

Council of Department Heads Minutes
September 29, 2009

Members present: Bob Bauer (Psychology & Counseling), 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 & Religion), Phyllis Holland (Management), Wallace Koehler (Master of Library and Information Science), Don Leech (Curriculum, Leadership, and Technology), Rey Martinez, Jr. (Adult & Career Education), Jim Peterson (Political Science), Paul Riggs (History), Viki Soady (Modern and Classical Languages), James Shrader (Music), Mark Smith (English), Len Weld (Accounting and Finance).

Guests: Dr. Denise Bogart and Ms. Becky Murphy (Human Resources), Dr. Karla Hull (Graduate School), Dr. Louis Levy (Academic Affairs).

Chair Martinez called the meeting to order at 4:00 pm. The minutes from the previous meeting passed on a Bauer/Koehler motion.

Dr. Louis Levy, Provost, opened the meeting with comments and observations:

- The university has seen an 18 percent increase in graduate hours this year. He plans to market the university's graduate school within and outside the state. He recognized the newest graduate programs: Communication Arts, Biology, and Accounting.
- The new, two-story classroom building will be in front of the Education Building.
- The proposed core curriculum goes to the Board of Regents for approval this month.
- VSU does not have to change anything in its own core.
- The new core must leave room for innovation, entail no significant budget changes, and be transferrable among USG institutions.
- All institutions will develop and implement assessments and learning goals for their core.
- Changes to the core will occur thorough a shared governance procedure.
- The budget picture is positive.
- Provost Levy will talk with the Deans' Council this week about new positions.
- Provost Levy expects 10-11 new positions and some conversions of lecturer to tenure/track positions.
- Faculty should hear soon about reassignment time requests.
- Provost Levy expects a 4/3 or 3/4 teaching load in 3-5 years and a 3/3 load 3-4 years later.
- Department heads should have their equipment pool requests in soon. Heads will hear about their requests in early spring.

Dr. James LaPlant, Assistant Dean of the College of Arts and Sciences, spoke to the group about the Quality Enhancement Plans (QEPs) focusing on undergraduate research.

- QEPs are required of universities seeking SACS reaccreditation.
- The vice-president of SACS recently visited the campus and recommended revising the current QEP plans.

- Dr. LaPlant anticipated that 4 pilot projects will be accepted in October and work will begin on them in November. The report is due to SACS in January, 2010.
 - Pilot projects may be disciplinary or interdisciplinary in focus. Additionally, the projects may include a "Scholars' Week" or a campus-wide symposium with faculty/student awards.
- Forty faculty attended the 4 QEP information sessions held this semester.
- The QEP is for five years. Will begin in fall 2011.
- There will be \$200,000 in QEP funding from fall 2011 to summer 2012. Funding comes from the university and must be administered as operating funds. Funds can be used for student travel and stipends.
- Proposals should be sent to Dr. Kristina Cragg.
- Dr. LaPlant hopes to have 15-20 new proposals in the current pool. These proposals should plan to begin in fall 2011.
- There should be another call for proposals next year. Proposals may be disciplinary or interdisciplinary, involve many or few students, and may involve external collaborators.
- Budget expenditures should be \$20-\$40,000 per proposal. Requests for extra compensation or stipends can be included in the proposals.

Dr. Karla Hull, interim Dean of the Graduate School, gave the group an overview of activities in the Graduate School in 2008-2009:

- The Graduate School is implementing new recruiting efforts, new programs, and revised policies.
- Graduate enrollment is up.
- VSU now supports 229 graduate assistants (GAs), double the number of last year.
- The GAs pay scale was increased, and GAs were required to attend a two-day orientation.
- The Graduate School will sponsor another research symposium this year and is developing a new journal, *Research and Scholarship at VSU*.
- The Graduate School needs information from department heads:
 - Number of spring super-sections that will need graduate assistants.
 - A meeting with department heads and graduate coordinators in November to review GA requests and discuss goals.
- Dr. Hull requested to return with an update in the November meeting.

Dr. Denise Bogart, Director of Human Resources, distributed an ADP guide and addressed the group:

- Schedule for bi-weekly employees must be approved by October 3, 2009.
- The "furlough" designation is now in the drop-down menu.
- Six furlough days will total 40 hours.
- Staff will use annual leave for their furloughs if under the salary benchmark.
- All system units are determining their furloughs differently.
- Department heads are responsible for assuring that faculty enter "furlough" on their time cards.

- Department Heads asked if the furlough day could be automatically entered by the HR staff rather than by individual faculty members. Dr. Bogart promised to investigate the possibility as requested by the group.

Dr. Martinez mentioned that he has raised the possibility of the need for a special “funding pool” to support faculty sabbaticals with the Planning and Budget Committee. He also mentioned that the Council may wish to make a recommendation for increasing the adjunct salary schedule to be more competitive with other universities.

Dr. Martinez adjourned the meeting at 5:35 pm.

Respectfully submitted,

Dr. Mark Smith, Secretary