

**Minutes**  
**Council of Department Heads**  
**Monthly Meeting**  
**March 29, 2016 at 4:00 pm**  
**IT conference Room**

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

Doug Farwell (Music), Jim Baxter (Chem), Fred Downing (Phil/Rel), Robert Harding (Pols), Chris Meyers (History), Ofelia Nikolova (MCL for Viki Soady), Attila Cseh (Econ/Fin), Ed Walker (Mng/Bus), Mike Griffin (Kin/Phys Ed), Mizan Miah (SW), Linda Most (MLIS), Leon Pate (Curr/Lead/Tech), Barbie Radcliffe (Mid/Sec/Read/Deaf Ed), Kathe Lowney (IDEA), Chere Peguesse (SSC), Cheri Tillman (for Alicia Richards-Roberson; CA), Calvin Walker (AFAM).

**Absent Members:** Mark Borzi (Comm), Edward Chatelain (PAG), Bob Gannon (Biology), Mark Smith (English), Viki Soady (MCL), Aubrey Fowler (Marketing), Ron Stunda, (Acct), Janet Foster (EDSE), Corine Myers-Jennings (CSD), Kate Warner (Psyc/Marr/Fam/Thpy), LaGary Carter (NHS), Bonni Cohen (NHS), Tracy Woodard Myers (WGST).

**Guests:** Sheri Gravett (Associate Provost), Barrie Fitzgerald (OIR), Keisha Roberts (IT), Tee Mitchell (Pres. Office/Admissions)

**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 February 2016 CDH Minutes as submitted. Motion: Pate / Second: Martinez
- II. Dr. Gravett –
  - a. Barrie Fitzgerald, Tee Mitchell & Keisha Roberts shared statistics/data: Seat Analysis Tool handout and Powerpoint. The SAT produces comprehensive data sets and serves as an analysis tool to predict/enrollment forecast.
  - b. Tee Mitchell: applications are up 56% acceptances are up 24% compared to fall 2015. The FY 17 budget is prepared to handle a 1.5% decline for fall 2016, however based on the data we could experience a 2% increase compared to fall 2015. Numbers are trending in the right direction. If we hold to a 58% yield rate (% of those admitted, actually enrolled), VSU could see an increase of new freshman 200+ students from fall 2015.
  - c. Open house events remain strong and positive. 900+ students signed up for the 4/2 event, registration had to be closed. Including parents and families = 2,700 attendees.
  - d. (Q/A: Mizah); Is there a standard for seat count and capacity for a given course? (Gravett) There is no USG standard; work with your Dean(s) to establish those numbers, utilize accrediting agency guidelines and operational norms.
  - e. Fall 2016 predictions are difficult due to the new tuition waivers in the tri-states surrounding us. We need 3-5 years of data to establish trends, although, these preliminary numbers are very encouraging.
  - f. Dr. Gravett discussed planning regarding course scheduling, and recommended holding sections in reserve if/when seats and additional sections are needed.
  - g. (Q/A: Schmidt); Summer Orientation and Advising schedules – has the schedule of dates/times been established, and has that been shared with Department Heads? (Mitchell) Yes, the schedule is finished, I'll follow up with Ryan Hogan and get back via email.
  - h. (Q/A: Most); Graduation and extending the grading deadline? (Jones) The extension of grade entry is up to the VPAA/Provost – 12 noon on Monday will be the “hard and fast deadline.”

