

Council of Department Heads
Minutes
August 25, 2010

Members Present: Bob Bauer (Psychology and Counseling), Jim Baxter (Chemistry), Fred Downing (Philosophy and Religion), Carl Cates (Communication Arts), Robert Gannon (Biology), Mike Griffin (Kinesiology and Physical Education), Phyllis Holland (Management), Don Leech (Curriculum, Leadership and Technology), Ashok Kumar (Mathematics and Computer Science), Reynaldo Martinez, Jr. (Adult and Career Education), Lynn Minor (Early Childhood and Special Education), Corinne Myers-Jennings (Nursing), A. Blake Pearce (Art), Jim Peterson (Political Science), Paul Riggs (History), Darrell Ross (SOCANTHCJMFT), James Schrader (Music), Viki Soady (MCL), Barbara Stanley (Middle, Secondary, Reading and Deaf Education), Len Weld (Accounting and Finance).

Guests: VSU President, Dr. Patrick Schloss, VSU Interim Provost & VPAA, Dr. Phil Gunter, Assistant to the President for Strategic Research & Analysis, Dr. Kristina Cragg, and Assistant to the VPAA Honey Coppage.

1. Council Chairperson Martinez called the meeting to order at 4:02 p.m. and welcomed the guests listed above. Introductions were made around the table for the benefit of new council members.
2. The minutes of the meeting of April 10, 2010 were approved with revision and filed.
3. President Schloss addressed the group:
 - Heads Baxter and Gannon were commended for their excellent presentation to representatives from the Board of Regents concerning the intended extension to the Bailey Science Building.
 - The committee to establish university-level Promotion and Tenure Policies and Procedures has almost completed its work.
 - The Deans Council has been charged with drafting a university policy on Faculty Leaves with Pay.
 - Chair Martinez asked that faculty exchanges also be considered. He was urged to generate a proposal.
 - The “five guarantees” are firmly in place regardless of the magnitude of this year’s cuts, up to 12%:
 - Guarantee 1: VSU will not have a reduction in force. Left to our discretion, we will not reduce salaries through furloughs or diminished benefits.

- Guarantee 2: The level of safety for our students and the campus will not be compromised, as we have added police officers, health care providers and counselors. I am pleased to report that we have grown our police force by two officers since my arrival two years ago. We recently added a position to the counseling center, and a second physician, Dr. Bill Grow, to the Student Health Center. The appointment of an additional physician allows us to schedule weekend appointments in the health center for the first time in our history.
- Guarantee 3: Students will continue to select from a rich array of academic courses. The number of available seats across the curriculum will continue to grow on a per student basis.
- Guarantee 4: Additional budget reductions will be made by the Planning and Budget Committee in an open, deliberative, and equitable manner.
- Guarantee 5: We will continue to fund initiatives that support the work of our faculty and staff and insure the emergence of Valdosta State as a leader among its peers. (Taken from *Notes from the President*, August 16, 2010)
- The North Campus project in Health Sciences and Businesses is on the fast track with substantial support coming from South Georgia Medical Center.
- The Master Plan is being revised internally and will be sent to an outside planner for confirmation.
- Additional parking structures are not financially feasible at this time.
- On a question from Dr. Smith concerning salary offers, the President responded that while the current formula will remain in place, demonstrated failure to fill some positions for monetary reasons can lead to requests for exceptions.
- On a question from Dr. Peterson concerning whether accommodations should be made in hiring couples in different departments, the President confirmed that no such policies are in place at VSU.
- Guidelines concerning moving expenses are under preparation through Dean Gunter.

4. Dr. Phil Gunter then reported on matters recently considered at Deans' Council:

- The council is considering how the future implementation of the new, larger classrooms in Jennette Hall will affect faculty load.
- The council reflected on the fact that students were able to get quality schedules in spite of the increase in numbers.
- Better participation rates are needed on online SOI's. Deans' Council is open to ideas for improvement.
- Ads will soon be released for many new faculty positions. Skype may be used for interviews as long as it is applied to all candidates consistently.

5. Dr. Kristina Cragg addressed the group:

- The new Seat Analysis Tool will help Department Heads predict the numbers of sections needed based upon real-time data on retention and enrolment projections.
- Departments facing Program Review will receive improved data.
- Institutional Effectiveness Reports and Plans will be due on October 15, 2010 and will be submitted directly to a web portal.

6. Dr. Rey Martinez reported that the university Promotion and Tenure Committee has shared its findings with Dr. Gunter who has shared the draft document with President Schloss and is readying its report to Senate. On a motion (Weld/Downing) the Council requested that Chair Martinez ask that the Department Heads Council and the Deans' Council be allowed to review the P&T draft policy before it is released to the Senate. The motion passed without dissent.

7. Dr. Carl Cates reported that the Facilities Committee will meet on August 30, 2010. He reported that the remaining funds for 2010 went into general maintenance and that the mission of the committee is currently under discussion.

8. Dr. Bob Bauer reported the Core Curriculum Revision Steering Committee had proposed new Outcomes for Areas A, B, C, and D to meet BOR requirements. These Outcomes were accepted by the VSU General Education Council and by a meeting of interested faculty in early August. The Outcomes would be presented to the Academic Committee and then to the Senate for approval. Once accepted by all appropriate VSU entities the Outcomes would be sent to the BOR for approval. The Outcomes have been distributed widely by Dr. Sheri Gravett. Dr. Bauer will resend the URL for members of the Council to review the Outcomes.

9. Dr. Viki Soady reported that the E-Learning Committee has not met, but that there are interesting new developments with GOML that will form the basis of future discussions.

10. Dr. Paul Riggs reported that the Planning and Budget Committee is implementing a new pool for summer salaries for faculty. Over the summer, the committee discussed models for the proposed cuts at the state level.

11. Under Other Business, the Council requested that Mr. Joe Newton, Director of Instruction Technology, be invited to the next Council meeting to discuss how the Council may assist him to gain additional funding for technology support after a very challenging and frustrating start to the Fall semester. The Council also requested that Mr. Russ Mast be invited to discuss alternatives to the use of academic campus space by sororities so close to the start of the semester.

12. An ad hoc committee was formed to review the By-Laws of the Council and to consider fixing a statutory day and time for the monthly meetings and consider any other changes for the good of the organization. Dr. Carl Cates agreed to chair the group consisting of Dr. Paul Riggs and Dr. Don Leech.

With no other business to come before the Council, the Meeting was adjourned at 5:17 pm.

Respectfully Submitted,
Dr. Viki Soady
Secretary
Council of Department Heads