

**Minutes**  
**University College Council**  
**December 1, 2008 – 9:00 a.m.**  
**Strickland Conference Room (Rm. 224) I.G. Greer Hall**  
  
**(Approved)**

The University College met on Monday, December 1, 2008 in the Strickland Conference Room, I.G. Greer Hall. Members present were: Dave Haney, Mike Mayfield, Carter Hammett-McGarry, Todd Mortensen, Lynne Waugh, Joy Clawson, Maria Provost, Martha McCaughey, Alexandra Sterling-Hellenbrand, Georgia Rhoades, Pete Wachs, Tom Hansell, Alan Utter, Jay Wentworth, Edwin Arnold, and Chuck Smith. Absent were: Shari Gallardi, Howie Neufeld, Patricia Beaver, Emory Maiden, Elizabeth Carroll, Susan Morgan, Lynn Moss Sanders, David Huntley, Leslie Jones, and Georgia Rhoades. Also present was Ezell Williams, Writing Across the Curriculum Program Manager and Coordinator of Special Projects for University College, Sharon Jenson, Assistant Director of Career Development, and Richard Carp, Chair of the University College Assessment Committee.

**1. Approval of Minutes**

*Ms. Hammett-McGarry made a motion to approve the minutes from the November 3, 2008 meeting. This motion was seconded by Dr. Rhoades. All voted in favor of the motion. – Vote 1*

**2. Announcements and Updates**

**A. General Education**

Dr. Haney reported that the Faculty Senate discussed making a recommendation to delay the implementation of the new General Education Program at their last meeting. They did not make a formal recommendation, but they referred the motion to a committee. That committee will be making a recommendation by January 1, 2009. AP&P did, however, vote to delay the General Education Program.

Dr. Mayfield reported the Gen Ed office had received over 200 course proposals for fall 2009, 10% of them being new proposals. They were also working on new check sheets, with the Gen Ed office acting as the clearing house for the new check sheets and then would proceed to the Advising office. The Capstone and General Writing Capstone deadline was soon and they had received around 10 proposals.

Dr. Utter asked about the next step if the General Education Program was delayed. Dr. Haney explained the program would only be delayed if the Provost agreed with the motion from Faculty Senate. But the Provost had already gone on record saying he did not see any reason to delay the program.

**B. University College Communications**

Ms. Williams reported the communications committee was in the process of collecting archives of University College news items. Once collected they would be posted on the University College website. She also reported that University College would have 10 graduates for the December commencement.

Ms. Williams reminded the Council to add the University College boiler plate to all announcements sent out by their departments. This was a very important step for communicating what University College is to the public.

Dr. Haney announced that a new content management program had been decided upon. The university will begin using Drupal and would be put in use as of January 2009. He has made Technology Services aware of the importance of switching over University College department sites that are currently using Phpwebsite. He pointed out the two main priorities to Technology Services for University College, which are, building sites for those departments in University College that currently do not have a site and making the switch from Php to Drupal easy for the departments by training those who maintain the sites in a timely manner. Mr. Mortensen added that the Community Webportal site has been completed and was done in Drupal. He commented on how easy the content management program was to use.

### **C. Budget Information**

Dr. Haney reported to Council that their basic operating budgets and supplemental request were in the process of being approved. At this time, it was hopeful that most supplemental request had been allocated. The Summer School allocation would be mainly spent on courses, just over \$65,000. The remainder would be spent on faculty development, trips, etc. The University as a whole has received a 5% cut which would be sent back to the General Administration.

Mr. Smith advised the departments to look at Foundation payouts this year as a way help fund the next year's budget. But the Sustainable Development Council was looking into the legality of this. He would report to the Council at the next meeting. Dr. Haney reported that Appalachian State University had an offer to be given a farm near by. This proposal would go before the next Board of Trustees meeting and he would report back.

### **D. Rituals Committee**

Ms. Williams explained she would be sending out a document to all the departments so that they could take an inventory of what each one does for commencement. There will be a proposal before the Calendar Committee to cancel classes on Convocation Day and focus more, with additional events, with the Summer Reading book. They were also proposing a spring Student Research Day. These changes wouldn't take place for at least two more years.

## **3. Assessment Committee**

Dr. Haney pointed out that assessment was central to the General Education program. University College needs to be a model of assessment for the rest of the University.

Dr. Carp reported the committee had sent out a draft of timelines of when assessments would begin. Timelines were established based on what had been given to the committee. He asked that the Council look at the timeline for their individual unit and respond to him by the end of the week, as the timeline can be adjusted.

Dr. Wachs explained the relationship between strategic planning and assessment.

Dr. Carp reported a training session would be scheduled soon for the new TrackDat software.

## **4. Fundraising Priorities**

Dr. Haney reported that Ms. Williams and Ms. Cockrill had created a document on a Capital Campaign for University College. They would be meeting soon with Susan Pettyjohn, University Advancement, to present her with this idea. They tried to take big items and ideas that would be attractive to donors. He asked Council to review the plan.

Examples of opportunities would be naming of farms, buildings, community engagement, webportal, and many more. Dr. Carp asked that Endowed Professorships be added.

#### **5. Other Items**

The January meeting will be held on Monday, January 12, 2009, due to the holidays.

Ms. Hammett-McGarry congratulated Dr. Utter on a very successful undergraduate student research conference. Dr. Utter reported that they had over 400 undergraduate students, representing several different universities.

#### **6. Adjourn**

With no further business, the meeting adjourned at 10:20 a.m.