

**Council of Department Heads**  
**Minutes**  
**January 26, 2010**

Members present: Bob Bauer (Psychology & Counseling), Jim Baxter (Chemistry), Carl Cates (Communication Arts), Edward Chatelain (Physics, Astronomy, and Geosciences), Fred Downing (Philosophy & Religion), Robert Gannon (Biology), Mike Griffin (Kinesiology & PE), Wally Koehler (Library MLS), Don Leech, (Curriculum, Leadership, and Technology), Reynaldo Martinez, Jr. (Adult & Career Education), Lynn Minor (Early Childhood and Special Education), Jim Peterson (Political Science), Mylan Redfern (Math and Computer Science), Paul Riggs (History), Viki Soady (Modern and Classical Languages), James Shrader (Music), Jean Temple (Nursing), Len Weld (Accounting and Finance).

Guests: Dr. Phil Gunter, Interim Provost and Vice President for Academic Affairs, Dr. Kristina Cragg, Assistant to the President for Strategic Research & Analysis, and Mr. Jon Sizemore, Assistant Director for Distance Learning

Council Chairperson Rey Martinez called the meeting to order at 4:04 pm. After welcoming the Council members and introduction of guests Dr. Martinez announced an agenda change that President Schloss would not be able to attend today's meeting. He also recognized that Dr. Ed Chatelain would take minutes for today's meeting in place of Dr. Mark Smith. He then shared an email from former Provost and VPAA Dr. Louis Levy expressing his thanks and gratitude to the Council for the dinner and gift that was presented to him on the occasion of his retirement.

The Minutes of the November, 2009 CDH meeting were then considered. Dr. Weld moved to approve the minutes with Dr. Bauer seconding the motion. The Minutes were approved.

Dr. Kristina Cragg then reported to the Council on the progress of the SACS reaccreditation process. After having received the SACS compliance report at the end of November, she has been coordinating the effort to develop our official response to the 11 areas where it appeared that VSU was not in compliance. Our response will be submitted in February. The main issues seemed to be that it was unclear how different units were using data to inform decision making. Other areas of concern were to clarify our consortium agreements (MOUs), and the assessment of the General Education Standards. Dr. Cragg noted that the on-site visit will occur between April 6 – 8, 2010. The SACS Committee Chair will come to visit one month prior to the site visit. There will be a different review process than before. All materials will be delivered electronically. The next task is to establish an online portal for submitting materials. Dr. Cragg's office will be reviewing all incoming materials. The good news is that all the materials needed are here on campus. Dr. Cragg thanked all the Department Heads for their hard work in the development and submission of their Institutional Effectiveness Plans. Dr. Martinez in turn thanked Dr. Cragg and her staff for their excellent work on leading the preparation efforts for the SACS reaccreditation visit.

Mr. Jon Sizemore addressed the Council regarding the upcoming "Online Lifeline Conference" on February 19, 2010. The registration materials are one posted on the website. The Keynote Conference Speaker will be from the USG "E-Core" program addressing successes in online

student retention. Dr. Mark Taylor will also be speaking on the student response “clicker” system. Mr. Sizemore encouraged the Council members to urge faculty to register for the conference. He added that there will be a “Quality Matters” preconference session where 30 seats will be available to any faculty who wish to attend. This session will be followed by a special reception at the Crescent House. There will also be a Poster Session and Technology Showcase at the conference. The conference will be held at the Continuing Education Building.

Dr. Viki Soady is the Council’s representative the “E-Learning Advisory Board”. She mentioned that this was formerly known as the “VISTA Advisory Board”. E-Learning is the term now being used to refer to all distance learning.

Dr. Phil Gunter then addressed the Council. He thanked the Council members for their support as he began his term as Interim Provost and VPAA. His largest task is preparing for the SACS visit. He spoke positively of the VSU response report to the fall preliminary SACS review. He mentioned that the Division of Social Work had recently earned reaccreditation. Dr. Gunter shared that President Schloss remained positive about our financial situation. The various funding pools seemed to be working well to focus resources in a targeted manner. He mentioned that the process to award funds for the reassignment of time to conduct faculty research is underway. Almost all the items requested through the “Academic Equipment Pool” will be funded. In response to a question, Dr. Gunter announced that the spring enrollment was up 6.7% from the spring of 2009. The retention rate for students was at 92%. Next year’s budget is being planned on a continued growth of 3%. He mentioned that we would likely achieve more than that percentage.

Dr. Mylan Redfern presented an update from the Planning and Budget Committee. She reported that the announced 10% budget cut was not a surprise and the committee had been planning on that amount from the beginning of the academic year. The proposed funds for major repairs that had been proposed are being recommended for funding in the governor’s budget. The construction of the new Health Science Building is not being recommended for funding by the governor. Dr. Redfern reminded the Council that the proposals for the Strategic Focus 2011 funds will be due soon. Dr. Martinez mentioned that funded multi-year Strategic Focus 2010 projects would be judged on whether or not the project had made successful progress. The Office of Strategic Research and Analysis would make a recommendation to the Planning and Budget Committee whether or not to continue funding based on documented progress. Regarding the May 4, 2010 furlough day, individuals may request to change their furlough day if they need to provide services for students on that day via Human Resources.

Dr. Carl Cates is the Council Representative on the Facilities Committee. He reported that the committee had made no decision as of yet and would report at next month’s meeting. He did mention that there is hope that the renovations to Nevins Hall will be completed by March. The old Bookstore building still has merchandise in it and thus has delayed the work to renovate that facility to new television production studios. Dr. Cates said that the budget for the renovation had been cut from \$1.2 million to \$750,000.00. He also reported that the demolition of Converse Hall had been approved by the BOR and an architect assigned to the project. Dr. Paul Riggs asked about progress of proposals that were submitted in October. Dr. Martinez stated that he

knew of one project that was funded by was not aware of any others. He recommended a follow-up be made.

Dr. Martinez is the Council Representative on Provost & VPAA Search and Screening Committee. He reported that there had been over 50 applicants. The committee had met and accomplished a first “cut” that resulted in the identification of a list the 14 strongest candidates. After the application deadline of February 1, 2010, the committee will meet again to consider other applications that are expected to be submitted, and then select between 8 and 10 applicants to invite for “airport” interviews to be conducted by a subcommittee in the first part of March. From those interviews recommendations will be made for the top three finalists for on-campus interviews in April. Dr. Martinez noted that he felt the applicant pool was very diverse.

The last item of business was to ask for a volunteer to serve on the VSU Core Revision Steering Committee. Dr. Bob Bauer volunteered and was unanimously accepted by the Council.

The meeting was adjourned at 4:58 pm.

Respectfully Submitted,  
Edward E. Chatelain