**Council of Chairs Workshop**

**August 13, 2019**

Present: Sandy Huguenin, Amelia Harris, Andy Cox, Robin Woodard, Bryan Hoyt, Tom Costa, John Cull, Michael McNulty, Jacob Somervell, Cathie Collins, Robin Benke, Scott Bevins, Amy Clark

1. Updates from Provost Huguenin
2. Cathie will be leaving in December - going to the University of South Carolina
3. Our new Marketing Director, Genna Kasun, is on campus. Our Marketing firm is 160/90 — it is UVA’s marketing firm.
4. The MAT is now a M. Ed. Chancellor Henry will present to SCHEV in December
5. The hope is that it will be up and running by this time next year
6. SCHEV has suggested changes to our proposals
7. Updates from the Registrar
8. Office Staff Changes
9. Janie Hamilton is retiring
10. Tina Willis has been shadowing Janie and will be taking over her duties.
11. Malissa McConnell will be taking over Tina’s duties.
12. The office has digitized student records over the last several years.
13. Kime Berry will be working towards analyzing some of the records and information
14. We are moving into a new era of software we will be using for admissions processes.
15. System upgrades, iPads and software updates are 3 of the major projects we having going on right now.
16. It was suggested to make some aspects of the portal more user friendly. Narda is hopeful that we will be able to do some streamlining, but it will take time.
17. There will now be one page to submit cases to Honor Court, Student Conduct, and to find information regarding students withdrawing from class.
18. Roll verification is critical especially for financial aid.
19. Narda asked that Chairs remind faculty about new withdrawal limit - every student has 8 w’s — it is fresh for everyone.
20. If the student left for a term it would say WT (withdrew from term).
21. It would not count against them to move classes around in the first few weeks.
22. students can be withdrawn administratively
23. There is a difference between a true need for it and a student abusing the system. Withdrawals need to be addressed individually.
24. Catalog will be printed soon and everyone will get a paper copy, including freshmen and transfers
25. Narda is excited for the New Student Advising Corps. She would like to add more to the group.
26. New initiative in the spring: short workshops called Myth Busters about Advising. Each would last 30 minutes.
27. Enrollment Management

Chris Dearth, the new Vice Chancellor for Enrollment Management sees many opportunities for the College to move forward.

