

**Minutes**  
**Council of Department Heads**  
**Monthly Meeting**  
**August 26, 2014 at 4:00 pm**  
**Auxiliary Services**

*Members:*

Darrell Ross (CDH Chair, SA & CJ), Edward Chatelain (CDH Vice-Chair, PAG), Greg Harrell (CDH Secretary, Math/CS), Viki Soady (CDH PBC Representative, MCL), Reynaldo L. Martinez, Jr. (CDH Past Chair, Adult & Career Ed.), Bob Gannon (Biology), Mark Smith (English), Barbie Radcliffe (Middle, Sec., Reading, and Deaf Ed.), Michael Schmidt (Art), Doug Farwell (Music), Fred Downing (Phil/Rel), Jim Peterson (Poli Sci), Jack Rainer (Psychology), Mizan Miah (Social Work), Kate Warner (Marriage & Family Therapy), Paul Riggs (History), Ed Walker (Management & International Bus.), Tracy Woodard Myers (WGST), Shirley H. Hardin (AFAM), Linda Most (MLIS), Aubrey Fowler (Marketing), Corine Myers-Jennings (CSD), Mike Griffin (Kines. & Phys. Ed.), Attila Cseh (Econ & Fin), Leon Pate (Curr. Leadership & Tech.), Chere Peguesse (SSC)

*Guests:*

President William McKinney, Provost Hudson Rogers, Sheri Gravett (Academic Affairs), Michael Black (Academic Affairs), Denise Bogart (Human Resources)

*Quorum*

Based on the number of members present, a Quorum (a majority of CDH members) was present.

I. Welcome and Approval of May, 2014 Minutes

Opening remarks by the Chair, welcome new department heads, introduce all department heads

The May 27, 2014 meeting minutes were approved as submitted on a Martinez / Gannon motion.

II. Dr. Michael Black — IER/IEPs

Dr. Black provided a handout and discussed the following updates on the handout:

A) The IERs and IEPs are due to each college's respective Dean (college assessment committee) by September 30, 2014.

B) Review procedures for specialized and Professional Association Accreditation.

C) List of specialized and professional accreditations with dates of last affirmation and future review.

- D) Notify Michael Black if your department has a program undergoing substantive change.
- E) Determination of credit hours policy
- F) Digital Measures is still being enhanced so that graduate faculty applications and the annual faculty activity reports can be generated using Digital Measures
- G) The new VSU Mission Statement was approved on 8-20-14, so please use the new mission statement from this point forward.
- H) Upcoming training opportunities.

### III. President McKinney — Position searches

President McKinney discussed the following:

- A) Update from last week's BOR meeting: The Chancellor is placing a renewed emphasis on campus safety. The system is also placing a new emphasis on ethics. The October BOR meeting will be held at VSU.
- B) Q: Last year, how much money was left at the end of the year?  
A: Around \$5 million. The major issue is enrollment. The traditional-age student population nationwide is down. We budgeted for being down 5.5%. Now we are on target for doing better than that. We saw unexpected growth among our junior class, so we are going to be in much better shape than we projected before.
- C) Q: In June, 2014, an e-mail was sent to applicants of a position stating that the vacancy would not be filled due to "restructuring within the department." However, the department head was unaware of this. The department head expressed concern that the e-mail sent out did not reflect the actual circumstances.  
A: That is inexcusable. I will find out what happened and let you know what happened.
- D) Q: Faculty heard about the results of the CUPA study before we did as department heads. We don't seem to be getting information. How can we be in the information loop?  
A: The requested dispersal plan was from each department's Faculty Senator. I've been asked to have the President of the Faculty Senate serve on the President's Cabinet. I have no problem with that. In addition, I would like to invite the Chair of this Council (of Department Heads) to become a member of the President's Cabinet.

- E) General discussion: Why were department heads the only group on campus whose salaries were listed in the CUPA study? Didn't the request concern the methodology of the CUPA study and the use of the CUPA study?
- F) General discussion: Composition of the Planning and Budget Committee (PBC), frequency of meetings, and how the budget gets prioritized.
- G) General discussion: Sources of end-of-year spending monies, unfilled faculty positions as a source of these monies.
- H) Q: We have heard that positions are frozen or on hold, yet Sociology has positions that they have not been able to fill.  
A: Provost Rogers: What we have done is to ensure all courses are covered this Fall. There is discussion going on with the Deans with respect to credit hours being generated, what faculty we have, what programs we have. We are looking at the data, so we can come up with a process to start searching in August or September and finish the searches by March at the latest.  
A: President McKinney: If your enrollment is growing, then fill the position.
- I) Q: I would like to have fingertip access to enrollment trends for the university and for my department.  
A: We will make that happen.
- J) General discussion: We cannot just look at enrollment, we must also look at the specialization to offer the programs that we have.
- K) Q: I have faculty who go outside to smoke. What are we supposed to tell faculty when the smoking ban goes into effect?  
A: Dr. Bogart. If you go to the HR web site, there is a page of information. We do not have a smoking police. The enforcement will be gentle. Yes, they will have to go off-campus to smoke. We don't expect people to enforce the policy on their own. If a faculty member is repeatedly reported to you, then you need to notify HR. It is a condition of employment. Also, if someone is reported as smoking, then HR will verify that his/her healthcare coverage reflects that.

#### IV. Provost Rogers

Provost Rogers discussed the following:

- A) Moving to performance-based funding.

- B) Improving undergraduate graduation rates by providing a four-year rotation of courses. Setting a schedule for graduate programs.
- C) Forthcoming: A draft document concerning the PBC.
- D) The need for a written document for how we hire faculty. How do we go about doing the search and screening for hires?
- E) Having a data-driven process for hiring which allows for strategic initiatives, such as new programs, as well. This also needs to be done in a timely manner.
- F) Having Michael Black be the focal person for specialized accreditation so that the budget is in place for it.
- G) General discussion: Can secretaries serve as alternate approvers to enter postings for student positions?

V. Other

VI. Next meeting: September 30, 2014

VII. Adjourned at 5:30pm

Respectfully submitted,  
Greg Harrell  
8-27-14