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## January 2010 Minutes

USM Council of Chairs

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# Council of Chairs

January 14, 2010

12:15 to 1:45 p.m.

213 McLemore Hall

## Minutes

**Attendees:** E, Mann, B. Bateman, A. Branton, C. Campbell, L. Fonder-Solano, S. Hughes, M. Miles, L. Nored, J. Norton, B. Powell, K. Reidenback; **Guests:** Julie Howdeshell, Kathryn Lowery, Jalynn Roberts.

- 1.0 Approval of agenda: No changes
- 2.0 Guests: Ms. Julie Howdeshell, Director-Quality Enhancement  
Topic: "Spring 2009 Assessment Study"

- 2.1 Ms. Howdeshell discussed the purpose of the QEP Writing Data study and the rubric designed to measure the QEP Written Communication Student Learning Outcomes to assess written outcomes of papers submitted by undergraduate students in the Capstone program for the preliminary findings of the QEP report 2009. Written papers were assessed in six areas: purpose and content, evidence-based reasoning, structure, language, audience and documentation of sources. USM QEP goal was set for 70% of participants to meet or exceed the proficiency targets. Each paper was graded separately by two graduate assistants who have taught English 101 and 102, and the two scores per paper were averaged. The average results indicate that 60% of papers assessed met expectations; QEP students scored higher than non-QEP students. (QEP Writing Data, 2009, p.7). In Spring 2010, another assessment will be given to include both writing and speaking skills. With additional data to review, improvements will be made to meet the 70% goal.

Guest: Jalynn Roberts, Institutional Effectiveness

Topic: "MAPP Analysis Highlights of Capstone Students Spring 2009"

- 2.2 Dr. Roberts explained that the purpose of the Measure of Academic Proficiency and Progress (MAPP) analysis is to prepare a college portrait of the USM student. Student profile is based on those senior capstone students who self-report they have completed 90 semester hours. The 40 minute abbreviated form of the MAPP was taken by 725 capstone students via online or written in proctored administrations. Skills measured are reading and critical thinking, writing, and mathematics; each skill tested into three proficiency levels of 1, 2, and 3 in three academic contexts: humanities, social sciences, and natural sciences. See <http://www.southernmiss.org/ie/General%20MAPP%20Procedures.pdf>

Proficiencies in all skill areas were fairly evenly distributed between three ranks in the 25<sup>th</sup> percentile, 50% percentile and the 75% percentile, with a mean score of 447.17 within a range of 400 to 500 (MAPP Analysis Highlights, 2009, p.9). Comparison of results by college, by campus, by student profile, by method of test administration and by national scores was provided and discussion followed. Concern was expressed about the reliability of the test and the lack of incentive to do well and how these factors may have impacted outcomes. Is there a need for greater uniformity of method of administering the test: more students took the test in proctored environments than those taking the test via online.

- 3.0 Approval of minutes: Moved to approve: S. Hughes; 2<sup>nd</sup>: C. Campbell
- 4.0 Committee reports from CoC representatives
  - 4.1 **Provost Council**—Ed Mann reporting. No report.
  - 4.2 **RCM Budget Committee**—Skip Hughes reporting: Attended second meeting of the RCM committee. Currently exploring how to implement RCM. Have re-scheduled to visit Iowa State University for February. The committee is in its formative stages and is not ahead of the UPC efforts.
  - 4.3 **UPC**—Tim Rehner reporting: Serving as co-chair of the UPC and meeting weekly. There is now a college sub-committee on administrative services and a second sub-committee of administrative support services that report directly to the provost. Guidelines and definitions of terms are being written. (What is a program or a department?) Some programs share courses, for example, some of which are not part of a degree plan. A template for department reports is being prepared and may be no more than 10 pages. Recommended reading: [LB2341 .D523 1999](#) Dickeson, Robert C. *Prioritizing academic programs and services : reallocating resources to achieve strategic balance*. San Francisco: Jossey-Bass Publishers, c1999. In Cook Library.
  - 4.4 **Chair Development Committee**—Lisa Nored & Kathy Yadrick: Reporting. Three events have been scheduled. 1) January 26<sup>th</sup>: Protect Research Agenda; 2) January 29<sup>th</sup> “Tenure & Promotion: Providing Direction to Your Faculty”; 3) February 12<sup>th</sup>: Provost’s Division-wide Seminar. Contact [Emily.Shepard@usm.edu](mailto:Emily.Shepard@usm.edu) for pre-registration or call 601 266 6618.
  - 4.5 **Faculty Handbook Committee**—Bob Bateman reporting. No report.
  - 4.6 **Strategic Enrollment & Planning Council**—Chris Campbell reporting. No report.
    - 4.6.1 Retention & Persistence Subcommittee—Chris Campbell reporting. No report.
  - 4.7 **Space Utilization and Allocation Review Committee**—Kathy Yadrick & Lisa Nored reporting. The space inventory has been completed and now working on policy and request form which will be made available online.
  - 4.8 **Ad hoc committee for Faculty Expectations**—Joe Olmi reporting. For J. Olmi, Ed Mann made a few comments on the culture of ratings in annual evaluations. We have a culture where high or inflated evaluations of 5 or Far Exceeds Expectations has become a norm more often than not to compensate for years with no increases in salaries through pay raises.
- 5.0 Old Business

- 5.1 Council of Chairs listserv—Karen Reidenbach reporting. The CoC listserv will only go out to academic chairs and directors.
- 5.2 Thank you letters sent from Dr. Susan Hubble Burchell to Dr. Susan Siltanen and Dr. Ben Velasquez
- 6.0 New Business
  - 6.1 Academic Chairpersons Conference—Bob Bateman reporting. This is a good opportunity for new academic chairs to attend a conference that directly addresses the needs and concerns of chairs. Conference *A New Generation of Accountability* Dates: February 11-12, 2010; Location: The Rosen Plaza Hotel, Orlando, Florida. For more information see: <http://www.dce.k-state.edu/conf/academicchairpersons/27th/>
  - 6.2 Electronic platforms committee – new focus group in need of a CoC representative. First meeting is February 25 from 3pm to 5 pm in Cook Library room 123. Committee will review need for policy to manage electronic products such as Twitter, MySpace and Facebook in the university. J. Norton was selected to represent CoC.
  - 6.3 Guests for the CoC Spring meetings
    - 6.3.1 Dr. Kristi Motter—Associate VP for Enrollment Management (date 2/4/10—confirmed)
    - 6.3.2 Dr. David Wolf leaving Southern Miss
    - 6.3.3 Recommendations for other guests to address Council
      - 6.3.3.1 President Saunders toward end of academic year, but no date has been determined
- 7.0 Announcements
  - 7.1 Academic Affairs Division-Wide Seminar—Friday, February 12, 2010, 2:15 to 4:30 p.m. in IC 101. Please note date change.
  - 7.2 Next meeting: Thursday, February 4, 2010 at 12:15 p.m. in room 213 McLemore Hall
  - 7.3 Reminder: Mid-term grades for every undergraduate student must be turned in before advising.
  - 7.4 The wrong instructor is sometimes listed and not corrected. Please be sure changes to instructor are made on records.
  - 7.5 House Bill 329 2010 – AN ACT TO PROHIBIT PUBLIC UNIVERSITIES AND COLLEGES FROM GRANTING TENURE TO TEACHING PERSONNEL has had its first reading in the State Legislature of Mississippi regarding a provision to allow the release of tenured faculty with a six month notice. See: <http://billstatus.ls.state.ms.us/documents/2010/pdf/HB/0300-0399/HB0329IN.pdf>
- 8.0 Adjourn: committee adjourned at 1:35pm.