

Academic Deans and Directors Meeting – May 26, 2011 – 10:30am

Attendees: L. Boyer, A. Bunch, T. Clayton, M. Dorsey, R. Eakin, S. Eakins, J. Fletcher, J. Gaddis, J. Gehlhar, L. Griffin, G. Gilbert, P. Horns, L. Ingalls, C. Locklear, D. Mageean, J. Norris, M. Sheerer, J. Siguaw, D. Spencer, C. Stansbury, S. Thomas, M. Walker, Zambone, A. (for L. Patriarca).

ITCS Update Budget – Joe Norris (PowerPoint presentation will be attached)

- Joe discussed the budget challenges and obstacles facing ECU related to email services, maintenance, software, hardware, personnel, and such. To date, there has been no impact to faculty at this point, but we are getting to that point now. ITCS will be doing a survey of the deans and administration to see where there were areas that we could be less use of resources, programs and software.

ECU Mobile Site – Jo Lynne Daughtry – ITCS

- Jo Lynne talked about the new ECU Mobile site that is rolling out this summer. It is the capability to be ECU in the palm of your hand. 99% of students have cell phones and more than half have smart phones and that number is growing. Jo Lynne walked through the items on the ECU Mobile site including headlines, news, articles about ECU, social media, features, ECU alerts, as well as directory, course information, and catalog information. There is also a search capability for the ECU full site, campus maps, Inner Pirate Network and libraries. The plan is to roll out for students in August. Phase II could be to do a self-guided tour for visiting to campus.

ECU post-graduation email – Joe Norris

- There have been questions about students keeping their email address post-graduation. Technology wise there isn't a problem, but there is a cost to maintaining those accounts. However, more importantly, keeping their email addresses after graduation would allow them to maintain access to services on campus such as the libraries. At this point we are helping students to set up an alumni account for graduates to be able to stay in touch with ECU.

Foundations of Excellence – Virginia Hardy and Austin Bunch

- The subcommittees are meeting and each are creating a report about what we are doing well, what we need to work and what are we doing to enhance the experiences for students at ECU. The hope is that these group reports will be complete by December. The recommendations are including a survey from students, faculty and staff. The contract is a two year plan, so we are well within our intended timeline for growing toward an implementation plan.

Student Affairs Updates – Virginia Hardy

- The Student Center proposals for Main and Health Sciences campuses and we are moving forward toward the design phase. There have been some concerns BOT members about the cost and hit to students.
- Some renovations to Laupus Library are nearing completion which will provide space for Career services, Student Activities and Orgs, Counseling and the Writing Center.
- North Campus Rec Complex will be completed in July and will include a boat house, challenge course, walking trail, and many other recreational services.

- There are two positions being searched including a director for the Center of Student Leadership and Engagement. The goal is craft a leadership curriculum and programs for the students on campus. The programming is becoming more educational and intentional for the upcoming academic year.
- The College of Education is working with Student Affairs to create a certificate program for those wishing to pursue a career in Student Affairs.
- Bill McCartney presented about Campus Living and Dining.
 - He shared some core information about both units.
 - Manage 27 food locations on both campuses.
 - House 5,491 students in 14 residential halls. The suite style rooms are very popular and are usually filled with returning students. About 30% of the residence hall population is returning students and the rest are first year students.
 - Employ more than 200 student workers.
 - The residence halls hosted 836 developmental programs in 2009-10. These are mostly educational and adjustment programs and when you add in the social programming, the number is near 3,000.
 - A key focus is to support academic success.
 - Our growth in the last several years has ended up taking up study spaces or student centric spaces were replaced by sleep spaces. There are more lounge and study spaces being added back into the residence halls and are to be used for individual and small group study session spaces.
 - Working with the Pirate Tutoring Center to have a satellite space on College Hill. The hope is that it would be more of a small group setting rather than an individual tutoring session.
 - Dining halls during the two weeks prior to final exams and including exam week, the dining halls are open from 9pm-1am to use the dining halls for study spaces. They are given some light snacks and water for the students studying.
 - The FX program is being studied too. The goal is to ease their transition into college, but what we have found is that they are mostly socially based and we are working to make it more academically driven.
 - Three residence halls will be completely wireless starting in the fall, including the two FX programs.
 - Policy changes to enhance student experience
 - In-hall visitation has primarily been based on folks of different genders. We want male and female students to interact and connect in a positive way. We are looking at changing this policy to be more about outsiders needing escorts and not so much about people who live in the same building that may be of different genders.
 - Moving Honors to Garrett was a good move because it fits the programmatic needs of the groups in them.
 - Dining Program changes
 - Changes to the To Go program for 2011-12, we are moving to a more sustainable container with a water bottle. They will check one out and bring it back. They will give the dirty one and get a clean one in return. This will reduce trash by about 25,000 Styrofoam containers that were thrown out this past year.
 - Future Plans
 - Belk Hall is going to be demolished after the 2013-2014 academic year and build a building back on site, which will be a LEED building.
 - We want to better define and support the academic goals for our current and future learning communities on campus.

