

**Minutes**  
**Council of Department Heads**  
**Monthly Meeting**  
**August 25, 2015 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), Lynn Jones (CDH PBC Rep, Accounting)

Doug Farwell (Music), Jim Baxter (Chem), Edward Chatelain (PAG), Bob Gannon (Biology), Fred Downing (Phil/Rel), Chris Meyers (History), Mark Smith (English), Attila Cseh (Econ/Fin), Charles Backes (Adult/Car/Ed), Janet Foster (EDSE) Mike Griffin (Kin/Phys Ed), Mizan Miah (SW), Linda Most (MLIS), Leon Pate (Curr/Lead/Tech), Barbie Radcliffe (Mid/Sec/Read/Deaf Ed), Kate Warner (Psyc/Marr/Fam/Thpy), LaGary Carter (NHS), Bonni Cohen (NHS), Kathe Lowney (IDEA), Tracy Woodard Myers (WGST)

**Absent Members:** Mark Borzi (Comm), Robert Harding (Pols), Viki Soady (MCL), Aubrey Fowler (Marketing), Ed Walker (Mng/Bus), Reynolda Martinez Jr (Adult/Car/Ed), Corine Myers-Jennings (CSD), Shirley Hardon (AFAM), Chere Peguesse (SSC), Alicia Roberson (CA)

**Guests:** Cecil Staton (Interim President), Brian Gerber (Interim Provost), Sheri Gravett (Associate Provost), Michael Black (Institutional Effectiveness), Ronald Seacrest (Chief of VSU Police), Sabria Daniels, Christy Grimes (Assistant Registrars)

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

- I. CDH Chair Ross – Welcome and Approval of May, 2015 Minutes  
Opening remarks by the Chair, welcome new department heads, introduce all department heads  
The May 26, 2015 meeting minutes were approved as submitted. Motion: Miah / Second: Pate
- II. Interim Provost Gerber – Thank you and Welcome
  - a. John Landis Lecture – 9/3, Student Union, 2-3:30pm. “Higher Ed in a Time of Change.”
- III. Chief Ronald Seacrest, new Director of VSU Police.  
Described a reorganization of the Police Force, views public safety as a “social experiment.”  
Responses to Questions –  
Q: (Linda Most) Inquired about uniforms/vests.  
A: Explained current uniform at this time and budget restrictions, would like to update in the future.  
Q: (Charles Backes) Inquired about the presence of officers.  
A: Chief explained officers would be out of the car as much as possible, log their travel patterns and interact with faculty, staff, and students as much as possible, perhaps reintroduce officers on bike/foot.  
Q: (Mizan Miah) Inquired about leniency on ticketing at the beginning of classes.  
A: Chief said he would look into this in the future.  
Q: (Mike Griffin) Inquired about vandalism in PE complex.  
A: No POE at this time.  
Q: (LaGary Carter) Expressed concern for students, particularly females at N. Campus & Powell Hall.  
A: Chief explained additional lighting needs, and increased police presence at night when classes end.  
Q: (Michael Schmidt) Expressed concerns about police activity and facility lockdown at Fine Arts Building.  
A: Chief explained altercation between multiple students behind the building.
- IV. Interim President Staton – Welcome back/remarks
  - a. Enrollment data and challenges.

- b. Grad school up 230 students, undergraduate enrollment down.
- c. Search for VP Student affairs underway, closes 9/3/15, interview in October.
- d. Search underway for University Attorney. Tony Thomas serving as Interim University Attorney.
- e. New developments – Capitol Campaign.  
42.5 million raised, of 53.25 million goal. Of note, a 4 million contribution from a 91 year old 1939 alumni, specified for an endowed chair – new Center for Scholarships.  
Capitol Campaign has restrictions as this time. 10 million in hand, 32.5 million pledged, 250,000 in unrestricted monies. Rest is dedicated to the wishes of individual donors.
- f. Project Innovate: <http://www.valdosta.edu/academics/institutional-effectiveness/innovate/>  
Innovation grants for faculty – announcement and process coming soon.  
Invest in ideas of retention, enrollment, and credit hour production and graduation rates.
- g. University debt – 174 million dollar bond debt. Debt is paid by fees, mostly paid by traditional undergraduates (not online).
- h. Responses to Questions –  
Q: (Chatelain) Significance of transfer numbers?  
A: Expect increase with future dual enrollment, transfer student numbers, new tri-state recruitment efforts.  
Q: (Radcliffe/Most) Concerns with Graduate application process/communication.  
A: Graduate school admission process improvements – moving to a streamlined online process.  
Q: (T. Meyers) Shared a class poll of students who plan to stay - What initiatives are coming from Enrollment Management office / Andy Clark?  
A: Enrollment /Marketing/Management initiatives such as – outreach, focus on FL/JAX, VSU is a major sponsor of Annual Education Meeting in FL, resources to expand promotion and marketing, students are being contacted earlier in the year, and now sophomore/freshmen. Admissions /Tee Mitchell developing new relationships throughout the state and region. VSU “ must provide an environment where students do not want to leave.”  
Q: (Backes/Carter) Can VSU connect with the community more effectively?  
A: Connection with the city/community is a major part of our/VSU’s success. We all play a role and new initiatives will be forthcoming. Community by-in, culture of excellence, faculty values are extremely important.  
Q: (Pate) Connections with students are important.  
A: Importance of Student Affairs, and events such as homecoming.  
Q: (Baxter) Are there opportunities to support travel for recruitment, such as gas/food?  
A: Yes, there are many processes and opportunities to provide support for faculty travel – recruitment. New ideas should be sent to Phil Allen.
- i. Staton final remarks: “We must work together, and we must be part of the solution. There is not a job on this campus that is not related to retention.”

V. Sabria Daniels, Christy Grimes (Assistant Registrars)

- a. Provided numbers for early walk/graduation requests: SP13 80, SP14,153, SP15 308.
- b. Change in the process to request early walk/graduation, now handled entirely by Registrar.

VI. Dr. Sheri Gravett

- a. “Study Buddy” system – (Handout) Contact Danielle Bacud.
- b. Acceptance of Cambridge Advanced AICE credits (similar to IB), topic will be brought to Dean’s Council. By 9/1 have a general consensus whether to accept. CDH favored the idea.
- c. Department Heads handbook, feedback by end of term.

VII. Dr. Michael Black — IER/IEPs

Dr. Black provided a packet and discussed the following updates contained in the packet:

- a. The IERs and IEPs are due to each college's respective Dean (college assessment committee) by September 30, 2015.
- b. List of specialized and professional accreditations with dates of last affirmation and future review.
- c. Notify Michael Black if your department has a program undergoing substantive change.
- d. Four-Year degree program maps information.
- e. Comprehensive Program Review, procedures for specialized and Professional Association Accreditation.
- f. Determination of Credit hours Policy.
- g. Digital Measures information.
- h. Upcoming training opportunities.

VIII. Other Business

- a. Lynn Jones reminded CDH of the upcoming Planning and Budget Committee Meeting (PBC) on 9/11 at 9am in UC Cypress room. Direct questions/issues to Lynn as the CDH Representative.

IX. Next meeting: September 29, 2015 @ 4pm – IT conference Room

X. Adjourned at 5:30pm

Respectfully submitted,  
Michael T Schmidt  
9-23-15