

## **DEPARTMENT HEAD MEETING**

**(10/17/13)**

**Attendance:** Barbie Radcliffe, Corine Myers-Jennings, Don Leech, Brian Gerber, Mike Griffin, Reynaldo L. Martinez, Jr., Festus Obiakor, Leon Pate, Jack Rainer, Mizanur Miah, Martha Loughlin (for Kate Warner), Jamie Bird, and Jessica Graves

Meeting called to order by Dr. Gerber at 8:35 a.m.

**EdTPA:** Mrs. Bird presented each department with their content specific folders. The folders consisted of an instruction sheet, matrix to be completed, glossary for each specific department, and an example what the completed matrix should look like. Mrs. Bird explained the process of the folders and the use of the matrix. Emphasis was added regarding the use of the matrix and trying to be proactive in evaluation of each department pending the upcoming 2015-2016 assessments for our candidates. Dr. Graves went through the instructions of the packet and how to complete the matrix. She reiterated there would be gaps in some areas because each department is going to have to modify programs within their departments to align them with the new standards. Emphasis was added regarding the need to assess ALL programs in your department and to confirm language with each content specific glossary. Dr. Graves stated the steps to follow: label classes within matrix (if not already completed for the department), decide if the curriculum is not taught, taught or taught and assessed within each field, and finally assess how with giving a description on the last page. Dr. Graves stated the goal is to evaluate the curriculum for the upcoming changes that will need to be made and to make sure we give our candidates every opportunity to succeed. – Discussion pursued regarding electronically sending the form and changes in syllabi for departments. Mrs. Bird stated our candidates will be graded on a national level as well as a local level. The deadline to give these forms back to the panel is two weeks from today (Oct. 31<sup>st</sup>). The panel that drafted and composed the documents consisted of Jamie Bird, Jessica Graves, and Melody Fuller.

**DEAN'S COUNCIL:** Dr. Gerber presented items which were brought before the Dean's Council for discussion.

- Academic Pool Releases - \$300,000 for fall and \$300,000 for spring. However, there is a maintenance agreement in place for \$50,000 for the fall term, so this brings the fall number down to \$250,000. Dr. Gerber has to present these to the Council on November 8<sup>th</sup>, so he is going to need these to him as quickly as possible.
- Operating Budgets of each department – Dr. Danahar wanted Dr. Gerber to obtain these for each department (discussed in the 10/10/13 meeting). Dr. Gerber discussed that he cannot request any more money at this time. Each department needs to make

sure that it looks at its allocated funds and gets their numbers as close to \$0.00 as possible. Dr. Griffin posed a question regarding how to make sure there is money to cover, if they happen to go over their budgeted amount. i.e. What happens if the budget get too close? Dr. Griffin stated “either you use it or you lose it.” Dr. Rainer suggested sharing resources between departments. Requested a meeting to discuss where budgets are in late spring. Dr. Griffin asked if we could meet with Jenny to discuss this further. He stated that this just simply means that each department needs to be proactive in their budgeting.

- Budget Cuts – Dr. Gerber informed the Department Heads to be ready for budget cuts. He does not know when they are coming or what they are going to look like at this point, he does know there is a hiring freeze right now. If you have already started the process of hiring, you should be fine. However, if you are about to start or have just submitted a request, be prepared because they have been put on hold. However, at this time, please do not share this information with your faculty. When the University has decided how they are going to implement the cuts, they will advise and at that time you can discuss it with your faculty. Dr. Gerber did state he expects the cuts to take place with employees who are either part-time or 49%.
- Low Enrollment Programs – Dr. Gerber distributed a handout consisting of every department’s program list. Some departments were highlighted in yellow. If your program was highlighted in yellow, it is considered to be a low enrollment program. This standard is set by the USG. USG is asking VSU to look at ways they can cut back. One way is to cut programs that are not producing adequate results. Dr. Gerber has to report on all yellow highlighted programs as to why they are a low producing program. Therefore, if any of the Department Heads have any program in yellow, they will need to provide an explanation to Dr. Gerber by the end of Friday (10/18/13). Dr. Radcliffe brought to Dr. Gerber’s attention that she has a coding issue regarding two of her programs. He acknowledged the issue, but stated that it should not affect this exercise because neither of the two programs was highlighted in yellow. Discussion pursued regarding recruitment and how to recruit for these low enrollment programs.

**CONCERN FORM PROCEDURES:** Dr. Obiakor explained his department is having a problem with Concern Forms and when/how to use concern forms correctly. Dr. Radcliffe stated she just had the same type of problem and her department put a procedure in place to address this same situation. Discussion regarding this issue pursued. The consensus was to discuss the concern forms and educate Dr. Obiakor’s faculty in the proper procedures and instances within which to use the concern forms. Dr. Radcliffe is to email out her instructional advisement form to all Department Heads. Dr. Griffin and Dr. Leech suggest the Concern Form be revised. Dr.

Leech is going to compose a committee together to discuss and present to the executive committee.

**FACULTY AND STAFF CAMPAIGN:** Dr. Leech gave out packets to each department. He requested that each Department Head give their packets out to their faculty no later than Monday (10/21/13). Dr. Leech stated we need to encourage our faculty and staff to give to the Foundation. Dr. Radcliffe brought to light that faculty and staff are able to delegate where their funds will be allocated and can contribute to their own departments. Each department is able to do a percentage of what is being given. This will enable each Department Head to see what percentage of your faculty is giving back.

**CAEP CONFERENCE:** Dr. Leech advised the Department Heads that the conference is going to be held on March 26-28 in Nashville, TN. He explained that it would be very beneficial to anyone who went and requested that anyone interested from each department that would be willing to attend. He would like these names by Monday (10/21/13). He is going to register all candidates at one time.

**ANNOUNCEMENTS/OTHER BUSINESS:**

Dr. Rainer conducted discussion regarding People Adm. He explained how there is tension between the Human Resources office and Academic Affairs. The system that was put in place is not working and there is no change in pervious issues. He did commend Ms. Freda and Ms. Laura on their efforts/work.

The Brown Scholar is going to social work this year and will begin in January.

Dr. Travis York is the newest faculty in the Psychology Department. He has won numerous awards and his dissertation was internationally recognized.

Meeting Minutes from the last meeting (10/10/13). Motion to accept by Dr. Obiakor and accepted by all pending the typo changes.

Dr. Griffin presented the idea of having a “thank you/appreciation” luncheon for Jenny. He stated she is very valuable and does numerous things for the departments. Dr. Griffin will work on getting the details (i.e. time, location, date) worked out.

Meeting was adjourned at 10:00 a.m.

Respectfully submitted,  
Jessica Pippin