1. The admissions counselors have been participating in comprehensive trainings. By the end of next week they will have completed 12 hours of training, this includes external and internal customer service.
2. Goals for the office include:
3. Recruitment will be more data informed in targeting. Segmented marketing will be utilized.
4. Enhance campus visit experience – include a formal presentation to students and families visiting campus.
5. Create new opportunities for visits -- ex: prospective student tailgate party on Sept. 21 before football game. Have more Saturday events planned.
6. Work closely with Marketing Director who has a great vision.
7. Gain renewed sense of enthusiasm and purpose.
8. Transparency is important.
9. Forming a committee on strategic enrollment management to stimulate conversation between areas.
10. Commitment to increasing graduation rates is key and that starts with enrollment management and retention. Retention begins in the recruitment process.
11. There will be opportunities for faculty to make more contributions to the admissions process.
12. Admissions staff will be looking for faculty to send him what makes their departments unique, discuss the student/faculty relationships. Passion and enthusiasm becomes evident when they discuss their departments.
13. Chris is always open to suggestions, criticisms, etc. and welcomes input.
14. Moving forward, they will have counselor meetings with all departments.
15. They will be on the road recruiting in 2 weeks.
16. Effective admissions counselors will have information that sets us apart.
17. Details are important to sell ourselves
18. We need to make sure we can stand out to students we are trying to recruit
19. Student Ambassadors will be going through training as well as the office continues developing a counselor-training model.
20. The office is working on a 5 year plan and have targets in place for this year.
21. Updates from Dean Harris
22. Sabrina Qureshi will now be SACS liaison.
23. Five year report is coming up
24. We must show improvements we have made in student learning based on assessment.
25. We need to think of changes we have made based on assessment and assess those changes. We need to report results or lack of results on the changes.
26. Sabrina and Amelia will meet with departments individually to talk about ideas for things you may be doing or may have done.
27. New faculty:
28. Heather Evans - John Morton Beaty Endowed Chair in Political Science
29. Jinny Turman - Associate Professor of History
30. David Frazier — Instructor in Computer Science
31. Karen Carter — Assistant Professor of Information Systems
32. Miranda Cashio — Instructor in Nursing
33. Ning Zhou -- Instructor in Accounting
34. 162 individual undergraduate research presentations last year. Counting conferences, research day and blitz.
35. Research Blitz will happen again this year in fall and spring.
36. NCUR is in Montana this year. COPLAC is at New College in Sarasota, FL.
37. We spent $48,000 sending students to conferences and providing summer stipends not counting FINS. Chancellor donated $12,000 so $60,000 total, not including FINS.
38. 3 international trips planned for this year.
39. Mark Clark is planning one to Poland and Eastern Europe.
40. Amelia is planning one to Vienna
41. John Mark Adrian is planning one to Venice.
42. Updates from Associate Provost for Information Services & CIO
43. Provided numbers for enrollment as of Friday, Aug. 9, 2019.
44. Looking at the numbers, we are 4% behind in terms of Wise full time.
45. Fall cohort is at 70%
46. Transfer numbers are down
47. Scott and Chris Dearth are working together on a consistent coding system
48. Scott will start sending enrollment numbers out weekly.
49. A great positive note: we have seen the highest graduation rates for the College in the last few years.
50. iPad distribution has already started.
51. Basic iPad Training will be held on Wednesday and on Thursday during faculty workshop.
52. Advanced training will be on Monday, Aug. 19.T
53. There will be an Apple specialist on campus for a year
54. Distribution schedule is on our webpage.
55. Working through a list for Apple TVs.
56. Department has ideas to temporarily fix WiFi in buildings lacking proper service
57. Liberal Arts Core Committee/Mark Clark
58. A summary sheet was provided. Committee is focused on intentionality, interdisciplinarity, and diversity.
59. Their next step will be to meet with departments and get feedback on what we need to be doing.
60. The Committee has looked at several different models of liberal arts curricula and is asking for feedback on those models. It is not a top down initiative. Intentionally trying to start at the bottom and work up approach. It will not be distributed until they talk with departments individually. The last curricula change was in 1988.
61. Provost Search Update/Mark Clark
62. There have been over 50 applicants for the position.
63. The search is confidential until candidates come for campus visits
64. Over 100 people were recruited - most applicants have either Dean or Provost experience.
65. They will be narrowing the candidate pool to 8-10 candidates. Towards the end of the month, 3-5 candidates will be invited to campus for visits/interviews.
66. Hopeful to have person in place at the beginning of the spring semester.
67. Discussions/Concerns
68. Robin Benke is concerned with the Library’s budget. Sandy feels they need to speak with Chancellor Henry for a long-term solution.
69. Jacob asked about the plans for Wyllie. Sandy said there is a new plan from architects for the building. Thought is that in 3-4 years the building will be ready and will have office space.
70. Amy Clark: Zehmer needs work. Some cosmetic, some safety, and IT enhancements. Heating and air units not working.
71. Tom Costa wants to sit down and develop a plan for ECA.
72. Andy Cox needs to meet with Chairs and/or Departments to verify competencies for the VA Dept. of Learning.
73. Updates from Chancellor Henry
74. Presented 6 year plan to the Op6 group in Richmond yesterday. They will send us formal questions for us to respond to. We must get our approved 6 year plan back to them by Oct.
75. Last Spring we brought in a consultant to look at our processes in enrollment and financial aid.
76. They will continue to give us advice and that will be shared with Chris.
77. President Ryan will be changing the way they recruit and their admissions processes.
78. President Ryan would like us to collaborate more with UVA.
79. New members on senior staff: Jewell Worley, Valerie Lawson & Chris Dearth
80. Goal is for committee to narrow the pool down for off campus meetings at the end of the month
81. New Marketing Director - Genna Kasun. Marketing and branding pieces will be rolling out slowly.
82. Enrollment update: 290 freshmen, 70 transfers, 25ish UVA deferred students.
83. Year in Wise: opportunities to help the students learn and explore this area and hopefully grow to love it. Looking for programming for the students.
84. New programming:
85. Online RN to BSN online program.
86. Working on Master’s in Education.
87. Innovate2eleVAte program was presented. We are looking for possible grants to help cover cost in the future. If you’d like your entire class to have a specific app, let Scott Bevins know.
88. Liberal Arts Core Committee will continue to work on revisions and work with faculty.
89. New Student Advising Corps
90. 9 students are starting this fall as NSF STEM scholars
91. Josephine Rodriguez - Women in STEM across COPLAC institutions NSF grant.
92. Bruce Cahoon got an NSF equipment grant for a centrifuge.
93. Wyllie Hall did get planning money. Planning to get construction money to begin next year. Darden Hall is next building on the list to request funds for renovation. Zehmer Hall is after Darden.
94. Joint task force for UVA and UVA-Wise will investigate how the university supports us and how they could.
95. Co-develop a plan for continued growth and sustainability of UVA-Wise so that the institution can continue to serve as a leader in education and economic development for far Southwestern VA.
96. Shared working groups so everyone can reach out to appropriate group with concerns.
97. Our strategic plan will come forward from a committee. Huda will be a writer of the plan.
98. Our plan must align with UVA’s plans for the SIF funding to flow down. We have been included in UVA’s strategic plan.
99. Budget transparencey
100. A report from our audit came out. It’s finding was that no improprieties.
101. Chancellor came up with a plan to increase transparency for budget information.
102. Dashboards will be created. Budgets can be posted online. Will include E&G funds, development funds, and auxiliary funds.
103. Concept of zero based budgeting will be implemented.
104. New budgets will be put in place next year. Everyone shares their funding needs and what their budget should be. Budgets are divided out accordingly. May not happen every year, but do it to get to a good reset.
105. Need external person to come in and guide that process.
106. We will be doing a search for new Chair for Nursing. It will be an endowed professorship as well. Parker will be doing the search.

Adjourned at 1:23.