- Tyler Hall in the fall will have the window walls replaced and the exterior will be bricked. It will be completed in August 2012.

Engagement and Outreach Scholars Academy – Beth Velde

- The Student Engagement and Outreach Scholars Academy (SEOSA) is growing on campus. Since the implementation in spring 2009, 29 ECU faculty and 37 graduate and one undergraduate student completed the academy. New partnerships continue to emerge in New Bern, with the military and other constituents in the East. The program has received media exposure and recognition by awards for the program.

Enrollment Numbers – John Fletcher

- 10,248 admits for fall semester. The average SAT for in-state admits is 1075 and out of state 1113. We have received deposits from 4,048 students. Right now we are expecting to have about a freshman class of about 3,800 students. We also have about 1,259 transfer students for the fall semester.

Academic Deans and Directors Meeting – June 23, 2011– 10:30am

Attendees: L. Boyer, A. Bunch, T. Clayton, M. Crane (for M. Dorsey), P. Cunningham, S. Eakins, J. Fletcher, J. Gehlhar, P. Gemperline, L. Griffin, G. Gilbert, V. Hardy, P. Horns, J. Hupp, C. Locklear, D. Mageean, J. Norris L. Patriarca, M. Sheerer, J. Siguaw, D. Spencer, C. Stansbury, L. Sutton, S. Thomas, M. Walker, A. White, D. White.

- Provost's Update
 - Budget – the understanding at this point is that the budget cut will be about 15%. Units are being asked for a 7.5% cut in budget. There will be a 13% central cut.
 - Lisa Sutton/Chris Locklear – quick reminder that Karen Summerlin sent out an email about the entrance/exit process for employees. It is important to review and make sure all areas are versed on this.
 - Marilyn – Education and Technology Fee – a request was made for new fees and Rick Niswander will send out how this will be laid out for the upcoming year in the coming days.
 - Enrollment – Deposits received to date are 4,099. We expect to be somewhere around 3,900 new freshmen and over 1,500 admits for transfers. This means about 5,300 new students for the fall. Housing and orientation numbers are down a bit at this point.
- Student Affairs Update – Virginia Hardy
 - ECU Police and Health 1000 instructors and Student Affairs is working toward adding an element to the Health 1000 mandatory course for fall 2012 that is about safety training and will be similar to the current College Alc program. We will review this process during the year.
 - There was a question about the process for reporting a person of concern. If someone reports through the ECU Cares link (www.ecu.edu/dos - Report Person of Concern link) there should be a case manager that contacts the administrators.
- FSIL Update – Lisa Sutton
 - Faculty Serious Illness and Parental Leave Policy (FSIL) is the new name. (Handout). The policy is located on the website at www.ecu.edu/prr. The policy was approved last year, but goes officially into place July 1, 2011. Faculty don't earn sick leave, as you know, and so this policy was asked to be created by GA. Qualifying events under the revised policy include serious health condition, birth, adoption or foster care, and dependent care or care for an immediate family member. Some of the new major changes include, but not limited to, maximum paid leave available reduced from 15 weeks to 12 weeks, per 12-month period, there is no option for a paid extension available, allows for spouses at ECU to take a combined total of 15 weeks of paid Parental Leave, and FMLA and FSIL clocks will begin the first day of leave and will run simultaneously. This applies to faculty only, not grant funded, SPA or EPA-nonteaching.
- Trendless Summer – Elmer Poe and Clayton Sessoms

