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October 2009 Minutes

USM Council of Chairs

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Council of Chairs

October 1, 2009

12:15 to 1:45 p.m.

213 McLemore Hall

Minutes

Attendance: B. Bateman; A. Branton, C. Campbell; Donna Davis; Dave Duhon, S. Hughes, E. Mann (Chair), J. Norton, B. Powell, Karen Reidenbach, K. Sellers, Lean Fonder-Solano, K. Yadrick.
Guest: Deena Crawford, Director of Student Counseling Services.

1.0 Approval of agenda Approved. Moved: David Duhon; and seconded: Donna Davis

2.0 Topic: Early Alert and C.A.R.E.S.

B. Powell reported for Dr. Brett Kemper, Associate Provost, on Early Alert. Check USM new website under Faculty and Staff , Provost for information. See www4.usm.edu/provost/early_alert, enter your USM ID and password to access Early Alert to report academic concerns. Report may overlap with personal problems too. Reports go to B. Kemper and Wendy Fisk and other interested parties as a clearing house to communicate information about students in distress. Information gathered reflects across the academic spectrum, all subjects and/or courses a student is taking and perhaps having trouble with. Tutoring opportunities are offered and scheduled at the same site to support students and offers others resources that are helpful. Will call for volunteer academic advisors who may be asked to approach a student with some academic options to assist with their academic concerns. Early Alert is a centralized method of addressing primarily students with academic issues.

Ms. Deena Crawford, Director-Student Counseling Services discussed the Campus Action Referral and Evaluation System (C.A.R.E.S.) designed to provide a working, living, learning environment that is safe. The Care Team is a multi-disciplinary task force that is in place to promote preventive education, and to facilitate rapid and effective intervention for students in crisis and supports faculty in their classrooms. Faculty, staff or students may report students that raise concern. Access the confidential online report at www.usm.edu/counseling/staff/staff.html select: "Are you worried about the behavior of a Southern Miss student?" [Click here](#). After the report is submitted, faculty or staff can follow-up using a PIN to track progress of the student. The CARES system works with the Early Alert process. Framework or timeline is organized by urgency of concern. CARES teams are better able to inform faculty about this new service. For one-on-one or group presentations, please call **(601) 266-4829** to arrange a time.

3.0 Approval of minutes. 1) J. Norton; 2) S. Hughes.

- 4.0 Committee reports from CoC representatives
 - 4.1 Academic Planning Group—B. Bateman & B. Powell, reporting.

The APG committee has been dismissed. Initially charged with reallocation of resources starting in July 2008, it assumed expanded responsibilities in January 2009. The committee may be reformed at a later time.
 - 4.2 Budget Planning—TBA (Provost has not appointed new committee)
 - 4.2.1 RCM (Response Centered Management) Budget Committee: S. Hughes was elected to represent Council of Chairs.
 - 4.3 Chair Development—Lisa Nored & Kathy Yadrick reporting.

Three programs have been scheduled for new chairs but programs are open to all faculty. 1) “Conflict resolution” is scheduled October 30th ; 2) “Preparing for faculty evaluations in early spring semester” scheduled for November 13th, Sue Hubble, facilitator. [B. Powell noted that the FAR software under consideration this summer had been cancelled due to budget cuts.]; 3) “Review of end of semester” procedures and requisite paperwork will be scheduled in early December, facilitator to be announced.
 - 4.4 Faculty Handbook—Bob Bateman reporting. No report. Concern expressed that the *Faculty Handbook* lacks an appeal process for faculty in discontinued programs.
 - 4.5 Provost Council—Ed Mann reporting.
 - *Attended a meeting with Hank Bounds, new commissioner of IHL.
 - *LEC grant of over 2M to support an open student think center with open labs for individual training in a flexible and collaborative working space.
 - *Advising period needs to be expanded and there is a need for more mentoring of students and become more of a process to encourage student success.
 - *Notification of withdrawal from the Registrar will be sent to advisor, chair and dean’s offices. Suggested holding the withdrawal notice three days to have time to intervene and resolve possible concerns.
 - 4.6 Retention & Persistence—Chris Campbell reporting. No report.
 - 4.7 Space Utilization and Allocation Review Committee—Kathy Yadrick & Lisa Nored reporting. Discussed new policy and procedures and a website with space availability; need to perform a space inventory, address usage to capacity, and issues of territorial use/non-use priorities to determine appropriate use. Scheduling space outside normal course schedules can conflict with other scheduled courses a student is taking.
- 5.0 Old Business: None.
- 6.0 New Business
 - 6.1 Elect representative to Strategic Enrollment Planning Council.

Duties: Oversight group of Strategic Plan that reviews multi-faceted concerns in student retention. C. Campbell, chair-elect will serve as CoC representative.
 - 6.2 Executive Committee meeting with Dr. Bounds. Discussed current budgetary concerns.

6.3 Determine January 2010 meeting date for CoC. Selected to meet January 14, 2010, the second Thursday of January. Will meet in McLemore 213 with a possible change in the scheduled time.

7.0 Announcements

7.1 Next meeting: November 5, 2009—Mr. Joe Morgan, Chief Financial Officer

7.2 December meeting: December 3, 2009—Dr. Bob Lyman, Provost

7.3 K. Sellers, iTech liaison to CoC will be replaced by Karen Reidenhach.

Brief discussion followed regarding data retention which is inconsistent with information from Academic Council. There is a need for a master calendar or list of programs. CoC needs to contact the USM Bulletin committee to learn who is responsible for course descriptions and departmental guidelines.

8.0 Adjourned at 1:45 PM.