

Minutes
Council of Department Heads
Monthly Meeting
April 26, 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).

Edward Chatelain (PAG), Fred Downing (Phil/Rel), Bob Gannon (Biology), Robert Harding (Pols), Mark Smith (English), Attila Cseh (Econ/Fin), Ron Stunda, (Acct), Ed Walker (Mng/Bus), Mizan Miah (SW), Linda Most (MLIS), Leon Pate (Curr/Lead/Tech), Barbie Radcliffe (Mid/Sec/Read/Deaf Ed), Kathe Lowney (IDEA), Calvin Walker (AFAM).

Absent Members: Doug Farwell (Music), Mark Borzi (Comm), Jim Baxter (Chem), Chris Meyers (History), Viki Soady (MCL), Aubrey Fowler (Marketing), Janet Foster (EDSE), Mike Griffin (Kin/Phys Ed), Corine Myers-Jennings (CSD), Kate Warner (Psyc/Marr/Fam/Thpy), LaGary Carter (NHS), Bonni Cohen (NHS), Chere Peguesse (SSC), Alicia Roberson (CA), Tracy Woodard Myers (WGST).

Guests: Dr. Brian Gerber, (Interim Provost), Sheri Gravett (Associate Provost), Denise Bogart (HR), Deborah Van Petten (Library Coordinator).

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 March 2016 CDH Minutes as submitted. Motion: Pate / Second: Harding

- II. Dr. Gerber –
 - a. Numbers - Applications are up April 27th 2016 compared to (same date) 2015.
 - b. Alabama: 2016 = 86 / 2015 = 30
 - c. Florida: 2016 = 997 / 2015 = 251
 - d. Georgia: 2016 = 8,601 / 2015 = 7,648
 - e. South Carolina: 2016 = 136 / 2015 = 38
 - f. Overall accepted 3,079 / 3,799 23% increase – conversion rate is approximately 50%
 - g. College breakdown –
 - COAS; 2,759 up from 1,582; 1,230 accepted, up from 878
 - LACOBA; 1,116 up from 733; 473 accepted, up from 418, up 13%
 - COEHS; accepted up 15%
 - CON; accepted up 25%
 - COA; accepted up 7%
 - Undeclared College; accepted up 16%
 - h. Be ready for “a bunch of new students.” PTI/Adjunct pool must be ready. Student must be able to register. The PTI ads are out on PeopleAdmin. 56 applicants already and the postings have not yet been advertised. Advertisements - Chronicle, HigherEd, Georgia Clearinghouse, other major areas.
 - i. (Q/A: Walker); How does numbers compare to 2-3 years ago, are there trends? (Gerber) Have to look into it and get back to you.
 - j. (Q/A: Ross); PTI/Adjunct pay? (Gerber) VSU is right in the middle on adjunct pay. Our current pay rate is meeting the average. PTI pay is still being considered, if the pay is going to go up it will be done reasonably and incrementally as enrollments/growth/budgets allow.
 - k. Next year, looking forward – 2 items. 1. Continuing education; restructure the format the old to a more contemporary model. Online, certificate, credentialing, eLearning, bundled learning, Competency-based learning, etc. 2. NACADA/Advising; review and restructure, across campus. Advising is vast,

varied, and fractured throughout the campus. Structure in place regarding advising. Students are frustrated. An Academic Advising component and a "Success Coach," component – leading to 2 advisors. Current advising practice is "broken," and needs to change. These changes include academic units, student support, Success Center, and many other programs/areas throughout campus.

