



Council of Department Heads

Auxiliary Services Conference Room

MINUTES

Tuesday, April 30, 2013

4:00pm-5:35pm

Members Present: B. Pearce (Chair), P. Holland, T. Woodard-Meyers, V. Soady, R. Martinez, G. Harrell, J. Peterson, J. Rainer, R. Gannon, D. Ross, M. Smith, D. Farwell, A. Cseh, M. Griffin, B. Radcliffe, L. Weld, C. Peguesse

Guests Present: S. Gravett, M. Black, K. Hull, D. Bogart, N. Grisak, J. LaPlant, K. Sundin

I. Welcome

The final meeting of the Council of Department Heads for the academic year was called to order at 4:30 pm. The Chair acknowledged Dr. Leon Pate (CLT) and Dr. Barbara Radcliffe (MGED) as full members (no longer interim). Mr. Michael Schmidt will serve as acting department head for Art in 2013-14. Congratulations to Blake Pearce on his appointment as COA Dean effective July 1, 2013.

II. Minutes

The minutes from March 26, 2013 were distributed and approved.

III. Announcements

A. Karla Hull, Interim Provost and Vice President for Academic Affairs.

- The search for a University Relations director is in process. Two candidates were interviewed, and we hope to wrap-up the search in the next week and a half. The person will coordinate all marketing and sit at VPs meetings.
- Compression and salary adjustment data collection is ongoing. Academic Affairs has completed the faculty portion; Human Resources staff members are continuing to work on the staff portion. Data will be presented to President McKinney.
- Board of Regents requested budget plans; VSU presented in February. VSU will receive funding for centralized advising center/one-stop shop operation and other initiatives. The goal is to retain our freshmen by providing intensive and directed advising.
- The use of Data Warehouse has increased by faculty, and we are getting good results.
- Enrollment for summer is almost level to break even for summer.
- Faculty members are encouraged to attend Commencement. There will be changes in seating for faculty and details are still being worked out.
- Dr. Tracy Meyers reported that the Faculty Senate executive committee received vitas of possible interim VPAA candidates on April 29, 2013.
- Dr. Rey Martinez motioned and Council Members recognized Karla Hull for her service as interim VPAA & Provost during 2012-13.

B. Sheri Gravett, Assistant Vice President for Academic Affairs:

- Distributed the SOI timeline for summer.
- Fall 2013 opening of semester schedule was distributed. Dr. Mike Griffin suggested syllabus construction as a topic for new faculty orientation. An academic orientation for new students will be held on August 9 in each College. This is a new component of opening week to orient students to expectations in college.
- Revised draft grade appeal procedure was distributed. The principal change in the process is elimination of VPAA approval; academic deans would serve as final approvers.



Council of Department Heads

Auxiliary Services Conference Room

MINUTES

Tuesday, April 30, 2013

4:00pm-5:35pm

C. Michael Black, Director of Institutional Effectiveness.

- Provided an update on implementation of Digital Measures, which will continue through summer for full implementation in fall. Only remaining colleges are Arts & Sciences, Arts, Social Work, and Library/MLIS.

D. James LaPlant, Interim Assistant Vice President for Research and Dean of the Graduate School

- Distributed the graduate assistantship salary and allocation schedule for 2013-14. Deans' Council and Graduate Executive Committee have already approved the schedule.

E. Denise Bogart and Nicholas Grisak, Human Resources.

- Discussed improvements to the PeopleAdmin system for faculty hiring. VSU will purchase an additional workflow module for faculty hiring. Council members shared challenges with PeopleAdmin with our Human Resources representatives.

F. Kathy Sundin, Technology Specialist in eLearning.

- Demonstrated a new resource available (Atomic Learning) to all students and employees. It contains thousands of video tutorials on software applications (Desire2Learn, Excel, etc.). Mrs. Sundin offered to attend departmental meetings to demonstrate AtomicLearning to faculty. Access AtomicLearning through the Faculty Portal single sign-on.

IV. Committee Reports

A. Planning and Budget Council (D. Ross). PBC recommended \$7.5 million in funding of year-end, one-time projects.

B. Faculty Senate (T. Meyers). The SOI administration was remanded to committee. Proposed changes to the final exam week schedule was remanded to committee. Discussed the need for Strategic Research & Analysis to conduct the annual Administration Evaluations (which did not occur this spring as scheduled).

V. Nomination and Elections for 2013-14:

- Chair (2-year term): Darrell Ross
- Vice Chair (1-year term): Leon Pate (endorsed by the council)
- Secretary (1-year term): Greg Harrell
- Past Chair (1-year term): Reynaldo Martinez
- Planning and Budget Council Representative (1-year term): Viki Soady

VI. Other Business.

Committee members thanked Mr. Blake Pearce for his service as chair from 2011-2013.

VII. Adjournment.

The meeting adjourned at 5:35pm.

Respectfully submitted,

Dr. Michael Black; May 1, 2013