

Minutes
Council of Department Heads
Monthly Meeting
February 23, 2016 at 4:00 pm
IT conference Room

Present Members: Darrell Ross (CDH Chair, SA & CJ), Greg Harrell (CDH Vice-Chair, Math/CS), Michael Schmidt (CDH Secretary, Art), Mark Borzi (CDH PBC Rep, Comm),

Jim Baxter (Chem), Edward Chatelain (PAG), Fred Downing (Phil/Rel), Robert Harding (Pols), Chris Meyers (History), Mark Smith (English), Attila Cseh (Econ/Fin), Ron Stunda, (Acct), Ed Walker (Mng/Bus), Mike Griffin (Kin/Phys Ed), Linda Most (MLIS), Leon Pate (Curr/Lead/Tech), Barbie Radcliffe (Mid/Sec/Read/Deaf Ed), Bonni Cohen (NHS), Calvin Walker (AFAM). Kathe Lowney (IDEA), Chere Peguesse (SSC), Alicia Roberson (CA).

Absent Members: Doug Farwell (Music), Bob Gannon (Biology), Viki Soady (MCL), Aubrey Fowler (Marketing), Charles Backes (Adult/Car/Ed), Janet Foster (EDSE), Reynolda Martinez Jr. (CDH PC, Adult/Car/Ed), Mizan Miah (SW), Corine Myers-Jennings (CSD), Kate Warner (Psyc/Marr/Fam/Thpy), LaGary Carter (NHS), Shirley Hardon (AFAM), Tracy Woodard Myers (WGST).

Guests: Sheri Gravett (Associate Provost), Brian Haugabrook (IT), Lee Grimes (Psyc/Marr/Fam/Thpy)

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

- I. CDH Chair Ross – Welcome and opening remarks by the Chair.
 - a. Approval of November, 2015 Minutes as submitted. Motion: Most/ Second: Roberson
- II. Interim Provost Gerber (Not present)
- III. Dr. Gravett –
 - a. “VSU Day at the Capitol – Dr. Staton & Dr. Gerber and various personnel from VSU are attending.
 - b. VSU Faculty Evaluation Model (FEM) Task Force – Annual Evals, SOI, Merit, T&P, etc. Deans are recommending personnel to serve. Dr. Ross represents the CDH. Dr. LaPlant will be serve as chair of the University T&P document review/update.
 - c. SOI Ad-Hoc Senate Committee – review of SOI underway.
 - d. Comments can always be sent to Dr. Gravett.
 - e. (Q/A: Chatelain); “New data” - Grade distribution included in the Annual Evaluation. How does one interpret this data? (Meyers) opposes the data included in the evaluation. (Schmidt) Interesting information/data; contextualize the data, as part of the annual evaluation, in concert with SOI numbers, comments, peer review, etc. (Walker) COBA uses the Digital Measure portal for many years, and although the data is sometimes difficult to access, specific information can be extremely useful, and help contextualize what is happening across multiple course sections being talk by a variety of faculty. (Smith) The data is out there and can be useful. (Chatelain) Is there a magic number that should be achieved? (Gravett) There is no policy, however the data is an additional point of discussion between the head and the faculty member/members.
 - f. (Q/A: Ross); Trump is going to be holding a rally on campus, is there any announcement, security, etc., that will be shared with the administration. (Griffin) There will be major issues including parking and security, specifically in the COE, because of the proximity to the PE Complex. (Most) There certainly are security issues if concern. (Lowney) There are also issues in areas designated as “counter’-rallies.” (Gravett) This is not a VSU sponsored/sanctioned event - information and announcements should be forthcoming.
 - g. (Q/A: Ross); Part-Time faculty pay – any progress? (Gravett) Provost and Deans are working on this issue, no update at this time.

- h. Merit, 3% - Pending Legislature/Governor approval of budget. Review merit processes database opens March first. Deadline for Department Heads to enter merit data: Monday March 21.
- i. (Ross); failed search for the VSU Police Chief. More information forthcoming.

j.

IV. IT update – Mr. Haugabrook

- a. Lab utilization – (Handouts)
- b. Total Computers on campus: Main campus = 1,255 N. Campus = 501; Total 1,756 computers.
- c. Computer Lab Utilization July 2015 to Present, Main Campus, North Camus, ALL VSU.
- d. Cost savings goal of \$100-200k annually, by reducing the number of computers/labs on campus by up to 20-30%, and using the labs more effectively/efficiently.
- e. Computers are upgrades cycle every 5-7 years.
- f. IT has a limited budget to upgrade hardware and software.
- g. I.T. Lab utilization rates. Average peak utilization of labs = 32%.
- h. (Q/A: Chatelain); Thank you for the memory upgrades in area labs in PAG. What is the data for specialized labs? (Haugabrook) Working on collecting and reporting that data to the Deans. Specialized labs are a small portion of the computers on campus and important to curriculum delivery with specialized labs, hardware/software, such as the COA.
- i. Specialized labs require particular machines, software, etc., These computers are aging on campus and need funding for upgrades to stay current.
- j. (Q/A: Schmidt); Utilization on campus was perhaps higher 5-10 years ago, now with smart devices, mobile devices, Microsoft Office 365 on mobile devices, cheaper technology, students are using technology and labs much differently today than 2-5 years ago – do you have data on what students are bringing to campus, how they are using these device? COA conducted a Qualtrics survey regarding what students bring to campus, what they use, who bought it for them, when do they use it, etc. Does IT have plans to conduct a survey like this and perhaps initiate a “BYOD” bring your own device, or a Tech initiative that requires a student to have a minimal computer/device to come to VSU?
- k. (Q/A: Ross); Can the lab utilization data be lab specific? (Haugabrook) Yes, we can generate that level of detail.
- l. IT Initiative updates: (Handout) Wireless upgrade, Data Warehouse/Success Portal, Lab Utilization, MyVSU upgrades, Academic Analytics, IT Centralized call center, Departmental Analytics, 70/80 task Force analytics and data. Other updates include additional data for faculty, to be included in Data Warehouse/Success Portal and enhancements within the interface.
- m. **April 14:** Department technology purchase requests & computer lab update requests due. (Handout) EoY spending requests, submission information on handout. IT will assemble, review and turn-around as quickly as possible.
- n. (Q/A: Ross); Faculty PC upgrades? Currently replace every 5 years, perhaps move to every 6. If you have old computers, submit requests to the Deans. IT will work on upgrading faculty computers.
- o. (Q/A: Schmidt); Can you provide any information regarding the announcement of Work Study eligible students looking for employment in IT, computer labs/departmental specialized labs? (Haugabrook) we are employing 15-20 WS students, if there are extra needs in specialized labs this may be a potential workforce to add hours, Quincy Thomas has 6-10 additional students he is training.

