

Minutes
Council of Department Heads Meeting
Valdosta State University
September 25, 2012
4:00 pm – 5:30 pm
Auxiliary Services Meeting Room

Present:

Greg Harrell, Jim Baxter, Darrell Ross, Bob Gannon, Karla Hull (Provost), Mark Smith, Fred Downing, Doug Farwell, Viki Soady, Mike Savoie (Interim Dean of the Honors College), Terrence Sullivan for Chere Peguesse, Denise Bogart (Director of Human Resources), Reynaldo Martinez Jr., Phyllis Holland, Carl Cates, Jim Peterson, Ed Chatelain, Paul Riggs, Jack Rainer, Corina Myers-Jennings, Len Weld, Alfred Fuciarelli (Dean of the Graduate School), Stephen Shirlock, Brenda Dyal, Mike Griffin, A. Blake Pearce, Honey Coppage (Assistant to the Provost), Attila Cseh, Michael Black (Director of Institutional Effectiveness), Sheri Gravett (Assistant VPAA)

I. Welcome & Introductions

II. Consideration of August 28, 2012 Meeting Minutes

Minutes approved.

III. Dr. William McKinney - President Valdosta State University

Not present.

IV. Dr. Karla Hull – Interim Provost/VPAA

Discussed the following:

- We need to meet with our departmental P& T Committee to make sure the process is clear. Be certain the dossiers are in the correct order.
- Dr. Hull is forming a committee to build a summer course funding model soon. Want to make it profitable, develop a model that will attract a lot of students and will allow some to go back to the department. Catch-up courses and courses for adults may work well.

Addressed the following questions:

- 1) Can we offer supersections?

It will be in the mix. We tried last year, but the two offered last summer didn't make (had less than 100).

- 2) What is the status of the BOR prospectus for new majors?
They [BOR] are very bogged down, but they are slowly studying the proposals.
- 3) When can we advertise for replacement positions?
We are purposely being slow. We are expecting another 2% budget cut. We are going through them. It shouldn't be too much longer. If there is a problem, you should know within a couple of weeks.

V. Dr. Alfred Fuciarelli – Asst. VP for Research / Dean Graduate School

Discussed the following:

- Is collecting a list of scholarly publications from July 1, 2011 to June 30, 2012 for the Valdosta Scholar. Send the list to your respective Dean.
- The University P&T Policies and Procedures have been revised to include lecturers, senior lecturers, and instructors. The Faculty Senate approved it May 17, 2012 to be effective Fall 2013. The revised document will be posted soon on the VPAA web site.
- Is working with Dr. Sanjay Gupta of the College of Business Administration along with Digital Measures to have the Graduate Faculty status application easily generated.

VI. Mr. Mike Savoie, Interim Dean, Honors College

Discussed the following:

- Is in the process of planning honors course rotations with the departments.
- Planning an open house for honors faculty and faculty who are interested in the Honors College.

VII. Mr. Andy Clark / Associate VP for Enrollment Management

Not present.

VIII. Denise Bogart, Director of Human resources and Employee development

Discussed the following:

- Family Medical Leave Act (FMLA).
Provided a handout on the Family Medical Leave Act. If you have a faculty member who has been hospitalized or taken ill, notify Human Resources. Faculty are entitled to up to 12 weeks of Family Medical Leave.

Q: Can they come on campus during medical leave?

A: They should not be on campus until they are cleared by their doctor.

- Compliance Month.
Provided Annual Compliance and Awareness Month handout. Please encourage your faculty to complete the mandatory training in Blazeview. The BOR expects 100% compliance.
- Open Enrollment is forthcoming.
Provided handout of health and dental premiums. We will have a new vision plan and a new legal plan that employees can sign up for.
- PeopleAdmin
We have a new PeopleAdmin System for hiring.

IX. Dr. Sharon Gravett / Assistant VPAA

Discussed the following:

- Proposed revisions to the late registration process.
We are trying to make it a simpler process in Spring 2013, then make it an online process in Fall 2013. We plan to not require the Late Registration Appeal form prior to midterm.
- Core Matters Conference: Please fund faculty who want to attend the Core Matters Conference.

X. CDH Constitution and Bylaws – Consideration and Discussion

Discussion/Questions:

- Is it a good decision to eliminate the Liaison to the Faculty Senate? Without a liaison, changes can be made without our knowledge or input. For examples, guidelines for P&T for instructors, lecturers, senior lecturers.

Action: Blake will contact Dr. Hull about this to determine how to best give input to matters that the Faculty Senate addresses.

Voting:

Unanimously approved the proposed changes.

XI. Other Committee Reports / CDH representative Reports

- The Institutional Risk Analysis has been completed. No feedback has been received yet.

XII. Other business

None

XIII. Adjourned

Respectfully submitted,

Greg Harrell, 09-27-12

Revised to clarify Dr. Sanjay Gupta's affiliation as per Oct. 30, 2012 meeting