

**Minutes**  
**Council of Department Heads**  
**Monthly Meeting**  
**January 26, 2016 at 4:00 pm**  
**IT conference Room**

**Present Members:** Darrell Ross (CDH Chair, SA & CJ), Greg Harrell (CDH Vice-Chair, Math/CS), Michael Schmidt (CDH Secretary, Art), Mark Borzi (CDH PBC Rep, Comm), Reynolda Martinez Jr. (CDH PC, Adult/Car/Ed)

Doug Farwell (Music), Jim Baxter (Chem), Edward Chatelain (PAG), Bob Gannon (Biology), Robert Harding (Pols), Chris Meyers (History), Mark Smith (English), Ron Stunda, (Acct), Ed Walker (Mng/Bus), Mike Griffin (Kin/Phys Ed), Mizan Miah (SW), Linda Most (MLIS), Barbie Radcliffe (Mid/Sec/Read/Deaf Ed), Kate Warner (Psys/Marr/Fam/Thpy), Kathe Lowney (IDEA)

**Absent Members:** Fred Downing (Phil/Rel), Viki Soady (MCL), Attila Cseh (Econ/Fin), Aubrey Fowler (Marketing), Charles Backes (Adult/Car/Ed), Janet Foster (EDSE), Leon Pate (Curr/Lead/Tech), Corine Myers-Jennings (CSD), LaGary Carter (NHS), Bonni Cohen (NHS), Shirley Hardon (AFAM), Chere Peguesse (SSC) Alicia Roberson (CA), Tracy Woodard Myers (WGST)

**Guests:** Sheri Gravett (Associate Provost), Amber Reese (STEM), and Denise Bogart (HR)

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

- I. CDH Chair Ross – Welcome and opening remarks by the Chair.
  - a. Approval of November, 2015 Minutes as submitted. Motion: Miah / Second: Walker
  - b. Welcome back Dr. Martinez, from Jamaica.
  - c. Welcome Amber Reese, Director of STEM Center. Intro the CDH. Dr. Reese shared some of the activities the STEM center will be involved with – k-12 outreach, After School/ summer projects, Teacher development, Science Saturday, and host field trips. The Center will also transition to include Arts, “STEAM,” curriculum. The purpose is to promote VSU and integrate into the community. The new facility is state-of-the-art, has video conferencing, science-type labs, great for a faculty retreat, or faculty to participate in outreach. Contact Dr. Reece at: [areece@valdosta.edu](mailto:areece@valdosta.edu) or ext. 2985.
- II. Interim Provost Gerber (Not present)
- III. Dr. Gravett –
  - a. Consultants; National Academic Advising Association (NACADA) – Meet with campus groups including Department Heads. (2/9/16 at 3:30pm in Student Union Heritage Room).
  - b. UPSEA – University Professional and Continuing Education Association – March Meetings.
  - c. Innovation Grants are in, review underway.
  - d. Cori Gordon, Admin breakfast (1/27/16 at 8:30am IT Conference room) and presentations on Competency Based Learning, Presentation Odum Library Auditorium and IDEA Center reception.
  - e. 2016 TIES Conference - February 17-19, 2016; events for faculty, staff, students, and alumni. Keynote: David Schejbal, from UW system and Featured Speaker – Thomas J. Tobin, Coordinator of Learning Technologies in the Center for Teaching and Learning (CTL) at Northeastern Illinois University in Chicago.
  - f. Merit, 3%? Pending Legislature/Governor approval of budget. Review merit processes.

