

Minutes
Council of Department Heads
Monthly Meeting
November 17, 2015 at 4:00 pm
IT conference Room

Present Members: Darrell Ross (CDH Chair, SA & CJ), Michael Schmidt (CDH Secretary, Art), Greg Harrell (CDH Vice-Chair, Math/CS)

Doug Farwell (Music), Jim Baxter (Chem), Edward Chatelain (PAG), Fred Downing (Phil/Rel), Chris Meyers (History), Attila Cseh (Econ/Fin), Ron Stunda, (Acct) Charles Backes (Adult/Car/Ed), Janet Foster (EDSE), Mizan Miah (SW), Linda Most (MLIS), Corine Myers-Jennings (CSD), Kathe Lowney (IDEA),

Absent Members: Mark Borzi (CDH PBC Rep, Comm), Bob Gannon (Biology), Robert Harding (Pols), Mark Smith (English), Viki Soady (MCL), Aubrey Fowler (Marketing), Ed Walker (Mng/Bus), Mike Griffin (Kin/Phys Ed), Leon Pate (Curr/Lead/Tech), Barbie Radcliffe (Mid/Sec/Read/Deaf Ed), Kate Warner (Psc/Marr/Fam/Thpy), Bonni Cohen (NHS), LaGary Carter (NHS), Shirley Hardon (AFAM), Chere Peguesse (SSC) Alicia Roberson (CA), Tracy Woodard Myers (WGST)

Guests: Dr. Staton (Interim President), Sheri Gravett (Associate Provost)

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 October, 2015 Minutes as submitted. Motion: Miah / Second: Backes

- II. Interim President Staton
 - a. Marketing, Branding, and Retention Update
Marketing & digital media campaign and recruitment is going well – unprecedented growth in apps. Applications to VSU are up nearly 108% from this time last year, translates to 1,400 more applications than this time last year, 400 apps from tri-state, 1000 from GA – this is very encouraging. Applications up 70% in GA. Marketing to “raise the image/profile of VSU” to our target audience and stakeholders as well.
Retention – Dr. York 70/80 Task force. Systematic analysis of data and focus groups. They continue to advance toward increased retention.
Project Innovate – SP 2016
 - b. Sports update – playoffs; Volleyball and football – congratulations and upcoming games.
 - c. Participation – Red Friday, Spirit of VSU, Community events – be inclusive, and participate, faculty, staff and students.
 - d. Graduation – “Shocked at little faculty participation.” Urge all faculty to attend graduation ceremonies. At graduation day, “all hands on deck.” Different/new spring graduation, perhaps outside. Transition to a more “memorable event, a positive experience.” (Q/A: Lowney); Change grade deadline? Defer to Provost’s office for answer.
 - e. Capital Campaign – Event to recognize donors; \$25,000 and larger gifts. Jenkins family = \$17 million. Renaming the “Order of the dome – Jenkins Society.” 45.6 million in gifts. 87% of the goal of \$52.25 million, and we’ve only gone through 26% of the total campaign time of 5 years. It’s possible to reach the 52.25 million dollar goal in 2 years. “VSU needs and endowment of \$100 million.” At the end of the campaign, the VSU endowment will be at approximately 55 million (up from just over 33 million).
“This university can achieve these goals.”
 - f. Graffiti in Nevins Hall – reminds us of the Blazer Creed, there is no place in this university for these words and actions. Reminds us of diversity committees at college and departmental levels.
 - g. (Q/A: Ross); Planning and Budget, when will the VSU budget be presented to the USG in Atlanta? Appointment was changed, November 30th to present the budget.

- h. (Q/A: Miah); Enrollment/Applications – MSW (Social Work) program applications are up, good news. With increased enrollment will this translate to new hires to accommodate increased enrollment. Dr. Staton; VSU has to be flexible, include targeted resources to respond to growth when needed.

III. Dr. Gravett –

- a. “Faculty Fellows Program” - *(Handout; Contact Dr. Gravett and Lenora Willis)*
(Q/A: Miah); is there a budget for speakers/presentations on diversity? Dr. Gravett; contact us to see what the possibilities are.
- b. TIES conference – “Innovation” - <https://www.valdosta.edu/academics/elearning/ties/welcome.php>
- c. (Q/A: Baxter); Any truth to VSU merging with another institution? Dr. Gravett; Heard nothing about it.
- d. Dr. Gravett – Will look into extending the deadline for grades at the end of the term.
- e. CDH/Dr. Gravett Discussion; Graduation – Discussion about when, where, and how many graduation ceremonies take place each term, including Friday night graduations, and multiple graduations on Saturday for the various colleges. Faculty participation will be noted at graduation in December. Possible changes to graduation forthcoming in spring 2016.

IV. Department Heads Handbook – Discussion

- a. Handbook link:
<http://www.valdosta.edu/academics/academic-affairs/department-heads-handbook.php>
- b. Add a “last revised/updated date.”
- c. Updates will be made routinely – send your suggestions edits, etc., to Dr. Gravett.
- d. Dr. Ross noted a few policies vary from college to college.
Example: 213.1 – cancelling and adding classes. Language in the document varies from how it is actually is done. Submission of schedules – R25, etc. Don't know if a room is empty, or if the room is already scheduled? Use of R-25 to confirm room schedules.
- e. (Q/A: Most); Academic Affairs items in the DH Handbook still remain unclear, such as BANNER Forms. Items from the Registrars office. The AA portion is very vague, and assumes Department Heads know how to do things. Provide more guidance, and an appendix or index.
- f. (Q/A: Ross); Personnel files – HR vs. files in your office. Dr. Gravett explained the differences between DH personnel files, and “official” personnel files in HR. Dr. Ross will contact Dr. Bogart for additional clarification.
- g. Faculty Portal feedback, Monday 11/21 at 3:30pm in the Psych Auditorium.
- h. (Q/A: Most); Any follow up on Title IX and alcohol policy notification to various student groups? Dr. Gravett; No update at this time, will follow up at a future meeting.

V. Next meeting: **Tuesday January 26, 2016 @ 4pm** – IT conference Room
Upcoming Meetings: **2/23, 3/23, and 4/26**

VI. Adjourned at 4:50pm

Respectfully submitted, Michael T Schmidt
1-14-16