

Minutes
Council of Department Heads
Monthly Meeting
May 26, 2015 at 4:00pm
IT Conference Room (Oak Street Parking Deck)

Present

Members:

Darrell Ross (CDH Chair, SA & CJ), Greg Harrell (CDH Secretary, Math/CS), Reynaldo L. Martinez, Jr. (CDH Past Chair, Adult & Career Ed.), James Baxter (Chemistry), Fred Downing (Philosophy & Religion), Doug Farwell (Music), Lynn Jones (Accounting), Mizanur Miah (Social Work), David Monetti (Psychology and Counseling), Linda Most (Library & Information Science), Jim Peterson (Political Science), Paul Riggs (History), Michael Schmidt (Art), Mark Smith (English)

Guests:

Sheri Gravett (Academic Affairs), Michael Black (Institutional Effectiveness), Brian Haugabrook (IT), Na Ding (IT)

Quorum

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

I. Welcome and Approval of April 28, 2015 Minutes

CDH Chairperson Dr. Darrell Ross called the meeting to order at 4:00 pm and welcomed all in attendance.

First order of business: Consideration of the April 28, 2015 meeting minutes. Schmidt and Martinez made and seconded a motion to approve the minutes. The motion passed by unanimous vote.

II. Recognition

Dr. Ross recognized Dr. Paul Riggs (History) and Dr. Jim Peterson (Political Science) for their excellent service to the university. Dr. Riggs has taken a Dean's position in Pennsylvania, while Dr. Peterson is retiring after serving as Chair for 30 years.

III. Provost Rogers [not present]

IV. Associate Provost Sheri Gravett

A. VSU Faculty Awards Taskforce Summary and Recommendations (handout)

The taskforce recommended: (1) eliminating four of the current six Faculty Excellence Awards (teaching, professional activity, advising, service) and maintaining two (scholarship of teaching and learning, online teaching); (2) inaugurate new VSU Excellence Awards to honor projects, actions, or achievements that positively impact VSU

B. Early Draft of Academic Affairs Updates for the Fall (handout)

Some items include:

- ✓ Students can now choose to enter a foreign language at the 1001-level.
- ✓ Beginning in Fall 2015, students may take a collegiate level course that will both address CPC (College Preparatory Curriculum) deficiency and count for college credit.

C. Responses to Questions

- ✓ Contracts are expected June 15, 2015.
- ✓ Dr. Gravett will check on the status of the merit pay increase.

V. Brian Haugabrook – IT

A. Updates to wireless – building priority list is forthcoming

- B. Faculty profile page is being developed in Digital Measures
- C. The current campus mobile app, for registration, etc., is being replaced.
- D. Budget reporting project – Na Ding (provide the handout “How to Access the Budget Summary Report User Guide”)

Na Ding shared IT is creating a budget reporting system that:

- ✓ Is easy to access
- ✓ Is updated daily to provide almost real-time access to budgeting
- ✓ Provides some exporting capabilities (Excel, PDF, etc.).

Na Ding demonstrated the new Budget Summary feature. The Budget Summary feature is already available. The new Budget Detail feature will be available July 1, 2015.

VI. Dr. Michael Black – Degree Map Project

- A. The four-year degree maps are currently being placed in templates online, so they will be searchable online, available as a link in the catalog, etc. Departments can update it as sequencing changes and/or curriculum changes are made.

VII. Committee Report

- A. Dr. Soady, PBC Representative – not present

VIII. Council Officer Nominations and Vote

Nominations:

PBC Representative: Viki Soady, Lynn Jones

A motion was made, seconded, and approved to close nominations.

Chair: Darrell Ross

A motion was made, seconded, and approved to close nominations.

Vice Chair: Greg Harrell

A motion was made, seconded, and approved to close nominations.

Secretary: Michael Schmidt

A motion was made, seconded, and approved to close nominations.

The Council voted 12-2 for Dr. Lynn Jones to serve as PBC Representative.

IX. Other

- A. Dr. Martinez – is serving as a Visiting Professor at the University of the West Indies during Fall 2015. He requests department heads to send an e-mail to him identifying potential areas of connections/collaboration with the University of the West Indies.
- B. Dr. Martinez – someone needs to keep the CDH web site up to date while Dr. Martinez is gone.
- C. Dr. Ross – encouraged everyone to attend the upcoming Chief of Police candidate open forums.

X. Next meeting announced – August 25, 2015 at 4:00 pm

XI. Meeting adjourned at 5:20 pm

With gratitude for the opportunity to serve as Secretary for the past three years,
Greg Harrell, CDH Secretary
May 29, 2015