

Council of Department Heads

Minutes for May 31, 2011

Members Present: Jim Baxter (CHEM), Carl Cates (COMM ARTS), Robert Gannon (Biology), Ashok Kumar (Mathematics and Computer Science), Reynaldo Martinez, Jr. (Adult and Career Education), Lynn Minor (Early Childhood), A. Blake Pearce (Art), Don Leech (CLT), Paul Riggs (History), James Schrader (Music) Darrell Ross (SOCANTHCJMFT), James Schrader (Music), Mark Smith (English), Viki Soady (MCL), Len Weld (Accounting and Finance).

Guests: Terence Sullivan, Representing COSA

I. Council Chair Martinez called the meeting to order at 4:03 p.m. and welcomed the guests listed above.

II. The minutes of the meeting of April 26 were approved with the correction of the addition of the word "Counseling" to Bob Bauer's name.

(Motion: Bauer/Smith)

III. OPEN FORUM. Neither the President nor Vice-President for Academic Affairs was present.

IV. Graduate Assistant Policy Committee – Rey Martinez

- Chairman Martinez proposed the formation of a sub-committee to make recommendations on a "fair and reasonable model" for the allocation of Graduate Assistants to Super Section courses.
- Concern was expressed about recent attempts to raise the number of students required to obtain graduate assistant(s) without consultation with Department Heads Council or the faculty who teach the courses.
- The minima are to remain the same for Fall 2011 while discussions continue.
- The sub-committee was charged with developing reasonable models that reflect national Best Practice.
- Viki Soady agreed to chair the group with membership to include Bob Bauer, Len Weld, and Paul Riggs. James LaPlant, PERS Coordinator is to be consulted.

V. LETTER FOR RETIREE LUNCHEON POLICY

- Some faculty retirees have not received letters to the Retirement Luncheon in the year of their retirement due to the fact that they retire in May, after the luncheon is held.

- Council and Terrance Sullivan on behalf of COSA agreed to inform HR that the Retirement Luncheon would best be moved to May and therefore all names would be reflected in the luncheon invitation.

VI. COUNCIL ELECTIONS

- The following officers for 2011-2012 were elected by Acclamation:
- Chair: Blake Pearce; Vice-Chair: Don Leech; Secretary: Bob Bauer
- Department Heads Council Committee representatives
 - Planning and Budget; Dr. Darrell Ross
 - Faculty Senate; Dr. Phyllis Holland

VII. E_LEARNING ADVISORY REPORT – Dr. Viki Soady

- None.

VIII. NEW FACULTY ORIENTATION COMMITTEE- James Schrader

- Meetings for new faculty are set up beginning August 1, 2011.

XI. PLANNING AND BUDGET COMMITTEE – Dr. Paul Riggs

- No report.

XII. OTHER BUSINESS

- None.

XIII. Adjournment

Respectfully submitted, Viki Soady