

The University of Southern Mississippi  
**The Aquila Digital Community**

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Council of Chairs

University Committees & Organizations

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## February 2011 Minutes

USM Council of Chairs

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**Council of Chairs**  
February 3, 2011  
12:15 PM  
115 Southern Hall

**MINUTES**

1.0 Call to Order: 12:15PM

2.0 Guest: Geoff LoCicero, Director of Web Services

Mr. LoCicero gave an overview of the current status of USM web services with a focus on the problems and concerns that must be addressed to update the content and design of the USM web pages. Over 150 websites must be moved to a new server. Templates need to be established to set standards to expedite the process. To complete revisions in four to six months there will be tight deadlines to meet. While the structure will be standardized, content is unique per department or unit. Site map planning and thinking about how a department is organized and what to include, such as degrees offered and course descriptions, will determine content. Functionality of the open source web software Droople.com includes a web tool box, slideshow, video, and a photo gallery, links, menus and 'permablocks' that are moveable. Content will be easy to update, is password protected and will be searchable by keyword. Statistical analysis to track use/traffic of web pages is an added feature that will inform departments about success in site navigation and access to information about their programs. Maintenance of department or unit websites is a concern for departments who may not have staff with appropriate skills to update information routinely. Web Services will provide support, training and other fee-based services as requested.

3.0 Approval of agenda: Approved.

4.0 Approval of minutes: Approved with no changes.

5.0 Committee reports from CoC representatives

5.1 Provost Council—Bill Powell reporting.

- Dr. Susie Steen, Center for International Education, spoke to Provost Council about recruitment of international students and efforts being made to increase international enrollment.
- Digital Measures (DM) has been purchased to measure faculty productivity. A pilot implementation will be done in CoAL. Greatest challenge will be adding faculty data from current CVs after which faculty can update information annually. DM will be able to generate annual reports for evaluations; there are several model variations that can be used.
- The fifth year SACS review is due March 25, 2012. Standard reports will be due including credential reports for program directors. Currently working ahead to gather data in preparation of the report.

5.2 Chair Development Committee—Kathy Yadrick reporting.

- Responsibility Centered Management (RCM), March 18, 2011: Dr. Denise von Herrmann will present. Register on the LEC website.
- Plagiarism workshop, February 4, 2011: Provost Lyman, Dr. Siltanen, Tisha Zelner, Sheri Rawls and Dr. Holloway will present.
- Completion of online CITI training modules is required for graduate students and faculty with graduate teaching status in compliance with federal mandates. Due to the amount of time necessary to complete the modules, there has been some push back by faculty particularly those

that do not use human subjects in their research. See Q&A on responsible conduct of research online: <http://www.usm.edu/research/responsible-conduct-research-q>

- 5.3 Faculty Handbook Committee—Michael Miles reporting.
- Current attention has been given to the Faculty Handbook Bylaws and the policy that governs the frequency of changes made to the Bylaws. A final draft should be ready by March 2011. Faculty Handbook committee reports to the president.

5.4 Strategic Enrollment & Planning Council—Chris Campbell. No meeting; no report.

5.5 Space Utilization and Allocation Review Committee—Kathy Yadrick reporting. No report.

## 6.0 Old Business

6.1 CoC website/Campus Hub – Ann Branton reporting.

- Initial training early in January and basic editing of the CoC CampusHub site was done. Updating the membership list and confirming spellings and email addresses will be done before the March meeting.

## 7.0 New Business

7.1 Future guests: Dr. Denis Weisenberg will be invited to speak to CoC in March.

## 8.0 Announcements/Reminders

8.1 Next meeting: March 3, 2011

## 9.0 Adjourned: 1:35PM