- l. Cost for student need to be kept low – such as SmartPath, open education resources, strong push to deliver a quality product at an affordable rate.
- m. (Q/A: Lowney); Transparency? Faculty load committee, FEM, other initiatives and items that are in place have not been successfully communicated to the CDH and to constituents across campus. The FEM has been under scrutiny for years. Byron Brown is chairing the committee. (Lowney) the timing is suspect; the openness of information needs to improve. (Gerber) we can definitely work on being more transparent. (Most) The CDH was asked to provide input for the FEM last month – not enough time to review and provide input to such important matters.
- n. (Q/A: Ross); The FEM, T&P, and Faculty Load committees have not been openly shared with the CDH and other important constituents. Dr. Ross needs input from the CDH. (Gerber) the information needs to be shared, spread, and disseminated to the faculty. Faculty Load Committee is chaired by Dr. Peggy Moch. (Schmidt) Timing of such important items seems last minute. March/April in the spring term at the end of an academic year and fiscal year; all department heads are overwhelmed with responsibilities as are faculty finishing exams, finals, grading, etc. Items such as T&P, FEM, Load - all the stakeholders need plenty of time to consider these very important items.
- o. (Q/A: Schmidt); Status of the interim positions – President and Provost. (Gerber) Announcements from the BOR will be forthcoming soon, likely tomorrow.
- p. (Q/A: Schmidt); Apple iPad initiative is tomorrow, any updates for the CDH regarding this initiative. (Gerber) Apple will be here all day tomorrow with COEHS, CON, COA; Meeting scheduled at Jackson State in Mississippi, on May 18.
- q. (Q/A: Martinez); When will "intentions to continue contracts for no-tenure faculty" / notifications for renewal be sent? (Gerber) Do not have a timeframe yet, will check and get back. Regarding cuts/reductions – there are no plans in place for any additional reductions. All budget cuts have been accounted for already. There are no faculty/staff reductions planned for the future.
- r. (Q/A: Most); What are the sentiments of the UTPC regarding the T&P policy, since it came back out of the Senate? (Gerber) Dr. LaPlant brought the T&P document to Deans Council, and the deans made some recommendations, the process is now in place and it will be vetted through the entirety of the process – by all campus groups/stakeholders.
- s. (Q/A: Lowney); Any potential issues with the upcoming Shepard trial? (Gerber) Right now, we are not anticipating any "blowback," or issues at this time, however, the trial may take some time, and media/social media may play a role in how much attention this receives.

III. HR – Dr. Denise Bogart

- a. Michael Smith; PTI/Adjunct postings. Michael demonstrated a variety of ways to access the postings in PeopleAdmin. Ability to pre-screen applicants. Access the pool of applicants. Please review the posting, to make sure the information is accurate. Review the applicant pools – each department head should get a notification when a new candidate applies.
- b. (Q/A: Most); Is this graduate only? (Bogart) The current listings are general and open, although many of them are undergraduate specific.
- c. (Q/A: Ross); Do we follow the same workflow process? (Smith) Apply, if qualified, they are moved to interview, then hired, in processed through HR – the process should be streamlined.
- d. (Q/A: Schmidt); What about current PTI/Adjuncts – do they need to apply through the new portal? (Bogart) No, that is a re-hire. If the PTI/Adjunct does not teach for one semester, they will need to be hired through the PeopleAdmin Portal, background check in process, etc.

- e. (Q/A: Schmidt); Any changes in ACA? (Bogart) We are looking into the ACA issue, the BOR may have some updates forthcoming.
- IV. Affordable GA Library Coordinator - Deb Van Petten
- a. Presentation and handouts. Open Educational Resources (OER) Policy Draft. Included; background information, policy draft, mission, intellectual property info, access for students with disabilities, creative commons attributions, interactive digital teaching resources, V-Text repository, cost saving measures, textbook transformation, and a listing for OER Repositories. Contact Deborah Van Petten; 229-245-3749 - dvabpett@valdosta.edu Odum Library Reference Suite rm 2330.
- V. Course Pre-requisites - Attlia Cseh
- a. Overrides? Pre-requisites/co-requisite issues and overrides. (Walker) Filed of study (major) restrictions are now becoming an issue. Issues with BANNER restrictions and Registrar.
- VI. SOI Update – Dr. Corine Myers-Jennings
- a. Not Present
- VII. Risk Assessment – Dr. Ross
- a. Please look at strategic goals, review information and provide input to Dr. Ross regarding issues that may “thwart” any unit accomplishments. Review emails from Dr. Ross and Christy Coons-Yates.
- VIII. Faculty Annual Reports – Dr. Ross
- a. Please send your input, suggestions, amendments, ideas, etc. to Dr. Ross ASAP. Consider the rating scales, the areas that are reviewed, etc. Dr. Ross urged the CDH to forward these to him in the summer months.
- IX. Other –
- a. (Lowney); Override policy? Remanded by Senate to Educational Policies?
 - b. (Pate); Textbook adoptions; issues – why can't there be automation? Especially with “no Texbook” used. Many department heads are sending emails directly to Jennifer Crane; she is inputting textbook information into the system.
 - c. (Ross); Next meeting CDH cabinet nominations/elections.
- X. Next meeting: **Tuesday May 31, 2016 @ 4pm** – IT conference Room
Upcoming Meetings: **5/31**
- XI. Adjourned at 5:28pm
- XII. *Respectfully submitted, Michael T Schmidt – 5/18/16*