VSU Counseling Center:

- a. Dr. Tricia Hale, Director. 229-333-5940 ([tahale@valdosta.edu](mailto:tahale@valdosta.edu))  
Becca Smith, Assistant Director ([rebecsmith@valdosta.edu](mailto:rebecsmith@valdosta.edu))
- b. Information about the VSU-CC ([Handouts](#); [FAQ](#), [statistics](#), etc.)
- c. Increase in students utilizing the Counseling Center services.
- d. Statistics on students and medical withdrawals.
- e. Collaborations and connections with GreenLeaf.
- f. Goal is to increase student health, support, and retention.
- g. (Q/A: Most); Are Part-Time students eligible for services? Yes, as long as enrolled in classes. Do Distance Learning Students, have access to remote services. Yes/No, however, they have counseling services that are remote or alternate locations. They are training to look into developing distance consultation. They do have emergency and 24h services. Encourage faculty questions and contact to the VSU-CC, or, they will schedule a meeting with Departmental Faculty as well.
- h. (Q/A: Borzi); Evening services? Yes, 24/7/365. Contact University Police, and they will contact a VSU Counselor on call.
- i. (Q/A: Borzi); BIT (Behavioral Intervention Team) – What is the “workflow” when handling BIT issues? What is the role of the Department Head? Contact Tom Hardy/Ann Farmer (BIT Co-chairs) with questions?
- j. (Q/A: Chatelain); What it is the connection between the VSU Counseling Center and Access Office? Yes, the CC works closely with Kim Tanner in the Access Office and Chere Peguesse in the Student Success Center.
- k. (Q/A: Martinez); Service available for Faculty and Staff? Yes, one time consultation, and referral out, to professional services. Funded by and for students.
- l. Visit website at: <https://www.valdosta.edu/student/student-services/counseling-center/our-team.php>

#### IV. PCB update – Mark Borzi

- a. Working on Graduation program and In-State Tuition - clarification
- b. HOPE Scholarship recovery program, to assist with student that loose HOPE, to gain back more quickly as GPA increases
- c. Recruitment: FL up 378% (535 apps), GA up 37% (3505 apps), SC up 675%, AL up 275% (45 apps),
- d. Dual Enrollment has doubled – 48 to 81 students.
- e. I.T. Lab utilization rates. Average peak utilization of labs = 32%. Reduction of Labs on campus by 1/3.
- f. (Q/A: Chatelain); Are there suggestions on how to remedy? With specialized labs? Or other calluses and students that use specialized labs? I.T. was unclear on how the data is collective, space vs. machine use, login, etc. Any labs on campus that have (for example 80%) utilization? No specifics were provided. (Chatelain) Specialized labs require particular machines, software, etc., that cannot be used as general labs?
- g. (Q/A: Martinez); Any distinction made between general/open labs and specialized labs? No, broad data that was not detailed.
- h. (Q/A: Chatelain); Points out the room utilization study? And what happened with that? Wh yare we not consulted? (Harrell) We have specialized labs too, and they are needed.
- i. Invite Dr. Gerber or Mr. Haugabrook to address this issue.
- j. (Griffin); Convenience and lab usage is important for retention - compared to other schools in Ga.
- k. (Smith); Is VSU waiving admission fees? Is this why applications are up? No confirmed answer.
- l. Fees in Summer: instead of starting at 6 hours for fees in summer, the full fees will start at 3 hours, according to Dr. Gravett – Summer 2017. Dr. Borzi will confirm. This is a significant change in fee payment – to service the debt of the university.
- m. (Q/A: Martinez); Directed Study, internships, Individualized structure, special projects, and courses designed/designated on campus = fees. Online students also pay fees, but not on campus fees for on campus services.
- n. (Harrell); We may loose more students in the summer if other schools have lower fees.

V. HR – Denise Bogart

- a. Faculty / HR transition. Part-Time Faculty process / procedures. Updates and process improvements are forthcoming. Ask for your patience, and input as the process changes. HT is looking at best practices and common practices at sister institutions.
- b. Employer relations' issues; faculty staff. If you have issues please contact HR.
- c. Performance Management initiative – email notifications forthcoming. New staff evals will be opening at the end of February/beginning of March.
- d. HR is willing to attend a departmental meeting as needed.
- e. New Staff evaluations are “paperless,” online – more competency and coaching based process, with strategic goals and initiatives and self reflection.
- f. (Q/A: Most;) Will you please look into a digital process for PTI paperwork? Too much paper involved, and the process is confusing, information seemingly is lost, or submissions needs to be duplicated or repeated – the process is very frustrating, especially with hiring online PTI.
- g. (Q/A: Ross); Are you working with the Provost to increase PTI pay? (Gravett) Yes, this is being reviewed by the Provost and by Dean's council.
- h. (Q/A: Walker); Attended training of Staff evaluations – Is there any way this evaluation process can transition to faculty? (Bogart) You are not the first to ask that question, and yes the Provost is reviewing faculty evaluation processes. (Gravett) Senate is “reactivating a faculty evaluation task force.” Yes, the review process is being talked about, and the faculty evaluation will be reviewed in the future.

