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Council of Chairs

University Committees & Organizations

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3-2012

## March 2012 Minutes

USM Council of Chairs

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**Council of Chairs**  
March 1, 2011  
302 Joseph Greene Hall  
**Minutes**

**Attendance:** E. Ahua, A. Branton, S. Cloud, D. Duhon, L. Flynn, K. E. Hughes, P. Jestice, M. Miles, J. Norton, T. O'Brien, J. Olmi, B. Powell, K. Reidenbach, C. Tardy, J. Zhang.

**Guest:** T. Rehner.

**Absent:** C. Dixon, K. Nugent, G. Shearer

1.0 Call to Order: 12:20PM

2.0 Vice President of Student Affairs Dr. Joe Paul

Enrollment and graduation rate, and student retention are of major interest to President Saunders. Recruitment is greater than 25% and there is a greater than 6% increase in the quality of students based on ACT and SAT scores. The president is not pleased with lower retention numbers 2011, the results of the 2009 move of 1<sup>st</sup> Year Experience to VP of Academic Affairs. A conversation between the president, provost and Student Affairs personnel support re-organization of Strategic Enrollment Planning committee and be reinstated to address issues. Decreased resources and the increase of undecided students assigned to CoAL created additional stress to the success of retention programs. Council members expressed concerns about acceptance of transfer credits and the disconnect in process changes without talking with departments in the decision making process. New guidelines are put into place without discussion or the time to implement wisely or in a timely manner. Questions do come up that need to clarify the process before implemented. VP Paul expressed the need for a year-long program with students to support them through their freshman year. One method is to provide more activities that establish an identity with a program that functions as a support group.

3.0 Approval of agenda: Approved as modified.

4.0 Approval of minutes: Approved.

5.0 Committee reports from CoC representatives

5.1 President's Cabinet—Skip Hughes reporting.

The social media tutorial is available on SOAR and all personnel are asked to familiarize themselves with the university guidelines in use of a variety of social media.

There is a list of facility repairs across campus. Request if interested.

Funds are being set aside for property contiguous to the USM campus for future growth of the university footprint.

No decision regarding the Gulf Coast guidelines has been made.

The president is emphasizing two ideas to promote Southern Miss: quality and visibility. Retention and graduation rates are a high priority.

- 5.2 New Chair/Director Training Committee—Glen Shearer. No report.
  - 5.3 Faculty Handbook Committee—Phyllis Jestice reporting. No report.
  - 5.4 Space Utilization and Allocation Review Committee— David Duhon reporting. No Report.
  - 5.5 University Assessment Committee – Chuck Tardy reporting. Departments that have stand-alone minor degree programs will need to report program evaluations and assessment.
  - 5.6 Evaluation of Teaching Performance – Tom O’Brien reporting. The committee has not met yet.
  - 5.7 Standards of Classroom Conduct Committee – Tom O’Brien reporting. The committee meets every Friday. Two subcommittees have been created, each with faculty, students and graduate students represented, focus on creating a student and faculty conduct policies. Once each committee has a draft of their respective policies, they will merge the documents. The short term goal is the creation of this new conduct policy, seek feedback on all levels to vet the process including university counsel and the Faculty Handbook committee. The long term goal will include provision of learning opportunities to faculty and students regarding classroom conduct guidelines.
- 6.0 Old Business
- 6.1 Guidelines for Gulf Coast Operations  
The Provost took the CoC document and the Gulf Coast document and crafted a new document the VP Gulf Coast would not accept. At this time the president will hear both parties and make a decision.
  - 6.2 Department Chair Workload Response  
Further discussion by council members in review of the application or commitment of time to perform research cited a variety of problems and work chair responsibilities that are influenced by college deans. After discussion, L. Flynn moved to accept the document and S. Cloud seconded. The recommendation to accept and forward the document prepared with CoC comments on chair workloads was unanimously passed.
- 7.0 New Business
- 7.1 PeopleSoft Standards committee will have 18 members including one faculty representative but no chairs to seek input from end-users. A side issue is the creation of a major list populated by PeopleSoft.
  - 7.2 Graduate School admissions seems to be having a lot of problems processing applications. The electronic application process is in beta testing.

- 7.3 Text book guidelines update. Faculty must be accountable and will effect annual evaluations. While there are multiple approaches to teaching the same topic, the steps are unclear in selection of texts for these variations. Concern about academic freedom and IHL requirements to select the same text for different sections of the same class. More information about the bookstore and their ordering process is needed.
- 7.4 Faculty Senate President Tim Rehner shared information about two resolutions under consideration by Faculty Senate and solicited input and discussion about adding a seat for the Faculty Senate president on Executive Cabinet. The second resolution proposed the creation of a dean of faculties to oversee the tenure and promotion process, advocate for the faculty and mediate grievances. Discussion followed without over all support from the Council of Chairs at this time.

## 8.0 Announcements/Reminders

- 8.1 Next meeting: April 5, 2012 at 12:15PM
- 8.2 The Institutional Policy website is now available at [www.usm.edu/institutional-policies](http://www.usm.edu/institutional-policies).
- 8.3 The Institutional Repository Aquila is now available at [www.aquila.usm.edu](http://www.aquila.usm.edu)
- 8.4 New federal policy requires a log of student complaints must be maintained by 3/2012; written formal complaints must be documented.
- 8.5 For every credit hour 1 in class plus 2 hours outside of class or the equivalent as established by the institution. IHL does set a three-hour class as 2250 minutes.
- 8.6 SACS requests information regarding adequate full-time faculty on the program level.

## 9.0 Adjourned at 2:40PM