- i. (Q/A: Schmidt); What are the college and VSU expected attendance graduation ceremony numbers? 400 of 1400 students attending VSU graduation? Any update on the numbers attending?
- j. (Q/A: Most); What is Skillsoft? (Bogart) Online Learning professional Development Tool. Access to online courses, including “soft skills and hard skills,” does not replace Atomic Learning – for Faculty and Staff.
- k. (Q/A: Martinez); Change in policy for re-assign time? Is this a change from the BOR. (Gravett) Use the new form/draft for re-assign time. Ability to award re-assign time for more than one semester – for example coordinating a degree program? Dr. Gerber stated that the need to re-apply was not necessary. The explanation of this policy/process is unclear. (Ross) Implication that Program Coordinators may be eliminated? (Gravett) Not true. (Griffin) Confusion about whether this was a USG policy or an institutional issue. (Schmidt) Is this connected to credit hour vs. contact hour? (Gravett) Yes, this is under review. 15 hours total calculated workload, 12 is typical for teaching faculty, 3 is assigned to research or other duties. “All hands on deck” until we know where numbers are in the fall. (Schmidt) Credit hour and contact hour is critical in the COA and other areas like the hard sciences, nursing, and many areas in education where labs and clinical(s), field experiences, etc., are not the typical 3-0-3 teaching lecture load. And, a reminder that the PTI load calculation is based entirely in contact hours, not credit hours; Pay, workload, office hours, etc. (Martinez) This body (CDH) needs to be a part of the conversation and should be consulted as these policies are changed, drafted and implemented. (Harrell) As prior upper admin has changed so have these policies and “promises” about re-assign time for new faculty. (Schmidt) Additionally, there are many reasons why you would want flexibility to re-assign; curriculum and course development, online course development/transitions, added service, collaborative and special research, etc.
- I. (Q/A: Cseh); Changes in the University Tenure and Promotion Policy; a re-examination of accepted articles (not already in print) may not be included in the application for Tenure/Promotion? (Gravett) Yes, the UTPC does review and make recommendations regarding changes to the T&P document. Changes would be implemented F2017, pending approval. (Schmidt) Is there any Department Head on the university committee to offer input/review? (Gravett) No, only faculty. The draft is intended to make the policies congruent and more consistent. The draft will be up on the website for everyone to review shortly, Senate is the next body for review. (Ross/Griffin) T&P document is near completion and we (CDH) are not considered for input? (Miah) We hope that our input is welcome and not disregarded, otherwise our review and suggestions are futile. (Cseh) Changing the acceptance of articles as counting in T&P is a major change. (Martinez) We are not represented anywhere, this is not a good practice to exclude the CDH from providing input. (Miah) Please solicit input and review best practice from other universities – peers, to see what their standard of practice is when counting “acceptance vs. in print.” (Harrell) It is a good and productive practice to seek input from peer institutions to help inform our processes, and then we can ask ourselves [and solicit justification] for a different practice. (Lowney) We should strive to keep top quality faculty, not turn them away. (Ross) How did this get started? (Gravett) UTPC reviews the policies annually and makes recommendations for edits/change. (Ross) Each College has vetted policies, however the UTPC is providing changes that will dramatically impact the College T&P documents. (Baxter) What happens to the T&P changes if the Senate votes them down? (Gravett/Walker) Each one of these committees is ultimately a recommending body to the President – the President makes the final decision. (Baxter) Keep in mind that each department/unit is uniquely different; “a one size fits all approach” may not work. (Gravett) Clarity and some consistency is the goal. Please review the draft online.

### III. Registration – Stanley Jones

- a. (Q/A: Walker); Currently we advise and register students for summer and fall, could we advise and register students for spring and summer. Registering for summer seems to be more reactive, rather

than more proactive. (Jones) It is not a problem for the registrar, although financial aid or other offices may have an issue.

(Walker) Prerequisite and/or co-requisite course issues with students that drop/withdraw or earn a D/F in a pre or co-requisite course – Can we keep them from taking the next level course in BANNER, rather than catching these issues manually, by advisor review? (Jones/Gravett) After this spring 2016, BANNER should catch these – hopefully this will address many of these issues.

- b. (Ross) Questions for Dr. Allen? None at this time.

IV. HR update; Dr. Bogart

- a. Employee Relations – Jamie Tanner
- b. PTI Agreement forms now go to HR. Include Position number? CDH does not have this information. Dr. Bogart will revisit.
- c. PTI Agreements/Contracts are required to be completed and submitted 2 weeks prior to each term. Fall term by July 11, Spring term by November 21. (Ross) Please add these dates/language to the Department Heads handbook (2<sup>nd</sup> Tuesday of ...), etc.
- d. PTI job postings for each college will be advertised; hopefully creating a pool of PTI.
- e. (Q/A: Most); how does one calculate contact hours for a summer class? Or for an online class? No one has an answer for these questions? (Schmidt) COA has had contact hour issues since this contact hour chart was created, nearly 3 years ago – this has been a frustrating part of utilizing and scheduling PTI.
- f. (Q/A: Walker); Do we have to re-hire the same person over and over if they miss one term? (Bogart) Yes, if the PTI is not a re-occurring employee then they need to be removed from the system so that VSU is not liable for insurance reasons, etc. Background checks are done upon hire or re-hire, or if a faculty/administrator position changes, or if staff members are re-classified to a new/different position.
- g. (Q/A: Cesh); What about Dual Enrollment? Teaching offsite at a school such as Valwood? The USG has policies and rules that make VSU responsible for the safety of students, faculty, and staff. (Radcliffe) Certain districts require background checks, check with the school and their requirements.
- h. (Q/A: Peguesse); If SCC tutors are working in schools, would they require a background check? (Bogart/Radcliffe) If the students come to campus, then no check, if the tutors go to the P-12 school then likely a background check. When in doubt, please check with the school district to see what they require, and check with VSU HR.

