WILLIAM CAREY UNIVERSITY
FACULTY ASSEMBLY MINUTES
August 21, 2009

Dr. Garry Breland, Presiding
108 Members Present

Dr. Breland thanked everyone for their attendance at faculty assembly and opened with prayer.

Minutes from April 17, 2009 Faculty Assembly were presented. Motion was made by Allison Chestnut to accept minutes. Jeff Andrews seconded motion. Minutes were unanimously approved.

Emerson Toledo reported the expected fall enrollment of International students as 70 from 22 countries. He emphasized the importance of making this successful for not only WCU but for the students as well. He asked that faculty members who have any of the International students in their classes to please make sure they are receiving what they need. There is help available if it is needed.

Dr. Caldwell updated faculty about SACS progress. The report is almost complete and to be presented electronically on September 10th.

Dr. Breland presented an explanation of QEP. The title is “Mission Possible: Critical Reading for Academic Success.” The QEP Committee has determined that critical reading will be the focus to be done in four phases over the next 5 years. Critical reading is defined as active reading, analytical reading, evaluative reading, and reflective reading. The phases will be 1) Determine Baseline Measures 2) Faculty Development & Training 3) Apply Best Practices in Use of Reading to Class Instruction 4) work to Promote Critical Reading Beyond the Classroom.

The 2009-10 Institutional Plan was presented by Dr. Crockett. Several of the strategies have been changed. Every department must evaluate at least one strategy. Janet Williams made a motion to accept recommendation and proposal of 2009-10 Institutional Plan. Mark Nicovich seconded motion.

Dr. King thanked committee (Dr. Caldwell, Dr. Dale, and Dr. Crockett) for their work on SACS. Then he spoke about the following:

- Financial status – MBC report indicated income did not meet budget last month (first month since Katrina), and the trend is disturbing. When that money is down, our money is down. He explained the operating budget and the difference between the use of
unrestricted and restricted funds. He mentioned that just because building projects are underway does not mean the general fund has any extra cash.

- Our new MBS is successful, with 19 students enrolled.
- There will be no salary adjustments right now; we are trying to keep full insurance coverage. We are only one of two private schools in the state that pay full medical coverage for employees.
- Dr. King asked that each department look for ways to “trim” spending and conserve energy.
- We will try to give a bonus paid in two payments, one on December 1st and the other in May (he said this is not a promise but is our intention).
- There will be no new capital building projects this year (we will continue current ones)
- Tatum Court – AC is going out and must be refurbished.

The meeting was adjourned after announcing department meetings.

The Graduate Assembly did not meet.
William Carey University
Faculty Assembly
August 20, 2009
1:00 p.m.

1. Welcome -- Scripture and Prayer         Dr. Garry Breland

2. Approval of Minutes

3. President’s Remarks                    Dr. Tommy King

4. International Student Update           Mr. Emerson Toledo

5. SACS Reaffirmation
    a. Compliance Report                   Dr. Daniel Caldwell
    b. QEP                                 Dr. Garry Breland

6. 2009-2010 Institutional Plan           Dr. Bennie Crockett

1:30 p.m.       School/Department Meetings TBA

(Note: No Graduate Faculty Assembly is scheduled for today.)
WILLIAM CAREY UNIVERSITY
FACULTY ASSEMBLY MINUTES
April 17, 2009

Dr. Garry Breland, Presiding
78 Members Present

Dr. Breland opened meeting with a reading of Psalm 145: 1-9 and prayer.

Minutes from October 24, 2008 Faculty Assembly meeting and virtual Faculty Assembly meeting of January 30, 2009 were presented. Motion was made to accept minutes by Bennie Crockett. Nadine James seconded motion. Minutes were unanimously approved.

Dr. King encouraged everyone to attend homecoming festivities. He commended the New Orleans School of Nursing for their complete approval by State Board of Nursing and a 100% passage rate for their nursing students. Dr. King said our enrollment numbers are now up to pre-Katrina. He commended Iris Easterling on the Art Museum.

Dr. Hummel spoke to everyone about the “Pressing Forward” campaign, thanking them for their participation. We are in the “silent-phase” right now of the campaign. The totals are as follows:

- 76% participation (185 out of 244)
- $173,035 given/pledged toward campaign to date
- $10,000,000 over the next three years has been pledged toward the campaign

Dr. King said that through the month of March the Mississippi Baptist Convention is ahead of budget. We obtain funding of 2.3-2.6 million a year from the Mississippi Baptist Convention so this is good news for us. WCU is doing everything possible to be able to continue to pay employee insurance benefits. There will be no capital projects next year. Everything depends on enrollment. Finally, he thanked everyone for their dedication and commitment to the task here.

Dr. Rauch presented two proposals from the Undergraduate Curriculum Committee:

1) Winters School of Music (see attachment)
2) Department of Mathematics (see attachment)

Proposals do not need motions. Faculty voted and unanimously approved proposals.

Dr. Morris spoke about redesign in teacher education. WCU has submitted a 100-page report. It has been called the “model program of teacher education in the state.”
Dr. Breland gave an update on preparations for the upcoming SACS reaffirmation. A Quality Enhancement Plan (QEP), written by Dr. Jeannie Lockley, will be presented to QEP Committee next week for review and further input.

A sample of the Compliance Certification will be submitted to Dr. Joseph Silver, our liaison at SACS next month.

