 - BOG – 12/9 – budget revisions to be presented

- On 12/9 budget revisions are to be presented at Board of Governors
 - Decisions are to be made at BOG
 - 4% cut is proposed
 - The new President is working closely and meeting with our Interim President
 - A mid-year cut of 10% is to follow in FY17
 - Make plans to trim back Spring spending
 - \$50,000 cut for college (Huntington and South Charleston)
 - Will still have reserves; Hoped to use rollover money, but not allowing to use rollover
 - Will be okay if it is a permanent cut for July 1, 2017, but need everyone on board.
- Implications for:
 - Raises
 - The 12/9 BOG budget meeting includes 2% raise

- Nobody has mentioned furloughs or terminations, but colleges are losing positions
 - Raise was a surprise to be included in the proposal, likely was at suggestion from Gilbert
- Programs
 - Deans' Retreat, next Friday, 12/11, will be setting guidelines for the program viability
 - Looking at size of programs, and does program bring value or revenue
 - Quoting mid-west policy for undergraduates
 - 15 grads per year
 - Undergraduates look good and fit criteria
 - Graduate in five years, 50 enrollees still fit
 - Continued concern that cut programs also cuts revenue
 - Do not see danger for our degree programs
- Scheduling
 - Number of students in classes, if less than 12 students should it be cancelled?
 - Doctorate classes that students need leads to justified argument
 - Need more justification than "just graduate level"
 - Course rotations – BERT has current uploaded rotations, Program directors should check for accuracy and proof what is currently posted.
 - Dual listed courses – minimum number is 15 students
 - Cut back on number of adjuncts
 - Defend the E-course numbers
 - For a larger class, add a TA/GA?
 - Minimum of 15 – no distinction between undergrad and graduate
 - The primary concern is money
 - Flagged but can make case regarding load, etc.
 - Balance between number of students, preps, and overall load
 - There is a historic belief that teaching undergraduates is easier than teaching grads
 - Need to be careful, to view content and activities versus the numbers
 - New President – "Load is not just classes"
 - He wants to raise the level of research
 - Make sure to put Scholarly in digital measures, Specifically peer reviewed articles
 - Reassigned Time is being flagged and questioned
 - Retirements – processed 3-4
 - Deans are given three lists regarding positions: Open position, Retiring position, and Cutting/Cancelling position
 - Ask for input but not permission, need them or not
 - Gave up 3-4 staff positions in SCoPES
 - Secretary position open in Dean's Office – In the process, possibly close.
 - Goal to zero out positions, currently money stays in the position's line.
 - Zeroing out means no money in line → budget savings
 - How does that affect searches? Bruce Felder, HR director, is involved
 - Changes in the process, still have freeze forms; It is more highly scrutinized
 - The searches in process are okay; not an easy decision
 - Obyrne – 3 cohorts, need term position
 - Teresa – not now but is possibility
 - A 3rd party will have to agree
 - 3rd party – clarify and consolidate
 - Dean's Office lose a little, Program gains a little
 - Will have individual/program level discussions regarding any budget questions.
 - Term appointments are solid for future.
- Purchases – technology on hold, computers must be approved
 - Computers will be purchased for urgent upgrades only on an "as needed basis" other than for new faculty. Tighten belts with purchasing ink cartridges as well.
- Faculty

- Retirements – 3-4 have been submitted
- Searches – 2-3 pending
- January 2016 – ECE will welcome Dr. Erin Brumbaugh and the program will be fully staffed. Also pending SPED hire.
- Adjuncts/overloads
 - Goal to reduce numbers; Also reviewing Associate Dean loads and compensation
- Purchases
 - Discontinued unless it is absolutely necessary
 - Is it critical? Are the expenses necessary?
 - Technology- computers are not approved; Other than new faculty or needs upgrade
 - Printers- 3rd party funds might be usable
 - 3rd party is soft money- need to make good choices
 - If use Pcard do need to have permission (Jody)
 - Must tighten belts on ink cartridges
- Travel
 - Could be changed statewide
 - Student teaching travel will remain available
 - Potential freeze university wide
 - Dean's office will be examining travel requests much more closely
 - Start travel application immediately, even if just beginning to work on a paper/presentation
- Summer School
 - Do not currently have any information
 - Have approached Mark Robinson and Mary Ellen Heuton
 - Advice – plan carefully and cautiously
 - May not be as robust; goal will still be to break even
- Third party – remember soft money, make good choices as to where spend money
- Currently COEPD and COB are the two colleges NOT showing growth

Faculty Meetings for Spring 2016

- Associate Deans → look into dates for the two campuses
- Dean will share this budget info at those meetings, especially regarding cutting programs and losing positions (purchases). Dean is available to attend program meetings. Program directors keep sharing minimal, but may update faculty on 1. Scheduling, 2. Purchases, 3. Travel and 4. summer school.

End of term events

- A busy time of year
- Hooding: Tuesday, December 8, Emmanuel Baptist, 7 pm – regalia, report at 6:30 pm
 - 50 graduate students expected, Some did not get letter, will look into process.
- Undergraduate Recognition: Friday, December 11, MSC BES 6 pm - regalia
- Commencement: Saturday, December 12, Big Sandy Arena, 11 am

Program Reviews

Annual Faculty Reports

- February 1st
- Dean needs help from PDs to make sure annual reports are complete. PDs do not need to make decisions/analysis of the reports or print out the reports.
- Be sure new faculty have checklist.

Upcoming Dates:

- Huntington PD – 12/10, 2:30 pm, SC PD – scheduled for 12/16 – CANCELLED
- ** Joint meeting every month?
 - Move forward with scheduling them, then can always cancel, but then as significant issues arise times will be blocked off on calendars.
- Retirement reception – 12/15, 2:00 pm for Cunningham
- Last class day, last day to withdraw: Dec. 4
- Fall ETDs due: Dec. 10
- Grades due: Dec. 14, noon - get out to adjuncts