V. 70/80 Task Force – Dr. Harrell ([Handout hard copy and e-copy via email](#))

- a. Greg Harrell, chair; Lee Grimes, co-chair; Chere Peguesse, Academic Ambassador.
- b. Chere Peguesse presented data findings/summary via handout.
- c. Convened in fall 2015, the 70/80 Task Force has been charged by Dr. Staton to progressively increase the overall retention rate of Valdosta State University towards, and above, 80% by focusing on our undergraduate population and cultivating an institutional culture of student-centeredness.
- d. Towards that end, the Task Force members, representing programs from both student and academic affairs, have gathered and analyzed a number of data sets, information from student focus groups, feedback from faculty, research on best practices for student retention, and information about how peer institutions have addressed retention and graduation.
- e. From this research, we believe that a university-wide, cohesive plan to improve student retention and graduation will clarify and connect a number of processes and unify both successful and emerging programs and practices.
- f. The Task Force has identified four areas of concentration: course innovation, advising transformation, improving student services and engagement, and streamlining information delivery to and among all faculty, staff, and students. Our aim is to cultivate an inclusive, transparent, transformation of this campus community to more clearly reflect the “VSYou” experience.
- g. (Q/A: Most); Many of the Project Innovate Grants align with the 70/80 mission – (Peguesse) YES!

- h. (Q/A: Ross); Have you conducted focus groups or programs to see what type of retention efforts are being done across campus – (Peguesse) YES! This information has not been disseminated yet – We have identified pockets of excellence, and we are finding ways to connect and showcase the high impact best practices.
- i. Harrell presented benchmark data, including One Year Retention rates, Five Year Retention rates, data by nation, by comprehensive institutions, and by individual college/department. VSU 5-year average is 68.4% (*see p 2-3 of handout for detailed data*)
- j. Freshman Seminar experience course is being re-evaluated. Peer mentors, supplemental instruction leaders, advisors teaching courses, intentional involvement, and community service, could be part of a two semester “true first year experience.” If we re-institute a freshman seminar we would examine our peers institution best practices, how do the hours fit? Where is their experience assigned credit in the various degrees?
- k. (Q/A: Schmidt); DFW rates – Are these data sets being analyzed and reviewed in conjunction with the 70/80 Task Force? What about the NACADA report on advising recommendations? How does this affect the 70/80 findings and plans? (Griffin) How does advising practice affect retention? (Lowney) Do we know if any of these students have actually taken a class in their major? Example, a student is declared a major, but has not taken any classes with in the major – can we see that data? (Peguesse) We will be looking into all of these questions.

VI. Graduate writing – Dr. Lowney

- a. Shared the Student Success Center “Syllablurb” for graduate syllabi/courses.

VII. PBC update – Dr. Ross

- a. Dr. Borzi is out on FMLA – Dr. Ross is filling in as CDH PBC representative for the remainder Sp16.
- b. 1.5% anticipated enrollment decrease F16 = planned budget reductions in FY17 budget.
- c. End of Year money/spending is underway. Different allocations this year, different funding for Plant/Facilities, VPAA/Academic units, etc.
- d. Next Meeting is scheduled for April 22, UC Cypress Room.

VIII. Other:

- a. Faculty Evaluation Model. Dr. Ross and Dr. Lowney are serving on the committee. Goal of a new process by December 2016. Think of 1-5 ideas/suggestions, to streamline, change, alter, etc. – share these with Dr. Ross. Review other university/peer institution processes and documents.
- b. April 11 – Annual Phil Gunter Author/Scholarship Reception 3:30-5pm UC Magnolia Room. Calendar Year 2015 accomplishments.
- c. (Schmidt) Are there any updates on the President or Provost Positions? (Dr. Allen) No update – we should know something soon.

IX. Next meeting: **Tuesday April 26, 2016 @ 4pm** – IT conference Room

Upcoming Meetings: **5/24**

X. Adjourned at 5:34pm

XI. *Respectfully submitted, Michael T Schmidt – 4/26/16*