Department Heads Council Executive Committee

Minutes 11/04/2013

Executive Committee Members in attendance: Joe Eska (co-chair), Mary Leigh Wolfe (co-chair), James Tanko, Brenda Winkel, Eric Patterson, Rick Perdue, Ann Khademian, Steve McMullin, Bob Denton, Greg Daniel, Kevin Concannon, Beth Grabau, Rapporteur: Katie Snead

Vice Provost Jack Finney, Assistant Provost Amy Hogan

Guests: Wanda Dean

Part I. Meeting with Vice Provost Jack Finney and Assistant Provost Amy Hogan

Jack Finney provided updates on current Virginia Tech news and searches.

1. Dean Sue Ott-Rowlands accepted a Vice President and Provost position at the University of Northern Kentucky. She starts January 6th. An interim Dean for the spring term for the College of Arts and Liberal Sciences will be appointed soon. A search will be launched in the near future. A search firm will be employed to conduct a national search.

2. The search for Vice President for the National Capital Region is coming to a close. Things are moving forward in a productive way. It will likely be a week or two before the announcement is made.

3. Periodic Review: Dean Paul Winistorfer and Dean Alan Grant will be reviewed in the spring.

Amy Hogan asked for input regarding adding to the New Academic Leader Workshops Program.

1. The New Academic Leaders program started as a department heads orientation. The program is evolving. Now a cohort based group goes through sessions throughout the fall semester. It has been opened to the broader audience, but still focuses on new department heads. Amy asked if the Provost’s Office could provide further support to all department heads related to leadership and specific topics. What format(s) would be appropriate (e.g., brown bag lunches, case studies)? Feedback from executive committee:
   a. Format - Brown bag lunches provide a less formal situation for department heads and academic leaders to interact between colleges
   b. Potential Topics:
      i. Best practices related to start-up packages
      ii. Legal situations (e.g. sexual harassment).
      iii. Reorganization and budgets...how to fund graduate students, funding of different projects, planning and thinking forward, interfacing with the graduate school

2. Peter Macedo is building an orientation and resource Scholar site for department heads
   a. Resources on the Scholar site: Sample staff evaluations, sample faculty terms of offer, supplemental letters
Jack Finney addressed the matter of diversity in applicant pools.

1. We want to get a better sense of faculty applicant pools (the demographics of who makes it to short list, who makes it to the interview).
2. Limited progress in increasing diversity of faculty at Tech. After taking a three year look, the trend is in the wrong direction.

Part 2. Meeting with Vice Provost Wanda Dean

The focus of this discussion was enrollment targets and the winter and summer sessions. Vice Provost Dean focused on topics to be presented at the Department Heads Forum on November 6.

1. Her office is looking to the colleges and departments for ways to promote their degrees. Enrollment buys names of potential students, but needs unique ways to advertise the school to families. Ideas:
   a. Capture sound bites from current fireside chats of alumni and students from the biology department
   b. Write/develop profiles of recent alumni
   c. Being able to advertise career opportunities and internships leads to better recruitment (Engineering has companies come in and connect with students, internship opportunities, an effective career fair.)
2. 60% families receive financial aid and Virginia limits out-of-state enrollment to 28%. The number of high school graduates is declining in the Northeast, where many of our out-of-state students come from. Applicant numbers are down, which means revenue will be down.
3. Graduate enrollment issues:
   a. Strategic plan to grow by 1000 students
   b. Applications for graduate education creeping down, offers creeping down
   c. Comment: Have to offer less money to each student if growing graduate students.
      i. Lose students to regional institutions and non-competitive institutions because they can pay their students more than Virginia Tech.
4. Summer: There is a need to grow summer enrollment for revenue.
5. Winter – 1076 enrolled in winter session as of today. Three dates to check enrollments and decide if classes will be taught.
   a. For the most part classes are filled with in-state students. There are out-of-state charges for online classes which can't compete with programs that don't have a differential between in-state and out-of-state students (online specifically).
6. Summer Academy is an early start, academically rigorous program. Virginia Tech wants to get to enrollment of 320. Enrollment last year was 248.