Council of Chairs   University Committees & Organizations

8-1-2009

August 2009 Minutes

USM Council of Chairs

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Present: A. Branton, E. Mann, M. Miles, J. Norton, J. Olmi, W. Powell, K. Sellers, K. Yadrick

1.0 Approval of the Agenda
2.0 approval of minutes
3.0 Committee reports:
>   3.1 Chair Development
>>   K. Yadrick volunteered to be the 2nd member of the committee with Lisa Nored.
>   3.2 Provost Council – July meeting was cancelled
>   3.3 Academic Planning—report below under new business for Academic Planning
>   3.4 Faculty Handbook: No report
>   3.5 Budget Planning: No report
>   3.6 Retention & Persistence: No report

4.0 Old Business
>   4.1 Election of Secretary: A. Branton agreed to serve as secretary

5.0 New Business
>   5.1 University Cancellation or Withdrawal Process: Debbie Hill, Office of the Registrar, demonstrated the new software to address the problems encountered when a student cancels or withdraws from a class. Currently there is a breakdown in documentation and communication when a student chooses to cancel or withdraw from a class. By automating the course cancel and withdrawal process, all documentation and communication issues may be resolved. Information can be accessed through SOAR. The opportunity to cancel a future course a student has enrolled in or withdraw from a course a student is currently taking can be managed to ensure the student and all faculty or administrative personnel are in the loop.

>   5.2 Academic Activity Reporting: Bill Powell reported three demonstrations of annual academic programming and activities software have been given over the last several months to the Academic Technology Council (ATC) members.   All software packages can be customized and tailored to fit faculty activities in individual departments and/or disciplines.

>   Academic Planning Group (APG): Bill Powell reported that the meetings are almost done. All academic departments were asked to identify 2M in budget cuts and support departments were asked to find 10% to meet an overall goal of 10M in budget cuts as an exercise to meet the potential budgetary shortfall expected in 2010. Ranking of items was high to low likelihood of actually being cut (used online clicker software to tally) to meet the required 7.5M in cuts that must be done immediately. The president will review and select with input from the APG committee and discussion with Cabinet the final list of proposed budget cuts and announce week of August 10th. Criteria for selection of budgetary cuts will be based on uniqueness, history, and the degree program supports the university mission and the data gathered to support decisions. An Appeals process will be available.

>   5.3 Chair Development Workshops (Joe Olmi reporting): Suggests select modules to be repeated throughout the academic year, need to include both new and 'old 'chairs; beneficial to

chairs. Dr. Olmi also suggested a mentoring system for chairs, matching old and new chairs. Dr. Yardick will communicate that experienced chairs would like to participate with new chairs

5.4 Items for Administrative Retreat: Meeting will be August 11, 2009. Items were sent to Dr. Mary Dane Greg to add to the list of items for discussion at the retreat.

5.5 Selection of days and dates for future CoC meetings
    Proposed to continue meeting on the first Thursday of the month, usually 11 meetings, the new location will be McLemore 213 starting at 12:15 pm – decisions will be solidified at the September 3 meeting.

5.6 Topics and/or guests for future CoC meetings
    Proposed inviting President Saunders, Provost Lyman, Debby Hill, Dr. Kristi Motter of the registration office (regarding issues surrounding 'traditional admission' not suitable to all applicants, and problems with second BA transcripts)
    Bring other suggestions to 9/3 meeting

5.7 Other new business:
    Kevin Sellers discussed changes coming in the student email system, which will be moving to Google mail, and the agreement will be via the Alumni association – still in the works some issues such as security need to be addressed. Faculty will remain on the current email service.
    Kevin Sellers also reported about hopes to have the chairs become the owners of the department level pages, establishing internal and external communities. This is related to the Campus Hub (Portal) usm.edu that will be tested/implemented this fall – the Hub will authenticate so we can target specific groups securely, and so there will be internal information separate from externally visible information. Students login to MyCollege and major
    This is going to require a different mind set, an external set of tools versus an internal set.

6.0 Announcements
    6.1 Next meeting: September 3, 12:15 pm in McLemore 213

7.0 Adjourned at August 6, 2009 at 1:20 pm