I. **Attending:** Randy Hendricks, Mark Tietjen, Felix Tweraser, Kevin Hibbard, Denise Overfield, Steve Goodson, Kevin Shunn, Shelly Elman

II. **Minutes**
- **The September 17 minutes** were approved with the following correction: The Szechuan Opera Company did not perform on campus, they were brought in by Carrollton City Schools and performed at Carrollton High School.
- **The October 15 minutes** were approved with the following correction: Annual Reports are not going away, just the Annual Reports as we know them will go away.

III. **Update on FY 16 Budgeting Process**
- The Dean discussed the intense meeting process that he, the other Deans and the Provost had on Monday and Tuesday, November 3 & 4.
  - In these meetings, each Dean was given time to discuss/justify/advocate for their “asks.”
  - Next, they ranked their top 15 and then met to go through their tabulations.
  - The Provost assured the Deans that these were not binding determinations, that this process was an exercise in order to make the most informed decisions.
  - Three “buckets” were created in which the Deans could put their priorities:
    - **Bucket 1** holds new money that will be requested from the state (approx. $2-2.5M)
      - Faculty line requests in History and English were requested from this bucket
    - **Bucket 2** holds new funds generated by a proposed increase in graduate tuition (our graduate program tuition is well below that of other grad programs in the USG and will remain so even if the proposed increase is approved)
      - The additional staff position in History was requested out of this bucket
    - **Bucket 3** is the “catch all” bucket and holds the proposed 2-2.5% increase in undergraduate tuition
      - Here the costume shop supervisor (Theatre), the Art Technician staff lines and a $103,000 increase in COAH Operating Budget were requested.
  - The faculty lines were moved to a higher priority because it is presumed that the BOR will look more favorably on faculty lines than staff lines.
  - In the Deans’ vote on priorities, the History faculty line came in third. The Dean wasn’t sure where the staff lines came in. Again, this isn’t binding.
  - The Dean stated that he appreciated the Provost’s process approaching budget request planning.
  - The Dean stated that requests were as much data informed as they are data driven; that the Provost is looking at underrepresented areas like the need for a historian with a focus in the Middle East as much as he is looking at what the data tells him about needs.
  - The exercise in finding potential cuts in the current budget was reduced in the COAH from $141,000 to $93,000 by the Provost.
    - He is still working on reducing the 62% of the cut that is supposed to be covered by Academic Affairs.
  - The Dean said that if the staff lines for in Art and Theatre aren’t funded, then the arts get no new money.
    - If this occurs, then the Dean will review his arguments and politely ask how the COAH fits into the institution under the new leadership, while also thanking the Provost for the open process.
  - We will know in November what the institution will send up to the BOR.

IV. **Facilities Requests for 2015**
- The Dean presented the list of priorities for facilities requests.
  - Top priorities are those projects that can self-pay.
• COAH’s list of projects is the landscaping in front of the Old Auditorium.
  o Second priorities are those projects that have to do with safety.
    ▪ COAH’s list of projects includes air quality and egress issues in various buildings.
  o Third priority are those projects that affect students.
    ▪ COAH’s list of projects includes building out of the third floor for faculty offices, renovating TLC 1-200 as a screening room and AV for HU 203.

V. Strategic Plan or Goals Only
• The Dean offered that since the semester has been extremely busy, that departments need only come up with goals and that the department strategic plans can be put off until next year.
• There was much discussion on the difference between the SMART goals and the action items from the department roll outs of the survey; should they be connected?
  o The Dean specified that they can be connected or that they can be separate.
  o He also clarified that the SMART goals should be relatable to the institution and COAH strategic plans.

VI. Town Hall on Budget and Capital Campaign
• The Dean said that his office is working on scheduling two town hall meetings to discuss the budget and the capital campaign.
  o The first is scheduled for Wednesday, November 12 at 3:30pm
  o The second will be either Tuesday, November 11 or Thursday November 13 at 2pm
  o Locations are TBD

VII. Other Business
• There is a concern about how courses are being coded with regard to technology.
  o The new policy is that they are coded with no technology.
  o There was a Grades First failure in Foreign Languages and Literature that culminated in a class disturbance.
    ▪ The contact to discuss this is the Director of the Center for Academic Success.
• There is ongoing concern about how Learning Communities are run in the FYE office.
  o It seems to be worse this year.
  o Is there a way through Engage West to report these type of difficulties?
  o The Dean asked everyone who has a Learning Community within their department to write up a short narrative of problems so that he can share them with John Head.

VIII. Announcements
• The COAH Strategic Plan is ready for faculty endorsement.
  o The Associate Dean is setting up a survey to send to the faculty.
  o She has gotten the Strategic Plan on the Google Drive.
  o The Dean will send out an email to the faculty and staff alerting them to the survey and the strategic plan.
    ▪ He asked the chairs to follow up on this and let faculty know that their input and vote is are requested.
• There will not be time to organize a graduation party for COAH graduates this semester.
  o Instead, the Dean will send out notes.
  o The Dean said they will start organizing the spring party early in the semester.
• The Dean will need the spring 2015 workload report when the chairs can get them in.
  o The policy is that they come in with the schedules for the next semester.
  o Email them directly to Harry.
  o Harry will take the reassigned time listed on the workload report to create the Reassigned Time Report.
• The Dean reminded the chairs about the Pride Points website
  o The due date for listings is the 25th of each month.
  o UWG has gotten some accolades from the BOR for this.
  o The President is very high on this and wants us to report accomplishments here.
The Dean will allocate the Presidential Grants this week. He will send emails out.

The Dean distributed the UWG Roadmap Timeline for Sustainability

The Dean and Associate Dean distributed the Barrier Team’s Dual Career Assistance Program hand out.
   - The Associate Dean asked that it be distributed to faculty without the FAQ page, which has a lot of typos and can be confusing.
   - When it’s distributed, it should be noted that it is a draft.

UWG has a new website that focuses on the institution’s stake in Economic Development.
   - www.westga.edu/economicdevelopment

Respectfully submitted,

Shelly Elman