- Elmer Poe talked about the Proctoring Center. He said it does require a government issued ID to prove they are the ones taking the tests. As far as activity, there were about 9,000 in the fall and spring. The times early in the semester where the center is light and others, it is very busy. The usage numbers are increasing because of the kinds of programs using it. As the regulations increase from the federal government to make sure the person taking the test is the actual person, more and more programs are expected to participate. To grow, Elmer said the extension of hours may be needed as well as more help and student help. The big three users were Music, Nursing and College of Business. Some other Arts and Sciences programs are starting to trickle in. One area that is a must is that we don't have a permanent funding stream for student workers for this program. There was a potential scam recently. A student recommended a proctor and during the search we learned that the person who recommended the proctor was not who she said she was. This is being addressed legally and academically.
- Trendless Summer - (Handouts)
 - There has been little change in the trends for Summer Campus enrollment since 2000. The summer session DE totals has increased significantly from 2000, but have seen a bit of a zigzag in recent years. The zigzag is due to the funding and ways courses are offered from SS1 to SS2.
 - There was significant discussion among members about the funding lines, budget allocations, planning and staffing for Summer Session II.
 - Clayton shared some of the reasons students attend summer school including, but not limited to, catching up, getting ahead, stay on track, availability of courses, economy and cost. Additionally, Clayton talked about some of the comparisons between summer 2011 vs. Summer 1997 and Summer 2011 and Summer 2010. He shared some opportunities for growth which included early college programs, more DE summer offerings, innovative campus initiatives, price breaks, and residential programs for target groups. The challenges are the funding format for 650 vs. 008 courses, capacity to deliver more sections, readiness of campus for students and campus processes designed to serve traditional students.

Academic Deans and Directors Meeting – August 11, 2011– 10:15am

Attendees: L. Boyer, A. Bunch, T. Clayton, P. Cunningham, M. Dorsey, S. Eakins, J. Fletcher, J. Gaddis, J. Gehlhar, G. Gilbert, L. Griffin, V. Hardy, P. Horns, C. Locklear, J. Norris, S. McGhee, L. Patriarca, B. Patterson (for P. Gemperline), M. Sheerer, J. Siguaw, D. Spencer, C. Stansbury, S. Thomas, M. Walker, D. Weismiller, A. White, D. White.

- Provost's Update
 - David Weismiller encouraged all departments, and in particular department chairs, to participate in the assessment day which will be held on September 23rd.
 - David Weismiller said there is a new protocol that requires us to notify all programs and courses that will have added costs incurred. We are already working with the Registrar's Office to get this straight. And there will be language coming out about any requirements of syllabi in the near future. This will be explored and shared a bit more with the group.
 - The ADD meeting will be returned back to 8:30am starting at the next meeting and will end at 9:45am.
 - John Fletcher –
 - Headcount – 27,100 (-577), Campus 26,739 (-629), Undergraduate 21,140 (-266), Graduate 5,598 (-364), Distance Education 8,309 (-808), DE only 5,513 (-564), Admitted Transfer Students 1,800, new freshman with schedules 3,871, Housing deposits 3,327, Freshmen and transfer deposits to date 4,037 (-370).
 - The retention rate for last year's cohort is currently at 82.3%.
 - Deadlines for late fees and cancellations are approaching- 4,637 have schedules that could still be cancelled.
- Student Affairs Update – Dr. Virginia Hardy
 - New Student Convocation – August 22nd at 4pm in Minges Coliseum. The expectations are for about 2,000 new students to be present. This will include awards from SGA and first year students to recognize faculty and staff for making an impact on first year students.
 - Thanks to Dorothy Spencer there is now Student Affairs space in Laupus Library for the Health Sciences campus. There will be counselors available from 1-5pm on Wednesdays and Thursday and will be adjusted throughout the semester as needed. There will be some Student Affairs Educators from Student Leadership and Student Activities present in this space. There will be a marketing piece put together with the Health Sciences offices to get the word out.
 - Campus Dining has closed Sbarros in Wright Place. It is being replaced by an ECU restaurant called Cupola's. It will have a full breakfast menu and will also serve lunch and dinner.
- Enterprise Risk Management – Tim Wiseman
 - Tim explained some of the process for ERM including Identify, Assess, Evaluate, Mitigate risk/and exploit opportunities and Monitor. For ECU, the environment includes but not limited to, public versus private institution, heritage and traditions, part of a university system, and budget and capital projects. The main risk categories at ECU are strategic, financial, operational, and compliance. He also shared some external risks and internal risks facing higher education including economic, environmental, political, social, infrastructure, people, process, technology and compliance. Tim showed some of the major risk and top risk areas as well as some that have involved some mitigation actions. There was a consolidated risk survey the produced some of the following results: a lack

