**RHE Deans Meeting**

**July 17, 2018 | 9:00 a.m. – 4:00 pm | Cutler 306**

Attendees: Willan, Howard, Anderson, Tuck, Pennington, Smith, Klein

*9:00am – 4:00pm Updates and Discussion Items*

Program Coordinator Stipends

The deans reviewed the program coordinator stipends. System coordinator stipends account for responsibilities related to program assessment and program review. Appointment letters for the system coordinators need to reflect these duties. The program coordinator duties document and activity chart both need updated. Anderson and Howard will update both documents and draft updated language.

Health Technology Program

The deans reviewed the enrollments in the program. Over the past three years, the degree has served fewer than 10 students per term. The deans support suspending the program.

Willan will discuss reviving the associate of technical studies degree program with the “Friday Group.” The ATS can support the same academic goals of the health technology program.

Health Services Administration Staffing

Tuck and Smith worked to develop a shared position job description for health services administration. The “home” campus for the faculty member will be established based on the preponderance of student majors: Chillicothe or Lancaster. The deans hope to post the Group II position in late August.

Environmental Technology Program

Willan met with the system coordinator about the program. The deans discussed the program enrollments and opportunities. The deans support researching growth opportunities for the degree, including a review of the curriculum and program name.

COMS 2040

Willan received notification from the department that the cap for COMS 2040 is 30, for all delivery modes. Campus administration or faculty may not adjust this cap. The course is considered a performance course.

Faculty Conference

The faculty conference will be Friday, August 24 at the Lancaster campus. P&T workshops will follow the same process as last year and will be later in the year. Jim McKean will reach out to Christine Wolfe about program coordinators meeting at the faculty conference.

Budget

The FY18 expenses were reviewed. The 2nd close will occur the 3rd week of July. Willan reviewed efficiencies in the part-time budget.

*Elizabeth Sayrs*

The deans discussed certificate opportunities with Sayrs. There is a barrier with the current certificate policy for associate degree students: only baccalaureate students or graduates may declare a university certificate. The group also discussed the ability to create standalone certificates that could serve regional communities. There needs to be more research done regarding the need for the standalone certificates and how to track/report them. Willan asked about the ATS degree and shared that the state has defined five specific areas of focus for the ATS, particularly as it relates to the One-Year Option program. The group discussed the RHE Study Committee. Athens colleges are moving more and more toward completion degrees, evolving to where RHE has been. The group discussed co-requisites rather than pre-requisites as a way to help students be successful in online courses.

Coordinating First Fall Meeting Dates

The deans discussed coordinating meetings so faculty could participate in departmental meetings that are hosted in respective departments on the Athens campus. This will be discussed with RHE Leadership. The campuses were encouraged to use August 23 for their fall meeting.

Zoom Meeting

Zoom will be used more frequently for RHE Dean meetings, depending on the Provost’s meeting format. The meetings will be scheduled once the Provost meetings are planned.

Affordability and Efficiency

Howard provided an update with the deans regarding the affordability and efficiency measures that the RHE office is submitting for the required state affordability and efficiency report. From FY17-FY18, the regional system gained over $900,000 in part-time instructional efficiencies. Since FY14, the system has seen a 40% cost efficiency in the part-time instructional budget.

Budget Meetings

Willan shared that RHE will now have monthly meetings with the budget office and the Provost’s office. This is a great opportunity for regular communication and strategy review.

Enrollment

Howard is working with IR to create a new enrollment report that will show year-to-year information differently: direct year-to-year, calendar date comparison and a comparison that takes into consideration the calendar shift.

RHE Study Committee

The RHE Study Committee will not include a Board of Trustee member; however, the committee chairs will have regular opportunities for discussions with the Trustees. Pennington shared that benchmarking information was collected from 32 institutions through the RBCA listserv. The results show great diversity in structural approaches and models. The committee is reviewing different models for consideration.

Marketing Initiatives

Smith asked for clarity regarding marketing initiatives. What should the campuses do with costly media that already exists that includes the old brand campaign? Anderson emailed the campuses with information about the campaign language mid-June. Printed pieces can be used with the old branding information; no new pieces can be created with brand taglines until a new university brand campaign is developed. Online information needs updated to remove references to “imagine your possibilities” or other taglines.

RHE Tuition Guarantee

The health technology program is the only exempted program. Anderson and Howard are actively engaged in discussion with Admissions, Financial Aid, and the Bursar about language that can be used to review the guarantee. Updated information will be shared as it is available.

Foundation Accounts—Scholarship Establishment

Pennington shared that the Southern campus was told Foundation accounts now require a $5,000 initial investment instead of $1,000. The deans noted concern that this will begin limiting donations toward scholarships. Willan will investigate this further and report back to the deans.

*12:30 – 1:30 Deans Lunch with Chairs and Directors, Schoonover 450*

Career Services Coaches

Howard shared a draft position description for the career services coaches. Zach McGrain in the CLDC wants to serve on the search committees for the two FTE that will be hired this fall. Questions or concerns regarding the position descriptions should be shared with Howard. Willan reinforced that the two positions will be shared. Additional positions will be added over the next four years, ultimately resulting in 4.5 total FTE across the system.

Load and Overload / Prioritization

Load and overload prioritization is outlined in the RHE online policy document. Updates were made to the overload document to clarify the differences between scheduling and payment.

RHE P&T Dossier Documents Review

Tuck and Klein provided revised draft RHE documents for P&T. The deans reviewed the recommended documents. The deans should review the information following the meeting and notify Tuck of any questions or concerns. Once the draft is updated, the documents will be shared with the RHE Leadership for review and feedback.

IT Strategy

Willan and Howard met with OIT and then HR to further discuss the proposed IT strategy. The deans discussed the strategy and reviewed options.

Other

Congratulations to Dean Webster for being named a 2018-2019 SCUP fellow.

Howard is meeting regularly with Adam Riehl to discuss capital projects across the system.

The deans discussed the membership of RHE committees: i.e. RHECC and RHEFDC. Question: should campus faculty elect their representatives? The question will go to the RHE Leadership group in the fall.

*4:00 – Adjourn*

*Upcoming Events:*

August 7 Dean’s Council

August 7 RHE Deans Meeting

August 10 Southern Business Roundtable

August 13 Eastern Business Roundtable

August 14 Dean’s Council

August 20 New Faculty Orientation

August 21-22 BOT Retreat

August 24 RHE Faculty Conference

October 4 IUC Regional Deans

October 18-19 BOT Meeting

November 29 IUC Regional Deans