

## Council of Department Heads

Minutes for March 29, 2011

Members Present: Bob Bauer (PSYCH), Ed Chatelain (PAG), Carl Cates (COMM ARTS), Ed Chatelain, (Astronomy, Physics, Geosciences), Fred Downing, (Philosophy and Religious Studies), Robert Gannon (Biology), Mike Griffin (Kinesiology and Phys. Ed.), Phyllis Holland (MGMT/IB), Wallace Koehler (MLIS), Ashok Kumar (Mathematics and Computer Science), Reynaldo Martinez, Jr. (Adult and Career Education), Lynn Minor (Early Childhood), A. Blake Pearce (Art), Jim Peterson (Political Science), Paul Riggs (History), Darrell Ross (SOCANTHCJMFT), James Schrader (Music), Mark Smith (English), Viki Soady (MCL), Len Weld (Accounting and Finance).

Guests: Dr. Patrick Schloss, Dr. Phil Gunter (Academic Affairs), Tracy Woodard- Myers (Women's and Gender Studies), Ofelia Nikolova (Honors Program).

I. Council Chair Martinez called the meeting to order at 4:03 p.m. and welcomed the guests listed above.

II. The minutes of the meeting of February 22 were approved with the correction of one typo.  
(Motion: Bauer/Chatelain)

III. OPEN FORUM with President Schloss:

- The budget should be stable through the present year-end.
- \$2 million are available to spend on the Ashley Hall renovation.
- There may be a 9% reduction in funding next year and the changes in the Hope Scholarship have made next year's enrollment uncertain. A small increase in enrollment is expected.
- Two-year colleges may now propose four-year programs according to a recent change in BOR policy. It is too soon to know of the impact of this new policy.
- Suspension of formula funding for next year has hit VSU and Kennesaw State the worst because of increased enrollments.
- Legislative efforts to redistribute money from other universities to VSU and Kennesaw are not acceptable to VSU because to do so would only harm other institutions.
- A new Associate Vice-President will be named for Admissions while the new Enterprise Group undertake more active mailings, phone banks, etc. for recruiting.

- Four new recruiters have recently been added to look for top quality students and to provide more interaction between these students and faculty in departments.
- The College of the Arts is providing the models for vigorous recruiting of outstanding and talented students.
- Department Heads should actively seek excellent students immediately and send in the names.
- Dr. Gunter will meet with individual departments to discuss recruitment plans.
- Each department will need a plan.

#### IV. OPEN FORUM with Vice-President Gunter:

- Candidates are being interviewed for the Librarian position.
- Faculty have now viewed the Psychology Building and the Bailey Science extension will begin soon.
- 44 of 71 faculty positions have been filled thus far.

#### V. Update on CDH Web Site – Dr. Rey Martinez

- Rey Martinez reported on the CDH web site and asked for suggestions for items to appear on the web page.
- Suggestions were: 13 months of minutes, the By-Laws, annual meeting calendar.
- A suggestion that we feature a “Department Head of the Month or some other time period” did not meet with enthusiasm.

#### VI. E-Learning Advisory Board Report – Dr. Viki Soady

- With the consent of the group, the E-Learning report was moved up in the agenda.
- Viki Soady reported that recent changes in Blazeview may make access possible from mobile phones such as I-Touch and Androids.
- The choice of a learning management system should be made soon. Sandboxes have been given to some faculty to test the competing systems.

#### VII. Representative to International Institute for New Faculty Developers – Dr. Rey Martinez

- Chair Martinez called for volunteers to attend this workshop offered by the Kennesaw State Center for Excellence in Teaching and Learning, June 18-22.
- Anyone interested should directly contact Dr. Martinez.

#### VIII. Inquiry of Teaching Evaluation Strategies – Dr. Len Weld

- Dr. Weld asked the Council for examples of how teaching is evaluated:
- Some faculty members are going back to manual evaluations in an effort to increase the number of respondents to SOIs.
- Peer Reviews need to be dynamic and built on a structure that can be customized for the individual faculty member with input from all faculty and the department head.
- Look for different elements in different years e.g. syllabus, texts, etc.
- Require submission of an innovative teaching artifact developed by the faculty member with evidence of its effectiveness to promote learning and engage students.

IX. Asst. VP for Research and Dean of Grad. School – Dr. Don Leech

- Dr. Bob Gannon reported for Dr. Leech that the committee had met and is working on the “short list” of candidates. Finalists may be announced in a few weeks.

X. CORE CURRICULUM COMMITTEE REPORT – Dr. Bob Bauer

- No report.

XI. New Faculty Orientation Committee – Dr. James Schrader

- No Report.

XII. Planning and Budget Committee – Dr. Paul Riggs

- Dr. Riggs reported that there may be a 10% increase in graduate level tuition.
- A “Professional Internship” program will begin in collaboration with area technical colleges. This program will provide real-world experience for technical students in various VSU units such as maintenance, grounds, HVAC, etc. and save the university funds.
- The Committee discussed the proposals submitted for new and ongoing Strategic Focus funding with rankings due by April 8, 2011.

XIII. Other Business

- Dr. Wally Kohler encouraged Council members submit evaluation/feedback forms for the finalists for the Head Librarian position to Dr. Jane Zahner, the Chair of the Search Committee as soon as possible.

XIV. Adjournment

- Chair Martinez adjourned the meeting at 5:23 pm.

Respectfully submitted,

Viki Soady, CDH Secretary /Rey Martinez, CDH Chair