of formalized business process review, student aid processing and administration, and SAC and Specialized Skill Accreditation and Related Actions. Tim showed the forms that can be used by units to identify possible risks in respective areas and how to submit it. There is an ERM website and SharePoint site. The SharePoint site is available to all ERM committee members as well as if anyone would like access to this site, just contact Tim. Finally, he shared that ECU is hosting an ERM E-Symposium this fall.

- Legal Issues for ECU Employees – Donna Payne
 - Donna talked about seven general legal principles for ECU employees. The reasons we follow the law is that we don't want to go to jail, compliance regulations, ethical and moral reasons, and criminal and civil actions. Above that, as an institution of higher education our individual and professional reputation is on the line and our stakeholders are watching all the time. She explained the seven principles (see PRR website for exact verbiage):
 - No person is authorized to make any contract committing university resources unless that person has specific, written authority, except the Chancellor.
 - The definition of public record is broad and strongly favors disclosure, but employees, students, patients and customers have privacy rights that must be protected.
 - ECU administrators, faculty and staff should not store or transmit confidential information of any kind on your home computer, on unencrypted ECU laptops, across external email accounts, or in the cloud without specific approval from ITCS.
 - ECU does not have liability insurance, legal settlements are paid directly from university funds.
 - Retaliation against persons reporting that State law or their own civil rights have been violated is illegal even if the original claim was frivolous. But, every action does not meet the definition of retaliation.
 - There are legal ramifications when a state employee violates the Constitutional and/or statutory rights of another person, especially if the violation is intentional, grossly negligent, or amounts to reckless or callous indifference to the rights of the victim.
 - There is a very good chance the Attorney General will defend an ECU employee if he or she is named as a defendant for conduct undertaken in good faith within the course and scope of employment with ECU.
 - Donna also shared some examples and special circumstances of existing cases on other campuses.
- BPR Faculty Roster Update – Len Rhodes
 - Len made a request of the HR representatives of each college. There is a small work group in place working to resolve a challenge to identify active faculty on campus. There are people that have teaching clauses in their contracts, but there is no data entry location for this type of information. For instance, most deans and administrators are faculty, but their instructional and faculty capabilities weren't easily found. There is now a form being maintained in the Registrar's Office so that as classes are built, they can see who is an active faculty member in a certain semester and course. This shouldn't be a labor intensive process for the HR reps in the colleges, and Len asked if there was any heartburn with this request. There were some requests for more clarification and how this information will be processed and used.
- Update ITCS Fall Startup Activities – Joe Norris
 - The Annual Report was sent via email today.
 - Microsoft Office for PC and Mac is now available for free to all of our students. This is a big deal. The student can now keep this after they leave ECU. It is a perpetual license. We will be advertising for students to update this before they graduate so they can use this for about three years after graduation.

- Office 365 is an in the cloud system that will be allow for students and faculty to share documents as needed.
- ECU mobile has now gone live. In the first week, we had 1,500 copies of it downloaded. They can manage their blackboard postings and messages from their iPhone and Android.
- Yammer has about 800 people online for internal use. It is interactive with their Blackboard sites. \
- Clickers – 7,000 students will have clickers in their hands this semester. That is a big factor in retention.