Registrar Gayle Knight presented the names (attached) of graduates for May 2009. There are 658 graduates. Bob Ellis made a motion to approve graduates. Mark Malone seconded motion. Unanimously approved.

Jeff Andrews spoke about on-line registration and degree audit. Degree audit manages students to stay on track. Students will still have to register in person for courses out of the prescribed sequence or program of study. Audits for Business and Nursing are nearing completion. Education will be next. A training program is needed to prepare faculty and Administrative Assistants on the advising and registration process. Jeff also said that faculty are not utilizing CAMS in the advising process. It is a wonderful tool for accessing student data.

Jeff next spoke about the telephone system at WCU. We do not have enough phone numbers to support the new D.O. school and will need to purchase a new phone system. The one being considered would link all campuses with only 4-digit dialing numbers.

Dr. Breland welcomed announcements:

- Dr. Nadine James welcomed Felicia Browning as a new nursing instructor.
- Ms. Iris Easterling said the new Sarah Ellen Gillespie Museum of Art is now open and encouraged everyone to visit.
- Dr. Malone invited everyone to attend the musical Joseph and the Amazing Technicolor Dreamcoat.
- Tim Matheny invited everyone to attend the upcoming play Ajax.

Dr. Breland defined “academic advising” (a handout will be provided) and thanked everyone for all the work they do in “quality” advising.

The meeting was adjourned.

Minutes taken by Tammy Dossett.
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Institutional Effectiveness and Planning

The University seeks to achieve its mission of creating a dynamic, learning community that prepares students for lives of service and leadership.

Institutional Effectiveness and Planning

William Carey University

Mission Statement

Institutional Plan, 2009-2010

William Carey University

Approved, Board of Trustees, April 2009.
# Annual Institutional Effectiveness Cycle

## 2009-2010

<table>
<thead>
<tr>
<th>Month</th>
<th>Activity</th>
<th>Responsibility</th>
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<tr>
<td>July</td>
<td>• Review and revise Institutional Plan</td>
<td>IE, Planning, and Development Committee, President and Board of Trustees</td>
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<td>• Distribute 2008-2009 budget information</td>
<td>Budget office</td>
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<tr>
<td>August</td>
<td>• Review and revise Institutional Plan</td>
<td>IE, Planning, and Development Committee, President and Board of Trustees</td>
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<td>• Distribute 2008-2009 budget information</td>
<td>Budget office</td>
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<td>• Review, revise, or delete previous year’s assessment</td>
<td>Academic/Administrative/Educational Support Units</td>
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<td>• Develop and distribute new objectives and assessment criteria</td>
<td>All Departmental Units, Academic and Administrative</td>
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<td>• Pending budget revision, faculty and staff raises will be decided</td>
<td>President and VPAA</td>
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<td>October</td>
<td>• Review assessment plans</td>
<td>Institutional Effectiveness; Administration</td>
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<td>November</td>
<td>• Initiate curriculum revisions</td>
<td>Academic Departments</td>
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<td>January</td>
<td>• Vote on curriculum changes</td>
<td>Faculty Assembly; Graduate Committee</td>
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<td>February</td>
<td>• Prepare budget information and budget instructions</td>
<td>Administration</td>
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<td>• Distribute budget information and instructions</td>
<td>Chief Financial Officer and Budget Director</td>
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<td>• Revise catalogs</td>
<td>Academic Affairs; Deans; Administrators</td>
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<td>March</td>
<td>• Receive preliminary budget requests</td>
<td>All budget units</td>
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<td>• Issue letters to faculty who are not being renewed for 2009-2010</td>
<td>President and VPAA</td>
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<td>April</td>
<td>• Draft of preliminary budget, 2009-2010</td>
<td>Administration</td>
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<td>• Vote on curriculum changes</td>
<td>Faculty Assembly; Graduate Committee</td>
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<td>May</td>
<td>• Present budget for 2009-2010</td>
<td>Administration; Board of Trustees</td>
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<tr>
<td>June</td>
<td>• Complete and distribute information for assessment</td>
<td>Institutional Research</td>
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* Institutional Research supports any or all activities listed on this chart, including graduating students’ Exit Interview, the Graduate Follow-Up Report, students’ Evaluation of Faculty, the Fact Book, etc.
WILLIAM CAREY UNIVERSITY
Faculty Assembly
August 20, 2009
Sign-in Sheet

Ashley Krell
Rebecca Myhra
Joe Brooke
Edwin M. Williams
Brandon Waldrip
Chatham Wade
Jan Caddell
Les Conner
Gene Harris
Karen Deavor
Patrick Beatty
Mike Hand
Cheryl Sams

Jennifer Imminger
Alyssa B. Benson
Brenda B. Thomas
Nykola Jackson
Alicia Burkett
Kathryn Hayes

Ben Waddle
WILLIAM CAREY UNIVERSITY
Faculty Assembly
August 20, 2009
Sign-in Sheet

Daniel C. Brown
Zane Jones
Kathleen Kittrell
Burt Brown
Ellen and Carl Tofel
Diane Hornsby
Steffie Anderson
Connie D. Boyce
(Rebecca Chatham)

Felicia Browning
Lori King
Nate Nightlowl

David Williams
Jeanne forbesc
Kwun Wolcom

Wilson Dunning