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March 2011 Minutes

USM Council of Chairs

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Council of Chairs

March 3, 2011

12:15 p.m.

115 Southern Hall

Minutes

Attendance: A. Branton, C. Campbell, D. Duhon, L. Flynn, L. Fonder-Solano, S. Hughes, M. Miles, J. Norton, T. Obrien, J. Olmi, B. Powell, K. Reidenbach, J. Zhang and G. Sheare for B. Bateman

1.0 Call to Order: 12:20PM

2.0 Guest: Dr. Dave Davies, Dean of the Honors College

Dr. Davies announced a new initiative in Senior Honors directed to assist students in writing the Honors thesis. By asking academic departments, "What does your thesis look like?" departments will be asked to provide information about thesis expectations and quality. An external review of the thesis will be arranged after the first draft is submitted to Honors College and released by the departmental review process. Senior Honors will provide access to departmental guidelines for the honor's thesis. Creative projects may require clear guidelines from departments as well. Access to academic guidelines will be provided.

Two suggestions were made: 1) utilize Senior Honors as mentors to peers; 2) provide undergraduate teaching assistantships.

3.0 Guest: Dr. Joe Paul, Vice President of Student Affairs

Student Affairs is a diverse department and provides a variety of services to USM students. The strategic priorities include growth in number and quality of students, providing support for their retention and success; managing the infrastructure of Thad Cochran Center, sororities and fraternities, dormitories; and provide campus safety and support student civility and behaviors that are conducive to a healthy school climate. Two services that exemplify support of these priorities are CARES www.usm.edu/CARES, a system which has three major components to respond to and provide appropriate intervention for students in emotional distress or who have behaviors that interrupt the learning and living environment of our campus; the second service in Early Alert <http://www.usm.edu/english/soarhelp/soarhelp/earlyalert.html> an online service which faculty and staff can use to report academic or nonacademic concerns regarding students that are triggered by a change in academic performance or class attendance or behavior. A discussion about USM scholarships followed about the role they have in recruitment. List of students who have submitted USM applications are sent to departments to funnel toward scholarship distribution. Scholarships are part of the marketing program to attract students with competitive SAT or ACT scores.

4.0 Approval of agenda. Approved.

5.0 Approval of minutes. Approved.

- 6.0 Committee reports from CoC representatives
 - 6.1 Provost Council—Chris Campbell reporting.
 - The university is preparing for it's mid-term report for SACS, which will include descriptions of academic program administrators, including the academic credentials of faculty members in those administrative positions. Deans will likely be reviewing those credentials with department chairs.
 - 6.2 Chair Development Committee—Kathy Yadrick: No report.
 - 6.3 Faculty Handbook Committee—Michael Miles reporting.
 - Submitted a draft of revisions to the Faculty Handbook. Recommended revisions to Section 1 would change the make-up of the appointed and elected membership and improve representation from the Gulf coast campus. Changes to Section 3 Election of the Chair would provide guidelines for election of the FH committee chair from its full-time faculty membership. Annual updates will occur in July and August each year.
 - 6.4 Strategic Enrollment & Planning Council—Chris Campbell: No meeting; no report.
 - 6.5 Space Utilization and Allocation Review Committee—Kathy Yadrick: No report.
- 7.0 Old Business
 - 7.1 CoC website/Campus Hub – Ann Branton reporting.
 - Jamie Goff, iTech representative gave a brief overview of the Campus Hub. Current CoC membership has been added and is now available for members to sign in. Minutes will be posted prior to the monthly meetings for review.
- 8.0 New Business
 - 8.1 IHL textbook mandate.
 - Requirement that the same textbook must be used by all faculty who teach the same course. Student evaluations of teachers includes evaluation of the textbook. John Meyer?
- 9.0 Announcements/Reminders
 - 9.1 Next meeting: April 7, 2011
- 10.0 Adjourned at 1:50PM