

**Council of Department Heads**  
**Minutes**  
**March 30, 2010**

Members present: Bob Bauer (Psychology & Counseling), Jim Baxter (Chemistry), Michael Capece (Sociology, Anthropology, Criminal Justice, and Marriage and Family Therapy), Carl Cates (Communication Arts), Ed Chatelain (Physics, Astronomy, and Geosciences), Fred Downing (Philosophy & Religion), Robert Gannon (Biology), Michael Griffin (Kinesiology and Physical Education), Reynaldo Martinez, Jr. (Adult & Career Education), Corine Myers-Jennings (Communication Sciences and Disorders), Jim Peterson (Political Science), Blake Pearce (Art), Mylan Redfern (Math and Computer Science), Paul Riggs (History), Viki Soady (Modern and Classical Languages), James Shrader (Music), Mark Smith (English), Len Weld (Accounting and Finance).

Guests: Drs. Patrick Schloss, Phil Gunter, and Sheri Gravett. Also, Honey Coppage and Tracee Martin.

Council Chairperson Rey Martinez called the meeting to order at 4:00 pm. The minutes of the February 2010 CDH meeting were then considered. The minutes were approved.

Chair Martinez updated the group on the Provost/Vice-President for Academic Affairs Search:

- Three finalists have been identified and are being contacted for interviews, which will be held in April.
- The Council of Department Heads will have a luncheon with all on-campus candidates.
- A consulting firm checked the references.

Dr. Mylan Redfern updated the group on the activities in the Planning and Budget Council:

- Strategic Focus 2011 proposals were reviewed at the last meeting.
- Everyone in attendance was reminded to become familiar with the university's Quality Enhancement Plan.

Dr. Vicki Soady reported that the E-Learning group had not met since the last Council of Department Heads' meeting.

Dr. Patrick Schloss spoke to the group:

- He has reviewed the 2011 budget scenarios.
- The budget situation will be more certain in late April.
- All staff positions have been released based on the enrollment formula.
- Conversions of temporary to tenure-track positions are continuing as planned.
- The university should expect a \$3.5 million budget reduction instead of a \$9 million reduction. These figures are based on a 3% enrollment increase and a 5% tuition increase.
  - The university will also experience a \$4.2 million cut, stimulus funds, which were used to fund one-time expenditures.
  - \$1.5 million has been allocated to Strategic Focus 2011 proposals.
  - Formula-based personnel additions have been funded.

- Dr. Schloss discussed basing starting faculty salaries on the CUPA mean:
  - Historically, starting faculty salaries have been negotiated individually.
  - Employing a CUPA-based salary range offers several benefits:
    - Budgetary control
    - Equity and fairness
    - Less salary compression
  - Now, salary negotiations begin at 5% below the CUPA median.
  - Deans and the Provost can approve a starting salary higher than the CUPA mean if we are in danger of losing a strong candidate.
  - Dr. Kristina Cragg can send CUPA averages to the CDH.
  - A department can petition for an exception to using the CUPA means if they can identify a more reliable salary database.

Dr. Phil Gunter promoted the upcoming Core Matters Conference as a great opportunity for all faculty interested in teaching core classes.

Dr. Sheri Gravett spoke to the group:

- The university is in its fourth semester of general education assessment.
- Committees are working on learning assessments.
- All university SOIs should be online by fall 2010.
  - The university saves \$40,000 annually by using online SOIs.
- The only allowable withdrawals after midterm are for hardship and medical reasons. Such withdrawals are handled by the Dean of Students.
- The Faculty Senate recently passed a “five withdrawals” rule. They are working with the Registrar and Information Technology to implement this rule.
- Dr. Martha Giddings is heading a university-level promotion and tenure committee.
- The university is trying to implement new processes to oversee Perspectives courses.
- Dr. Gravett informed the group that Dr. James LaPlant is the university’s Coordinator of Perspectives courses. He asked her to make several recommendations to the group:
  - Seldom-taught courses should be deactivated.
  - The credentials of faculty teaching PERS courses will continue to be examined.
  - A Perspectives Advisory Council is being formed. This group will evaluate PERS syllabi to ensure consistency among the courses.

Dr. Robert Bauer reported that designated committees are developing outcomes for the university’s core areas. The next committee meeting is April 9.

Dr. Gunter reminded the group to be available on April 7 for any questions from the on-campus visitors from SACS. The SACS personnel are particularly concerned with the university’s Quality Enhancement Plan and General Education Assessment.

Tracee Martin told the group that Plant Operation's duties are increasingly limited due to budget cuts. Also, construction on the Jeanette building has been temporarily halted while crews move an active telephone wire.

The meeting was adjourned at 5:10.

Respectfully submitted,

Mark Smith, secretary