

Minutes
Council of Department Heads
Monthly Meeting
January 28, 2014 at 4:00pm
Auxiliary Services Conference Room

Present

Members:

Mike Griffin (Kin. & PhysEd.), Darrell Ross (SA & CJ, Chair), Michael Schmidt (Art), Len Weld (Acct & Finance), Mizanur Miah (Social Work), Barbie Radcliffe (Middle, Sec., Reading, and Deaf Ed.), Jack Rainer (Psychology), Fred Downing (Phil/Rel), Attila Cseh (MKTG/ECON), Jim Peterson (Poli Sci), Kate Warner (MFT), Reynaldo Martinez (ACED), Greg Harrell (Math/CS, Secretary), Ed Chatelain (Physics), Jim Baxter (Chemistry), Phyllis Holland (Management/IB), Paul Riggs (History), Ray Young (Comm. Arts), LaGary Carter (Health Sciences), Tracy W. Myers (Women's & Gender Studies), Jane Kinney (Proxy for Mark Smith, English), Kenneth Kirk (proxy for Doug Farwell, Music)

Guests:

Sheri Gravett (Academic Affairs), Provost David Danahar (Academic Affairs), Andy Clark (Enrollment Management), Michael Black (Institutional Effectiveness)

I. Welcome

II. Approval of November, 2013 minutes

The November, 2013 meeting minutes were approved.

III. Open forum with President McKinney

President McKinney discussed the following:

A) Official announcement is forthcoming whether or not classes are cancelled tomorrow (Wed., Jan 29) due to inclement weather. Expect an announcement by 5:00pm today.

IV. Open forum with Interim Provost Danahar

Questions:

A) Q: Are we still freezing faculty hires for those in the pipeline?

A: We need to wait to see what Atlanta [BOR and legislature] requires of us for the upcoming year in terms of budget.

B) Q: What about the current and fall enrollment? [parts below were answered by Andy Clark as well as Provost Danahar]

A: We are currently down around 4.4% compared to Spring 2013, which won't require midstream adjustments. We were down 5.5% in the fall compared to Fall 2012. As for Fall 2014, we seem to be ahead right now of where we were a year ago in terms of applications and acceptances. We've had about a 2½ % turnaround in retention. Leon (Tallahassee) and Columbia (Lake City) county, Florida applications are up.

C) Q: What about end of year funds?

A: The Deans were supposed to collect end-of-year funding requests. Some of the end of year funds may have to be used for budget cuts and for merit pay salary increases. I asked each Dean to prepare their 2015 budgets in collaboration with department heads. The departments will have a lot more say, but also a lot more responsibility and accountability. Rather than closing out the budget spending in March, I want to run that through April.

D) Q: What about summer funding? What method of funding will be used? We've used different methods during the past three years.

A: There will be summer funding for teaching. I will try to have an answer for the CDH concerning the process at the next meeting.

E) Q: What about merit raises?

A: I believe there will be a merit raise in effect next year. I don't know whether it will be effective July 1 or January 1. At this point, it is just a possibility.

Andy Clark also discussed:

A) Growing enrollment through dual enrollment. We are currently adjusting the dual enrollment requirements in order to better allow high school students to enroll at VSU.

V. Open forum with Dr. Sheri Gravett

Dr. Gravett discussed the following:

A) In addition to the usual four awards for faculty excellence, there is also a Regents Online Teaching award this year for exemplary online teaching. Dr. Gravett would like to see us put forward a nomination for the Regents' Teaching Excellence Award for a Department/Program. This has been in existence, but we have not sent any forward for some time.

- B) We offer a number of CLEP tests. There will be an educational session on Feb. 4th concerning CLEP tests in the Magnolia room. Dr. Gravett requests that department heads or someone in each department can attend 10:00A-12:00N.
- C) There will be a lunch and learn meeting on Feb. 12th concerning AP credit at Noon. See Dr. Gravett's e-mail for details. CLEP and AP credits help us attract students.

VI. Human Resources—Denise Bogart

Denise Bogart discussed the following:

- A) An e-mail about the staff and administration evaluations is forthcoming. Since there is the potential for merit pay this time, be certain to get these in. Merit is usually tied to the evaluation.
- B) Please create or update position descriptions.
- C) Michael: We have designed a better PeopleAdmin system, which is set to go live at the beginning of April. Michael sent out an e-mail about the meeting concerning the new system just before today's meeting. When it is time to hire another Assistant Professor, click the button in PeopleAdmin and go from there.
- D) If you have any issues/input to share with the BOR, the Chief Human Resource officers are meeting in March, so please share with Dr. Bogart any items that she needs to address with them.

VII. Faculty Activity Reports — open discussion (Faculty senate is discussing)

- A) Faculty Senate is currently looking at the faculty evaluation process and wants input from the department heads. The Faculty Senate wants us to use three evaluation categories (unsatisfactory, satisfactory, outstanding) instead of two (unsatisfactory and satisfactory). A long discussion concerning evaluating faculty and determining merit pay followed. Reynaldo Martinez reported that with satisfactory and unsatisfactory the only evaluation criteria, his department defined and agreed upon a 5-point scale that was used to set merit pay. Rey volunteered to share the evaluation criteria with department heads if desired.
- B) A motion was made and seconded to maintain two categories for faculty evaluations. A motion to table for further discussion until next month was made and seconded. The motion to table and put the discussion on the agenda next month carried with a vote of 13 for and 5 against.

VIII. College Board CLEP Testing—Dr. Mark Smith (2/4/14; UC Magnolia room)

Dr. Gravett provided an update (see item V.B)

IX. Faculty Author Reception (4/30)

A) Please promote the Faculty Author Reception with your faculty. Darrell Ross will soon send out an e-mail advertising the 4pm, April 30th event.

X. Other Business/Announcements

None

XI. Adjournment

XII. Next scheduled meeting: February 25, 2014 @ 4:00 pm

Respectfully submitted,
Greg Harrell
02-03-14