VI. Ed Walker

- a. Can summer Registration open concurrent with fall registration. Can summer registration be “proactive rather than reactive?” (Gravett) There may be issues with registration and financial aid timelines and processes. There may also be budgetary/funding issues as well. Stanley Jones may be able to offer more information regarding the registration end. Dr. Ross will reach out to him for comment. (Q/A: Most); How would this impact student financial aid?

VII. Rey Martinez

- a. (Question for Dr. Gravett) What is the process for requesting faculty hires? Do you have any insight into this process? (Gravett) Discuss with your Dean, and the Dean discusses with the Provost. There is no money for new faculty hires. (Martinez) Requests more clarity and transparency from the office of the Provost regarding how this process works. (Griffin) There appears to be discrepancy with what is being conveyed from the Deans, we are being told that hiring is based on semester enrollment numbers, which are in, but there is still not conversation about hiring. Is this happening to anyone else? (Farwell) We have searches underway, replacements for fall. (Schmidt) Art used the PMF, People Admin processes, met with COA Dean, express needs, in this case, for a replacement of a retirement, that was not filled the prior year, and following this process; we do have a search underway. (Martinez) It appears that information is not consistent. (Gravett) She will convey these concerns to the Provost. (Gannon) There are faculty searches occurring, you can see them all on the VSU HR website.
- b. MOU with the University of the West Indies. Connections have been made and the signed Memorandum of Understanding (MOU) is currently with Interim President Staton. Hopefully there will be a signing ceremony. UWI is a comprehensive school that has many programs that match programs at VSU. Main campus in Jamaica campus (Mona 15,000), Trinidad (St. Augustine 8-9,000), and Barbados (Cave Hill 5,000) and smaller campuses in Belize. UWI premier institution in Caribbean – founded by the British under colonel rule as an extension of the University of London. After independence in 1962 was renamed. There are many opportunities to connect and collaborate, for faculty, students, programs and degrees, which could benefit from international experiences. UWI is extremely interested in collaborations with many programs at VSU – Impressive faculty and students.

Hopefully this will become official in February.

Then connections between VSU and UWI can begin! (All campuses once the agreement is signed, other campus can be amended.)

VIII. Alica Richards (NACADA) – (Not Present)

- a. (Gravett) Meeting with Department Heads; info forthcoming. February 9, at 3:30pm, Heritage Room -- 3rd Floor of the Student Union.

IX. Other:

- a. IDEA Center (Lowney) Notification for next year fellows was sent via email. Other announcements/opportunities available in the coming weeks.
- b. (Q/A: Radcliffe); Any other information about Commencement/graduation? (Gravett) Deans have some information, night-time graduation in the stadium. Individual Colleges will have convocations, a ceremony during the day. Deans should be sharing this information with departments. (Martinez) When do doctoral and masters students receiving degree? (Gravett) All attend the night ceremony in the stadium. (Most) All the details are posted on the VSU main website.
- c. (Q/A: Chatelain); Any last word about open house. (Gravett) reviewed the schedule, and informed us that we have “extremely encouraging numbers.” (Schmidt) I heard 800+ students, with up to 2400 including families. (Borzi) Apparently many students are using this visit to decide between VSU and another school, such as Georgia Southern.

X. Next meeting: **Tuesday February 24, 2016 @ 4pm** – IT conference Room

Upcoming Meetings: **2/23, 3/23, and 4/26**

XI. Adjourned at 5:11pm

*Respectfully submitted, Michael T Schmidt*

2-15-16