

PROVOST'S COUNCIL MEETING NOTES
October 6, 2009

In attendance: Diane Anderson, Nick Andreadis, Sue Caulfield, Eileen Evans, Dawn Gaymer, Jim Gilchrist, Tim Greene, Bassam Harik, Keith Hearit, Tom Kent, Margaret Merrion, Dave Powell, Lew Pyenson, Dave Reinhold, Ajay Samant, Sue Timmer, Tony Vizzini, Earlie Washington, Gary Wegenke
Guests: Bud Bender, Tim Ready

AGENDA ITEMS	DISCUSSION POINTS & ACTION	THINGS TO BE DONE
<p>Capital Campaign Priorities Update—Bud Bender</p>	<ul style="list-style-type: none"> o The campaign is viewed as a 6-year effort; currently in the 2nd year o The public announcement of the campaign is tentatively planned for fall 2010; the Development Office is putting together materials for each area o Deans need to work with their development officers to identify priorities and prospects o The deans requested that they be included, once a semester, in Bud's meeting with their respective development officers to review progress o Development activities were shared around the table: <ul style="list-style-type: none"> o FA is pleased with their new development director o COE recently held several events (Golden Apple Awards, emeriti luncheon, President's Box) including their scholarship reception (scholarship recipients have the opportunity to personally thank the donors); their concern is the Sangren Hall project o COA's corporate donations are down o HCOB's development directors are working with their chairs and the college has assembled a communications team o LHC has created an alumni academy and a giving society; almost all priorities are scholarship oriented o CEAS is establishing an advisory panel on the east side of the state o CHHS invited their top 20 donors to the Bill Burian lecture on September 24; working with foundations to secure gifts; the BSON scholarship reception is next month with similar receptions in the spring for each department o CAS departments are putting together development plans; college is clarifying chairs/directors role in and expectations for development 	<ul style="list-style-type: none"> o When inviting the president, provost, or other deans to an event, please give them background information on a person (potential donor) they should target; the president, etc. also needs to know your aspirations for the potential donor
<p>Service Learning—Tim Ready</p>	<ul style="list-style-type: none"> o Six areas of concern in regard to our current service (co-curricular) learning efforts were identified: <ul style="list-style-type: none"> o No record of service learning activities is being kept 	

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	<ul style="list-style-type: none"> ○ Faculty and students are not well trained in how to do service learning ○ Outside agencies do not know who to contact ○ Faculty do not know how or who to approach ○ Staffing is nonexistent—D. Anderson has .5 FTE for RSOs ○ WMU is not being recognized for its efforts ○ What are the liability issues associated with non-classroom activities? Ethical issues? ○ A clear definition of experiential and service learning is needed ○ Tim Ready would like to create a Center for Service Learning within the Walker Institute ○ Dawn Gaymer, Jim Gilchrist, Sue Stapleton, Nick Andreadis, Melissa Green, and Toni Woolfork-Barnes were identified as individuals who should be invited to serve on a Service Learning Advisory Committee (other suggestions should be e-mailed to Tim Greene) 	
College Budget Reductions—Tim Greene	<ul style="list-style-type: none"> ○ Should everyone's budget reductions be shared with the group? Let Tim know your feelings before next week's meeting. 	
Around the Table	<ul style="list-style-type: none"> ○ K. Hearit: Articulation agreements must be turned around quickly <ul style="list-style-type: none"> ○ It was suggested that deans be sent a copy of the request and that the request indicate that a response is required within a week ○ E. Evans: New Faculty Orientation will be held on August 16 and 17, 2010; this year's evaluation results are being shared with major presenters; copies of documents pertaining to the composition of the HLC team and consultation request, Statement of Affiliation Status, Third Party Comment: Policy and Procedures, and HLC Self-Study Themes were distributed ○ D. Reinhold: priorities in his area include attendance reports and transfer student issues ○ E. Washington: OT completed and mailed their accreditation self-study ○ B. Harik: distributed Summer II results and indicated that the appropriate adjustments have been made by the Budget Office ○ J. Gilchrist: COGNOS has been upgraded; a decision will be reached by the end of the month concerning the adoption of MERIT Mail; a PeopleSoft upgrade will occur this weekend ○ M. Merrion: The COE Dean Search Committee will invite 2 candidates to campus for interviews ○ D. Powell: HCOB and the COA are developing a joint master's 	

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	<ul style="list-style-type: none"> ○ D. Anderson: Harrison-Stinson is being used as the isolation area for flu victims (as opposed to Eldridge-Fox) 	
October 13 Agenda Items	<ul style="list-style-type: none"> ○ Policy Statement: Academic Chairs and Directors: Position Description, Qualifications, Length of Service, Evaluation, and Compensation (7/30/05) ○ College Budget Reductions 	
Future Agenda Items	CHHS Video	
Upcoming Important Dates	October 18 to 20, 2010—HLC Visit	