V. 70/80 Task Force – Dr. Harrell (Handout)

- a. Greg Harrell, chair; Lee Grimes, co-chair; Chere Peguesse, Academic Ambassador.
- b. History of the 70/80 Task Force and outline of the charge of the 70/80 TF.

- c. 17 committee members, including reps from admissions, Tee Mitchell and VSU Research, Barrie Fitzgerald. Only two faculty members and one department head.
- d. Formed in Fall 2015, many surveys were sent out to students, faculty; a variety of focus groups conducted. Quantitative studies included analysis of DFW rates in gateway courses. Use data collected in the Data Warehouse/Success Portal.
- e. Working with the John Gardner Institute (he trademarked the “First Year Experience”). John Gardner is working with VSU as an advisor. Gateway 2 Completion (G2L) for transforming courses. 10 USG institutions participating, VSU has identified 5 “high DFW courses” to transform: BIOL1107, ENGL2113, HIST2112, CHEM1211, MATH111.
- f. Year 1 Self-study; Work group = include faculty in content area, and throughout the University, and Student Success Center, Centralized Advising.
- g. Year 2; Offer re-design of courses.
- h. Year 3; Review/adjust/redesign of content/course.
- i. Advising: NACADA visited campus on 2/9 – 2/11. Meet with department heads and offer input, report and recommendations forthcoming.
- j. (Q/A: Smith); What does it mean to transform course? (Pegeusse/Grimes) Within the self-study process, we will figure out and define what this means, which may be different based on each course. Student success within the course. Barrie has pulled a wide range of data regarding students within these courses, and we will review who is successful and why. Accrediting agencies often guide or stipulate academic standards, these will not be changed. The findings, recommendations and “transformations” will not be mandates, or directives, or standardizations - on how to teach ones course. The change will be faculty driven within these departments, faculty input it critical. The Gardner Institute is here to assist us in the process, and to provide guidance for improvement.
- k. (Q/A: Griffin); More about the process? More subcommittee will be formed to assemble faculty input.
- l. (Q/A: Ross); What role does the SCC play in this process? (Pegeusse/Roberson) Faculty, SCC, Centralized Advising, students, etc., a workgroup that can review, connect, and communicate to help understand and improve, ultimately provide a framework for transformation, to not only in the course but how all these areas connect, and interact. All participating institutions will also share their findings, and recommendations.
- m. (Q/A: Schmidt); How much information is solicited from the student? (Pegeusse/Grimes) Over the course of the 3-year review, surveys, questions, and data will be collected routinely and reviewed as part of this process.
- n. (Q/A: Lowney); Why weren't more faculty asked to serve, or solicited in the creation of this committee? (Grimes) I agree, when reviewing the original list, not enough faculty were included, as the committee eveloved/changed, more are being added. Dr.(s) Harrell, Grimes, and Peguesse are working diligently to change this and include many more faculty in the process.
- o. (Q/A: Baxter); Math/Chem are problem solving courses, suggest a survey question for the students; “How many hours doe you spend studying for your course? They need to study more, and you will likely find a connection between the amount of time they study and course success.
- p. (Q/A: Lowney); Are we actually gathering data on these students, work habits, work schedules, etc. 2 out of 350 freshman students state that they have a job of some sort. What and how are we gathering this data, and will it be collected and used. (Grimes) Most of this data is “self-report.” And is difficult to collect and review consistently.
- q. (Q/A: Griffin); What about online students? NACADA provided comments to the DH meeting, that was positive, difficult to find information as an outsider/advisor. (Grimes) This is a completely different approach. (Schmidt) The new version of the VSU website that will rollout is geared toward recruiting new students, and will hopefully evolve to better inform our current students, as well. Advisors and current students need to be able to navigate these platforms successfully. This needs to be improved.

- a. No Report.

VII. Other:

- a. Registration – (Ross/Walker) No update. Dr. Ross hopes to have an update by next meeting.
- b. (Q/A: Most); Any other information about Commencement/graduation? (Gravett) Not at this time. All the details are posted on the VSU main website.
- c. (Q/A: Schmidt); New website roll-out. Creative Design Services (Keith Warburg) will be meeting with Colleges and Departments throughout the term. COA and Department of Art will be one of the first, published summer 2016.
- d. (Q/A: Most); New Success Portal, user interface is very different, and will take some time to get used to.

VIII. Next meeting: **Tuesday March 29, 2016 @ 4pm** – IT conference Room
Upcoming Meetings: **3/29, and 4/26**

IX. Adjourned at 5:07pm

Respectfully submitted, Michael T Schmidt
3-20-16