

Hello All,

As you are aware, the Board of Trustees begins its February Retreat today. They have requested that the deans of each degree-granting college and the graduate school present their visions for future success and program vitality. I do hope many of you can listen in to the public session, which begins at approximately 1:30 p.m. Adolphus already shared the link this morning, but here it is again: <https://winthrop-edu.zoom.us/j/85392377376>.

I will be sharing updates on our process for developing the Academic Master Plan at next week's Faculty Conference and will report out with more detail at the April Board and Faculty Conference meetings.

Reminders:

[Provost Office Hours: Fridays, 9:30 to 10:30 on Zoom.](#)

WOTC Professional Development Funds:

Today, I also want to remind those of you eligible for professional development funds available to those of you who completed WOTC training last spring and summer. The approved expense areas and process for accessing those funds is below. We started an automatic fund transfer in January for appropriately coded expenses, but if you have previous expenses, see the instructions below for what to do.

Approved expense areas:

- registration for a virtual webinar, event, or professional development opportunity (attend or present)
- publication costs associated with preparation of manuscripts, digital artifacts, or other creative works
- training and costs related to teaching or research-based certifications
- materials needed for the advancement of research and teaching outcomes, to include:
 - o instructional / research technology upgrades for Winthrop University assets
 - o devices (which would remain Winthrop University assets)
 - o One-time license costs for research or instructional technology software
- travel to a conference or other event for presentation of scholarly / creative work (when travel ban is lifted)

Process:

To help with tracking expenses, please use the newly created Activity Code, **WOTC20**, on all expenses that are to be reimbursed with these funds. Expenses can be charged to any direct operating account at the college or department level, but not to a revenue account. With the activity code we will be able to use the BvA's to identify and reimburse the colleges/departments. We will do so monthly.

If you incurred charges on behalf of a faculty member prior to January (when we started tracking with the BvA's), please send that detailed information to Amanda Hackney at hackneya@winthrop.edu so she can reimburse the specific expense soon.

If you have any questions on this process, please contact Amanda Hackney.

If you have any questions on faculty eligibility, please contact Claire Weikle.

Exceptions to the list of eligible expenses must be approved by the Dean and Provost.