

Minutes
Council of Department Heads
Valdosta State University
February 26, 2013 4:00 pm – 5:30 pm
Auxiliary Services Meeting Room

Present:

Blake Pearce, Greg Harrell, Darrell Ross, Jim Baxter, Lisa Baldwin (IT), Brian Haugabrook (IT), Mike Griffin, Mark Smith, Reynaldo Martinez, Leon Pate, Chere Peguesse, Terri Gerhardt (Business Services), Viki Soady, Kenneth Kirk, Paul Riggs, Tracy Woodard-Meyers, Jim Peterson, Carl Cates, Ed Chatelain, Fred Downing, Corine Myers-Jennings, Attila Cseh, Phyllis Holland, Andy Clark (Enrollment Management), Sheri Gravett (Academic Affairs)

I. Welcome

II. Consideration of January 29, 2013 Meeting Minutes

Minutes approved.

III. President McKinney

Discussed the following:

- 1) Complete College GA
- 2) New funding formula by 2015
- 3) Budget: more money restored to Health Science Building
- 4) Salaries – doing a market analysis

IV. Theresa Gerhardt / Director of Procurement

- **Business Services and purchasing**

Discussed the following:

- 1) Our goal is to make your purchasing easy.
- 2) Memo on online procurement using ePro is forthcoming.
- 3) If you are on marketplace and cannot order what you need, let Theresa know.

V. Mr. Andy Clark / Associate VP for Enrollment Management

- **Summer school funding update**

Discussed the following:

- 1) Projected enrollment down 7% this summer, which follows a 10% drop from last summer.
- 2) Demonstrated updated summer model (seat utilization, seats needed to fill to break-even for a course section). Changes have been made to the summer model, so look at it online again.

VI. Dr. Sheri Gravett / Asst. VP for Academic Affairs

Brian Haugabrook, Lisa Baldwin – Textbook Ordering Process

- 1) Brian Haugabrook demonstrated the new book/materials ordering module in the faculty portal. Use the book entry tab.
- 2) If the Fall/Summer textbook order has already been entered, then Brian will transfer it over (don't have to enter it twice). If not yet entered, wait until March 15 when new module is available.
- 3) If the text is unknown (new faculty hire), then put TBA for now and ask the faculty to enter this as soon as possible.

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

- **DROP – ADD process**

Discussion on the floor:

Add/drops lasted 4-5 weeks into the semester for Dr. Ross' department. At this point, add/drops are up to the department Head's discretion.

Should we have a definite deadline for add/drop?

Is financial aid the main problem?

Perhaps we need to determine how the Registrar's Office is communicating the process to the students.

VIII. Dr. Greg Harrell / Head Department of Mathematics and Computer Science

- **math placement policy for entry-level math classes**

Discussed the following:

- 1) Math placement policy is to be effective for Fall 2013.
- 2) Entry-level math courses that a student may take will show on his/her advising sheet at Orientation.

IX. Other Committee Reports / CDH representative Reports

- **Dr. Ross – PBC**

Meeting was cancelled.

- **Dr. Woodard-Myers - Faculty Senate**

Discussed the following:

- 1) Studying whether to change final exam schedule to not have late Friday final exams.
- 2) Studying having MW and TR only classes.

X. Other business / agenda items for Spring 2013

**REMINDER: Special session CDH Tuesday March 5, 2013
4:30PM**

Special session agenda: Provost search discussion with the President.

Post meeting note: This meeting was changed to Thursday, March 7 at 4:30pm.

XI. Adjournment

Respectfully submitted,
Greg Harrell
2-27-13