

Council of Department Heads monthly meeting  
November 29, 2016

Present: Edward Walker (Mng/Bus & Chair), Fred Downing (Phil/Rel), Darrell Ross (Soc/Anth/CJ), Robert Harding (POLS), Hollis Barnett (Art), Mark Borzi (Comm), Doug Farwell (Music), James Baxter (Chem), Greg Harrell (Math), Krishnendu Roy (Comp Sci), Ofelia Nikolova (Mod/Class Lang), Donna Sewell (Eng), Karin Roland (Econ/Fin), Ron Stunda (Acct), Reynaldo Martínez (Adult/Car Ed), Mizanur Miah (Soc Work), Linda Most (Library Sci), Corine Myers-Jennings (Comm Science/Disorders), Sonya Sanderson (Kinesiology), Kate Warner (Psych Counsel), LaGary Carter (Nursing), Chere Peguesse (Stud Success), Calvin Walker (Af Amer Studies).

Absent: Edward Chatelain (Physics), John Dunn (History), Robert Gannon (Biology), Aubrey Fowler, (Intl. Business), Barbara Radcliffe (Middle, Secondary Reading)

1. Meeting called to order at 4:03 pm by Edward Walker
2. Minutes approved unanimously
  - a. Approved with amendments
3. University Reports
  - a. Dr. Gerber: Discussed the committee charged with examining the perspective courses. No process exists for evaluating these courses. Notes the high number of perspective courses and the fact that some are low-enrolled. Lai Orenduff is the head of this committee. Dr. Gerber says that a list of the committee members will be distributed to DHs.
    - i. Kathy asked whether this is a precursor to evaluating the core curriculum. Dr. Gerber asked the DHs if they thought it was time for such a reevaluation.
    - ii. Question by Darrell Ross about summer budget. Dr. Gerber says that adequately enrolled courses will be funded but, ultimately, each College will have to stay within their budgets.
    - iii. Linda Most noted that that her program has a mapped-out, three-year program that is budgeted.
    - iv. Ed Walker asked with a RTM model had been considered. Not yet.
  - b. Student enrollments are down 3600 credit hours from this time last year.
  - c. Book orders are due and reminders have gone out or will be out soon.
  - d. P-Cards were discussed and the announcement that the total number of P-Cards will be reduced to 100 across the campus. Dr. Gerber will look into the changes.
4. Sherri Gravette introduced the Faculty Evaluation Model draft.
  - a. Byron Brown discussed several changes proposed. Move performance evaluation gradations from two to four.
  - b. Noted that terminology across colleges and departments is not standard.
  - c. The question was explored of whether a fifth-year remediation plan should come from the DH or peers.
  - d. Rey Martínez asked about the various promotion models. Brown said the document is supposed to be a guideline rather than restrictive. Martínez notes that the inability of Assistant Professors to be prompted makes recruitment more challenging.
  - e. Kimberly Tanner introduced core math substitution accommodation changes. In some situations now, the core math requirement can be substituted. The same process will be used for all students with a disability.
5. Sherri Adams from HR announced the Cassandra Ward would be out for 4-6 weeks and that she would be in charge of part-time faculty agreements.

- a. Linda Most asked when dual-appointment paperwork is necessary.
6. Meg introduced a software program called Kaltura, a digital asset management system that has been proposed for adoption at VSU. She discussed the fact that our current system is soon not be sufficient for the video demands of online courses.
  - a. Mark Borzi described his department's use of Kaltura.
7. Ike Barton, the incoming CIO introduced himself.
8. Darrell Ross gave an update on the Department Head evaluation and discussed a draft, which was distributed. Asked for feedback and questions for next meeting.
9. Donna Sewell announced that we are now supposed to have background check for outside speakers. The consensus was that it is an unreasonable request to put upon guest speakers.
10. Alicia Roberson announced a staffing change in Organizational Employee Development. She also announced a majors and minor fair in February.
11. Meeting concluded at 5:35 pm. Next meeting is January 31, 2017.

Respectfully submitted,

Robert C. Harding, Secretary