Academic Deans and Directors Meeting – August 25, 2011– 8:30am

Attendees: L. Boyer, S. Brown, A. Bunch, T. Clayton, L. Clower (for D. Mageean), P. Cunningham, M. Dorsey, D. Eakin, S. Eakins, J. Fletcher, J. Gaddis, J. Gehlhar, P. Gemperline, G. Gilbert, L. Griffin, P. Horns, C. Locklear, J. Norris, L. Patriarca, M. Sheerer, J. Siguaw, D. Spencer, C. Stansbury, L. Sutton, S. Thomas, M. Walker, D. Weismiller, A. White, D. White.

- **Provost's Update**

- Linner Griffin shared some events and dates for the Office of Faculty Excellence. She thanked the deans for their support of the New Faculty Orientation. (Handout) She shared a couple of workshops available coming up for faculty including Curriculum Development. There is also a workshop for Academic Program Development on September 30th from 2-4pm.
- Requesting Funds from non-recurring sources – one time availability will be less than half of what it was in the past. The requests for one-time funds will go out next week. Phase one will be about \$600,000 and the hope is Phase two will come and be the same amount. Please send the top three requests to Joe Gaddis. Joe Norris said the request for usage of IT funding was about \$900,000, but there is only about \$650,000 available, so they are going through the requests now.
- Enrollment Update – There is a preliminary discussion coming up to explore enrollment factors at ECU now and in the future. John Fletcher shared the undergraduate numbers. Total Headcount including BSOM and SODM is 27,870 (down 365 or -1.3%), Undergraduate enrollment is 21,410 (down 110 from last year), Graduate 5,736 (down 306), DE Total 8,706 (down 537), DE Only is 5,687 (-396). For new students, freshmen is 3,885 (the goal was between 3,900 and 4,000 – this is down 7.7% or 326 people). Freshmen HS GPA 3.20 (last year was 3.56). Transfer numbers are 1,356 (Goal was 1,300 or more – this is up 13.4% or 161 students from last year). Total undergraduate students is 5,241 (Goal was 5,300). The FTFT Cohort Retention number is 81.599% (goal is 82% - we need 17 more people to return to hit this mark. The next class cancellation date is August 31st).
- Enrollment Update – Graduate Projections- Paul Gemperline – There were a few drops in numbers including admits and non-degree admits. Also, there were some large decreases in Graduate admits in some colleges including College of Education (-31%).
- Undergraduate Studies Office Start-up – the Undergraduate Studies office will be pulled into the Provost's Office, as well as COAD and Central Advising.
- Leadership Forum – Sept. 8-9 – The first ECU Leadership Forum is coming up, and is sponsored by BB&T Leadership. This is the first one of its kind held here at ECU. We know the Leadership tag is a culture change and growth process that we all have a role in advancing. Dr. Julie Owen will be our kickoff speaker and this is going to be an exciting time.

- **Hurricane Preparedness – Austin Bunch**

- The campus seems very well prepared for the storm that is on its way. All offices should have active Business Continuity Plans for the units and there is also a template for how to build a BCP for the university and any unit that wants to create one. There will be

plans continuing with meetings today and tomorrow and communications will be coming out as soon as we can. UNC Wilmington was going to evacuate its campus yesterday, but today has revised that plan as the storm tracks.

- **University Policy Manual Update – Chris Locklear –**

- Each PRR representative was asked to produce a transition plan for their respective area that is to be submitted to the auditor at the end of this month. There will be accountability by area for this completion. By December 2014, the window for transitioning all policies into the PRR closes. Representatives from each area are bringing recommendations for how to proceed as far as keeping things the same, reviewing items, editing items and categorizing PRRs properly. In addition to the transition plan, there is also a proposal form for people to fill out for creating a new PRR.

- **Global Understanding Program – Rosina Chia and Elmer Poe**

- Rosina said the program has grown from one partner in 2005 to 32 universities in 25 countries around the globe. There will be 12 sections of this course taught this fall. The hope is to grow this to more sections and include more of the colleges in the coming years. Next year will be 5-year anniversary of the launching of the program and most all of the countries will be here at ECU for the conference (May 7-9). They shared a video produced by Glenn Hubbard and his graduate students from the School of Communication. The link for the video is