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Council of Chairs

University Committees & Organizations

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5-1-2011

## May 2011 Minutes

USM Council of Chairs

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### Recommended Citation

USM Council of Chairs, "May 2011 Minutes" (2011). *Council of Chairs*. 19.  
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## Council of Chairs

May 5, 2011

115 Southern Hall

### Minutes

**Attendance: A. Branton, C. Campbell, S. Dixon, L. Flynn, L. Fonder-Solano, S. Hughes, M. Miles, J. Norton, J. Olmi, b. Powell, K. Yadrick and D. Fletcher.**

- 1.0 Call to Order: 12:15PM
- 2.0 Approval of agenda: Approved
- 3.0 Approval of minutes: Approved
- 4.0 Committee reports from CoC representatives
  - 4.1 Provost Council—Chris Campbell reporting.

Research: RCR online research training module must be done by faculty by the end of Spring semester, though the deadline may be extended until summer. There will be an audit of graduate students to insure that all have completed the tutorial before getting IRB approvals.

Graduate stipends: Concern about graduate assistants supported by “in kind funding” in a grant award; is the tuition waiver honored? Door is closing for out-of-state tuition waivers with a stipend.

Textbook appeals: The request for a textbook appeal is not evident on the USM Barnes and Noble webpage for faculty textbook selection and requests.
  - 4.2 Chair Development Committee—Kathy Yadrick reporting. No meeting.
  - 4.3 Faculty Handbook Committee—Michael Miles reporting.

Discussed proposals for Chairs/Directors review: B. Middlebrooks memo of 12/12/1999 recommends periodic review of the appointment and re-appointment process of departmental chair or director to include a review of administrative performance at the end of the prescribed term of 3, 4, or 5 years. This appointment review process is separate from faculty input on annual performance evaluations of the chair or director. Concern was expressed about the lack of standards for administrative duties and the lack of guidelines where faculty have a voice in chair appointment and evaluation. Members recommended further review of the recommendations and provide feedback to the Council. While faculty can and do critique the chair, there does need to be an evaluative process of administrative performance annually and at appointment or re-appointment every 2-5 years. Per an ad-hoc committee memo forwarded by Provost Lyman in 2009, the process of appointment/re-appointment by the dean is not clear particularly when there is a lack of support of the current chair. Administrative stipends may not be sufficient for additional 12 month responsibilities and guidelines for compensation also need review. Council agreed to not make a decision at this time until these issues are more clearly addressed by the Faculty Handbook committee.
  - 4.4 Strategic Enrollment & Planning Council—Chris Campbell reporting. No report.
  - 4.5 Space Utilization and Allocation Review Committee—Kathy Yadrick reporting. No report.
- 5.0 Old Business
  - 5.1 Revised bylaws for Committee on Committees: Chris Campbell explained that the Committee on Committees had requested several changes to the council’s bylaws. He distributed a copy of the recommended revisions via email before the meeting, but a quorum was no longer present for a vote. The issue was tabled until the next meeting.
  - 5.2 Update the CoC webpage and update CoC membership in CampusHub.
- 6.0 New Business

- 6.1 Nominations for chair-elect, secretary
- 6.2 University assessment process. Some academic departments are not doing meaningful assessments of performance. Deans will discuss in coming weeks issues regarding participation by faculty and institutional effectiveness.
- 7.0 Announcements/Reminders
  - 7.1 Next meeting: June 2, 2011; Guest, Dr. Frances Lucas, VP-Gulf Coast
- 8.0 Adjourned at 1:45PM