

Department Heads Council (DHC)

Meeting of August 26, 2008

Odum Library 1604

Members in Attendance: Bob Bauer (Psychology), Jim Baxter (Chemistry), Michael Capece (Sociology, Anthropology, & Criminal Justice with Marriage & Family Therapy, Carl Cates (Communication Arts), Ed Chatelain (Physics, Astronomy & Geosciences), Fred Downing (Philosophy & Religious Studies), Bob Gannon (Biology), Mike Griffin (Kinesiology & Physical Education), Phyllis Holland (Management), Don Leech (Curriculum, Leadership, & Technology), Lynn Minor (Early Childhood & special Education), Corine Myers-Jennings (Communication Sciences & Disorders), A. Blake Pearce (Art), Jim Peterson (Political Science), Mylan Redfern (Mathematics & Computer Science), Paul Riggs (History), J.A. Shrader (Music), Mark Smith (English), Barbara Stanley (Middle, Secondary, Reading & Deaf Education), Jean Temple (Nursing), Cindy Tori (Marketing and Economics)

Guests: Sheri Gravett, Assistant Vice President for Academic Affairs

Jane Kinney, Director of Academic Compliance

Dr. Mark Smith, Chair of the DHC, opened the meeting at 4:03 pm. He introduced Dr. Jane Kinney, Director of Academic Compliance. Dr. Kinney passed out copies of the Assessment Reports that departments must submit by October 15, 2008. She suggested that departments need to submit and report data from past Annual Reports and Program Review Reports for the three years (2005-08) covered by the Assessment Reports. Department heads were also encouraged to consider utilizing data they have used in past Annual Reports and Program Review Reports. In May 2009, departments will also need to submit data for the academic year 2008-09. She highlighted the importance of demonstrating the connection between the data presented and the ensuing changes that were enacted. In response to questions, Dr. Kinney also summarized the additional SACS-related reports that are due. Faculty members are currently submitting Faculty Credentials information. Dr. Kinney asked the department heads to make sure that part-time and new faculty also completed faculty credentials pages. Department Heads will complete the Matrices for General Education by August 29, 2008. By the end of September, department heads will complete the reports on Justification and Documentation for Exception to the SACS Faculty Credentials. She also encouraged department heads both to look at and to comment on the four QEP proposals that currently appear on the SACS web site.

Dr. Mylan Redfern, DHC Liaison to the Faculty Senate, passed out curriculum revision forms that will soon go to the Academic Committee. Both forms pertain to evaluation of part-time faculty members. One form is the Annual Faculty Activity Report and Action Plan, and the other is the Faculty Annual Evaluation. In both cases, the forms clarify that teaching is the only

area for evaluation of part-time faculty members. Dr. Gannon moved to pass these forms to the committee, and Dr. Baxter seconded the motion. The motion passed unanimously.

Dr. Smith then introduced Dr. Sheri Gravett, Assistant Vice President for Academic Affairs. She described the ongoing process currently in use for the pilot project connected with Turnitin. VSU has the license for this technology, and soon there will be notations in Banner that clarify a course's usage of Turnitin. License renewal will occur in November 2008. However, a major change will occur in summer 2009. At that time conversion will occur to Web CT Vista 8, and this version of Web CT will include Safe Assign. Safe Assign will enable instructors in all courses to verify the originality of student work.

Dr. Gravett then addressed the issue of medical withdrawals. The homepage of the Dean of Students enumerates current policies. Dr. Riggs asked for clarification of situations in which students request such withdrawals after the end of the relevant semester. Dr. Gravett agreed to work on improving communications and logistical connections between the Dean of Students Office and department heads in these situations. She then addressed the related matter of hardship withdrawals that occur when a non-medical emergency occurs in the life of a student. In general, students must withdraw from all courses in these situations, and the Dean of Students typically plays no role. She also mentioned that students will soon have access to a form that enables them to request an Incomplete from faculty members. Questions emerged from the group about whether the Dean of Students could help in all of these situations and whether it might be useful to think about creation of an ombudsman's office.

Under the heading of New Business, Dr. Cates passed on a concern that faculty members must pay for new ID cards in situations when job use has led to deterioration of the old ones. On another matter, Dr. Riggs pointed out that overrides would be easier if they could be done electronically on Banner.

There being no further business to come before the DHC, Dr. Smith called for adjournment of the meeting at 5:10 pm. He announced that the next meeting would be 4 pm on September 30, 2008.

Respectfully submitted,

Jim Peterson, Recording Secretary