

## **Department Heads Council (DHC)**

**Meeting of January 27, 2009**

**Odum Library 1604**

**Members in Attendance:** Jim Baxter (Chemistry), Bob Bauer (Psychology and Counseling), Carl Cates (Communication Arts), Ed Chatelain (Physics, Astronomy & Geosciences), Fred Downing (Philosophy & Religious Studies), Bob Gannon (Biology), Phyllis Holland (Management), Wallace Koehler (Master of Library and Information Science Program), Don Leech (Curriculum, Leadership, & Technology), Rey Martinez (Adult & Career Education), Lynn Minor (Early Childhood & special Education), Jim Peterson (Political Science), Mylan Redfern (Mathematics & Computer Science), Mark Smith (English), Viki Soady (Modern/Classical Languages), Cindy Tori (Marketing and Economics), Len Weld (Accounting & Finance)

### **Guests:**

Dr. Louis Levy, Provost

Ms. Honey Coppage, Assistant to the Provost for Academic Affairs, Coordinator of Employment Records & Procedures, & Custodian of Official Records

Mr. Jon Sizemore, Assistant Director for Distance Learning

Dr. Smith, Chair of the DHC, opened the meeting at 4:01 pm. He asked Mr. Sizemore to comment on the upcoming (February 13) Online Lifeline Technology Conference. Mr. Sizemore highlighted the role that eight different units at VSU would play as participants in the conference. He placed particular attention on the importance of information on WebCT VISTA 8 and stated that faculty members could learn about a number of different techniques that could be useful in the classroom. He also passed out a flyer about the event.

Dr. Levy then opened with comments about the SACS process. He encouraged department heads to focus on changes in the next round of assessments of their degree programs. In response to a question, he noted that the site visit would be in April, 2010. Dr. Levy then reminded the group that the SACS focus this spring will be on faculty credentials, program assessment, and general education assessment. His next set of comments centered on incomplete grades. He noted that the option to give an incomplete will disappear from Banner at the end of spring semester. Students will need to obtain a certification before the end of the semester. The necessary signatures on the certification will be those of the student, faculty member, and department head. Finally, he asked all head to fill out the online Survey on Campus Conflict, as well as to encourage their faculty members to do so. This survey results from a Board of Regents Initiative. In response to a question, he mentioned that there had been a 4% increase in enrollment this spring semester. With regard to the faculty positions that are still hanging in

suspension, he provided the information that he will look at half of them in the next month and the other half in the following month. He concluded by thanking those who had sent condolences on the occasion of the passing of his mother.

Ms. Coppage then spoke about letters of intent. She will be sending them soon to tenure track faculty, but not to temporary faculty members. In response to a question, she said that she would also be sending the letters to those lecturers for whom she is not currently holding a PMF.

Dr. Cates spoke to the group about transfer of credit complications that centered on the bringing in of core curriculum courses in Communications from the two-year colleges. He also called for sharing of internship guidelines among departments. He, in particular, wondered whether students or departments made the decisions about what should be done for credit.

Dr. Redfern had no report in her capacity as Liaison with the Faculty Senate.

Dr. Smith mentioned that the DHC would need to elect a representative to the Budget Advisory Committee at its next meeting. He also distributed a flyer that outlined the mission of the new Policy on Policies Committee. After distributing the minutes, Dr. Gannon moved approval. Following Dr. Martinez' second, the group approved them by acclamation. Dr. Martinez then spoke briefly about Carnegie classifications and the new distinctions that would soon be coming out.

Dr. Smith said that both John Crawford from University Advancement and Walter Peacock from Admissions would attend the next meeting. The DHC adjourned at 5:10 pm.

Respectfully submitted,

Jim Peterson, Recording Secretary