

**Minutes**  
**Council of Department Heads Meeting**  
**Valdosta State University**  
**January 29, 2013**  
**4:00 pm – 5:30 pm**  
**Auxiliary Services Meeting Room**

**Present:**

Greg Harrell, Jim Baxter, Darrell Ross, Doug Farwell, Mike Griffin, Mark Smith, Fred Downing, Denise Bogart (Human Resources), Chere Peguesse, Rebecca Murphy (Employee and Organizational Development), Mike Savoie (Honors), Viki Soady, James LaPlant (A&S Associate Dean), Tracy Woodard-Meyers, Attila Cseh, Ed Chatelain, Jim Peterson, Carl Cates, Corine Myers-Jennings, Michael Black (Academic Affairs), Craig Williams (Key Shop), Rob Kellner (Auxiliary Services), Scott Doner (University Police), A. Blake Pearce, Phyllis Holland

**I. Welcome**

**II. Consideration of November 27, 2012 Meeting Minutes**

Minutes approved.

**III. Mr. Andy Clark / Associate VP for Enrollment Management**

- **Summer school funding update**

- 1) We expect a 4% drop in enrollment in the coming summer. The previous summer also had an enrollment decrease, yet the number of seats has not decreased.
- 2) We are still adjusting the summer model. We have lowered the cost per credit hour.
- 3) Expect the latest version of the summer model to be available around Friday, Feb. 1.

**IV. Dr. Michael Black / Director of Institutional Effectiveness**

- **University assessment committee and student learning outcomes**

- 1) Rubric Development Workshop will be held on Feb. 8 (announcement flyer provided).
- 2) Institutional Effectiveness Reports and Plans. Some learning outcomes need to be more observable and measurable.

**V. Mr. Scott Doner / Director, University Police**

- **Campus Security and emergency procedures update**

- 1) Our campus emergency phone number is 259-5555. 333-7816 is the regular dispatch #.
- 2) Don't hesitate to call if students are disruptive. Also, if there is a potentially confrontational situation, such as dismissing students, we can send over a plain clothes policeman. If a student is disruptive, make a report.
- 3) Emergency policy for an active shooter on campus is in development, and should be done soon.

**VI. Mr. Rob Kellner/ Director Auxiliary Services**

**Mr. L. Craig Williams/ Manager Key Shop**

- **Keys for offices and adjunct Faculty**

Part-time faculty out-processing. By May, there will be one door on the building with card reader access. In addition, the academic settings budget pool is funding one card reader lock on a departmental office/room\*. In this way, we don't have to worry about part-time faculty leaving with keys to the building and department office suite. Denise Bogart, Director of Human Resources, proposes that the department office collect keys, ID's, equipment, etc. from part-time faculty when they resign.

\*In follow up notes, requests for additional departmental suite card reader locks will be considered in the future.

**VII. Dr. Sheri Gravett / Asst. VP for Academic Affairs**

- **Administrative Focus groups**
- **Other**

- 1) Handout: The Textbook Provision of the Higher Education Opportunity Act. Departments need to have textbooks chosen before students start registering for classes. The textbook used in a course will show when students register.
- 2) Handout: Professional Growth and Development for Academic Administrators. Discussed the results of the focus groups (Faculty Excellence Initiative)with administrators.

**VIII. Mr. Mike Savoie / Interim Dean Honors College**

- Honors Faculty Proposal

Discussed the Honors Faculty Proposal (handout).

**IX. Dr. James LaPlant / Associate Dean Arts and Sciences**

- Presidential inauguration week

Shared Inauguration events schedule (handout) for President McKinney's inauguration April 1-6, 2014.

**X. Dr. Darrell Ross / Head, Department with a really long name ...**

- DROP – ADD process

Tabled until next meeting.

**XI. Other Committee Reports / CDH representative Reports**

- Dr. Ross – PBC
- Dr. Woodard-Myers - Faculty Senate

Tabled until next meeting.

**XII. Other business / agenda items for Spring 2013**

Tabled until next meeting.

**XIII. Adjournment**

Respectfully submitted,  
Greg Harrell  
1-30-13