

**Minutes
Council of Department Heads
Monthly Meeting
September 30, 2014 at 4:00 pm
Auxiliary Services**

Members:

Darrell Ross (CDH Chair, SA & CJ), Edward Chatelain (CDH Vice-Chair, PAG), 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 (Philosophy & Religious Studies), Jim Peterson (Political Science), Kate Warner (Marriage & Family Therapy), Ed Walker (Management & International Bus.), Linda Most (MLIS), Aubrey Fowler (Marketing), Attila Cseh (Economics & Finance), Brenda Dyal (Nursing), Lynn Jones (Accounting), Mark Borzi (Communication Arts), Chere Peguesse (SSC)

Guests: Hudson Rogers (Academic Affairs), Sheri Gravett (Academic Affairs), James LaPlant (Graduate School), Sterlin Sanders (IT), Joe Newton (IT), Michael Black (Institutional Effectiveness), Ernest Smith (Human Resources), Rozella Ward (Human Resources)

Quorum

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

I. Welcome and Approval of August 26, 2014 Minutes

Chair Ross called the meeting to order at 4:03 p.m. A motion to accept the CDH Meeting Minutes of August 26, 2014 was made by Ed Chatelain and seconded by Michael Schmidt. The motion passed.

II. President McKinney was unable to attend

Chair Ross noted President McKinney was in Atlanta for a meeting. He noted that he would ask the President to respond to the issues raised at the August CDH meeting.

III. Dean LaPlant – Graduate School

Dr. LaPlant shared that the requests had been made by a university-wide committee for the “First Editions” to be held at the Odum Library between January and July 2015. The manuscripts will also be available for classes. The approved list will be shared campus wide once the decision is made.

Dr. LaPlant encouraged requests be sent to him for funds that are available for the promotion and marketing of graduate programs.

A graduate assistant allocation plan will be reviewed to insure the best allocation process is implemented. Feedback is welcome.

IV. Provost Rogers – Updates

Dr. Rogers announced he is working on a resource allocation model that will serve as a basis for the allocation of faculty positions. It appears there will likely be 15 to 16 new hires with searches beginning this fall into the spring semester. There are plans to also offer budget allocation training sessions. Dr. Rogers wishes to revisit the faculty position decision-making process between his office and the colleges to determine where the decisions should be made.

Dr. Rogers announced that searches would be launched for two of the four Dean positions that are currently held by interims. The two searches will be for the Dean of the Honors College and the Assistant Vice President for Research and Dean of the Graduate School. Searches for the other two Dean positions (College of Nursing and College of Education and Human Services) are expected for next year. A search for the recently vacated position of Vice President and Dean of Students, that has been added to his responsibilities, may begin in the summer of 2015.

V. Sheri Gravett - Associate Vice Provost

Dr. Gravett shared materials and discussed “Pathways to Success” student advising initiative. The project is to detail the course taking to complete a degree program within a 4 year time period. This effort is to facilitate student positive progression. All degree programs will be asked to develop such plans.

VI. Joe Newton and Sterlin Sanders – IT

Mr. Newton shared information regarding the update of the implementation of “Office 365” on campus. The new “Voice-Over IP” or “VOIP” telephone system has been installed in all departments. He pointed out that two telephone bills would be received as we transitioned from the AT&T system to the VOIP system for two billing cycles. If AT&T bills are received after two months, disputes should be made. Mr. Newton announced that the VSU network core hub was to be upgraded plus networking connections in 4 buildings to 10 gigabites. The campus wireless coverage is constantly being upgraded.

In response to questions Mr. Newton noted that office computer hardware for faculty, classrooms and departments should be upgraded on a 4 to 5 year cycle. He also responded that the “HP” university contract was coming up for renewal.

Mr. Sanders reported that technical assistance response unit has a goal of a 15 minute response time. An additional coordinator has been put in place to assist in the deployment of technicians to reach this goal.

VII. Mr. Earnest Smith and Mrs. Rozella Ward – Human Resources

Information regarding health coverage policies for part-time employees as covered under the Affordable Care Act (ACA) was shared. An information sheet was distributed that described

the implementation of the USG Board of Regents Policy on Employee Categories with reference to benefit eligibility. Discussion followed on its implication for part-time faculty members.

VIII. Mr. Larry Fitzgerald for Mr. Brian Haugabrook

Mr. Fitzgerald announced that the “financial dashboard” was being finalized so that department heads could have a real-time tracking of department budgets. The “academic dashboard” will also be available on a per semester basis. These dashboards will be located through the Data Warehouse website. Training sessions will be offered in the near future.

IX. Dr. Viki Soady – Planning & Budget Committee

Dr. Soady reported that the overall VSU enrollment compared to Fall 2013 is down by 3.7%, but the freshman class is down by almost 10%. There are increases in transfer student and graduate student enrollments. Another positive statistic is that student retention is up to 70.2%. She also reported that the performance-based university funding model will not be implemented this year, and thus enrollment is still being used to determine the university budget allocation.

X. Dr. Michael Black – Institutional Effectiveness

Dr. Black requested that department heads remind their faculty members to upload all course syllabi into their individual Digital Measures account as soon as possible. He distributed an instructional sheet to facilitate the uploading process.

XI. Other Business –

Provost Rogers announced that the USG Board of Regents open meeting will be held on our campus beginning on October 14, 2014 and all were encouraged to attend. The meeting will take place in the University Center.

Chair Ross announced that due to the unavailability of the current conference room, the October 28th meeting of the Council will be held in the Magnolia Room of the University Center and the November 18th meeting will be held in the Student Union, Ballroom B.

A short discussion was held concerning the rating scale used for the annual faculty evaluations. The point was made that the Faculty Senate considered the issue last year and voted not to change the scale. This Council also considered the issue and voted not to pursue a change of rating scale. The point was made that college promotion and tenure documents do provide opportunities to make greater performance distinctions beyond the “satisfactory” or “unsatisfactory” ratings as well in determination of merit raises.

XII. Adjournment was called at 5:27 p.m.

Respectfully submitted,

Reynaldo L. Martinez Jr.
CDH Past-President