

Minutes  
Council of Department Heads  
Monthly Meeting  
March 31, 2015 at 4:00pm  
IT Conference Room (Oak Street Parking Deck)

Members Present:

Darrell Ross (CDH Chair, SA & CJ), Edward Chatelain (CDH Vice-Chair, PAG), Greg Harrell (CDH Secretary, Math/CS), Reynaldo L. Martinez, Jr. (CDH Past Chair, Adult & Career Ed.), Jim Baxter (Chemistry), Mark Borzi (Comm Arts), Attila Cseh (Economics & Finance), Doug Farwell (Music), Aubrey Fowler (Marketing & International Bus.), Bob Gannon (Biology), Michael Griffin (Kinesiology & Physical Ed.), Lynn Jones (Accounting), Linda Most (Library & Information Science), Corine Myers-Jennings (Comm Science & Disorders), Leon Pate (Curriculum, Leadership, & Tech.), Chere Peguesse (Student Success Center), Jim Peterson (Political Science), Barbie Radcliffe (Middle, Sec., Reading, & Deaf Ed.), Paul Riggs (History), Michael Schmidt (Art), Ed Walker (Management & Healthcare Admin)

Guests:

Provost Hudson Rogers, Sheri Gravett (Academic Affairs), Michael Black (Institutional Effectiveness), Stanley Jones (Registrar), Denise Bogart (HR Director), Ernest Smith (HR), Sherri Adams (HR)

Quorum

Based on the number of members present, a Quorum (a majority of CDH members) was present.

I. Welcome and Approval of February 24, 2015 Minutes

CDH Chairperson Dr. Darrell Ross called the meeting to order at 4:00 pm and welcomed all in attendance.

First order of business: Consideration of the February 24, 2015 meeting minutes. A motion to approve the Minutes was made and seconded. The motion passed by unanimous vote.

II. President McKinney - Update

Not present

III. Provost Rogers – Update

A. Moving from 12-month to 10-month positions.

Provost Rogers shared that he spoke to Ms. Honey Coppage about how the salary changed when a department head moves from a 12-month to a 10-month faculty position. She said that when moving from a 10-month to 12-month, the salary is multiplied by 1.2, so moving from 12-month to 10-month is the reciprocal of that. Provost Rogers also stated that he will look into this more.

B. Question & Answer Session

Question: How many candidates for faculty positions can we bring to campus?

Answer: We have a limited budget. If you have two strong candidates, then keep it at two. If you are concerned, then bring in a third. The location where they are travelling from affects the budget.

Question: How do we prepare for when we need to let a faculty go if they aren't going to be granted a fourth year?

Answer: Notice that the line will be vacated must be done before starting the search.

Question: Do you have a timetable for next year to start our faculty searches? We need to search in the fall.

Answer: Since we have the model in place, we can start having conversations during the summer (June/July).

#### IV. Dr. Sheri Gravett – Update on Student Withdrawals and Attendance

##### A. Withdrawal Deadlines

Currently, midterm is the last day that students can withdraw. Should we further explore delaying the due date for midterm grades and the last day to withdraw so that students have more complete information in order to make a decision?

##### B. Add/Drop Process

Dr. Gravett proposes to have faculty verify class rolls after the drop/add period. Students that have not attended will be assigned a grade of –W, which indicates the student has withdrawn for non-attendance during the verification process. This will not count toward the limit of five withdrawals or negatively impact grade point averages.

##### C. Opening of the University Schedule

Dr. Gravett shared a draft of the Fall 2015 opening schedule for the university.

##### D. Question & Answer Session

Question: Can we get a calendar in early July that shows all of the due dates and events for the upcoming academic year, such as when IER and IEP's are due, etc.

Answer: (Michael Black) We are working with IT on this.

Question: Where is the faculty handbook?

Answer: It is on the Faculty Senate web site on left hand column.

Question: Is it possible to have more forms, such as application for graduation handled online?

Answer: (Stanley Jones) Banner has many workflow capabilities that are not implemented. We will start the conversation with IT.

#### V. Dr. Martinez – Two-Year Limited Term Instructor Proposal

Dr. Martinez shared a draft proposal to give department heads the authority to extend another two-year contract to persons holding Limited Term positions if they have been doing a good job.

A motion was made and seconded to endorse Dr. Martinez's proposal as written in order to move the proposal to the Provost's office for consideration. The motion carried with three abstentions.

#### VI. Dr. Denise Bogart, HR – Student Employment & Diversity Job Boards

A. Ernest Smith

All positions, graduate assistants, faculty, staff, etc. are now posted on PeopleAdmin. The university has purchased Job Target, a system that will allow us to source all staff and faculty job postings through a series of diversity job boards. This will help us to garnish more diverse applicant pools.

B. Sherri Adams

The student employment office has a new onboarding process. The I-9 must be completed within 3 days of hiring. They can be done as far in advance as you want. The student employment office must meet with all the new student assistant hires.

VII. Dr. Michael Black – Assessment All Stars

Dr. Black thanked department heads on behalf of the University Assessment Committee (UAC) for their leadership during this year's institutional effectiveness process. At the February 26th UAC meeting, the committee recognized 26 programs and departments for

their commitment to student learning. A full list of recipients and pictures are posted at <http://www.valdosta.edu/administration/university-assessment-committee/assessment-all-stars.php>. Each department also received a new resource book titled "Using Evidence of Student Learning to Improve Higher Education."

VIII. Other

A. Faculty Senate Report (Department Heads item)

Dr. Ross led a discussion concerning the Faculty Senate proposal to move to a Department Chair structure with the Department Chair elected every three years. The consensus among the department heads appeared to be against the proposal due to the timeframe needed to learn the job and the lack of continuity if department chairs are replaced every three years. No vote was taken.

B. Faculty Author Reception: April 7 @ 3:30pm (UC Magnolia Room)

IX. Next meeting announced – April 28, 4:00 pm

X. Meeting adjourned at 5:25 pm

Respectfully submitted,

Greg Harrell, CDH Secretary

April 1, 2015