

9-1-2011

## September 2011 Minutes

USM Council of Chairs

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**Council of Chairs**  
September 1, 2011  
12:15 PM  
302 Joseph Greene Hall  
**Agenda**

**Attendance: A. Branton, S. Cloud, C. Dixon, D. Duhon, L. Flynn, K.E. Hughes, P. Jestice, M. Miles, K. Nugent, T. O'Brien, B. Powell, K. Reidenbach, C. Tardy, J. Zhang**

- 1.0 Call to Order: 12:20PM
- 2.0 No Guest Speaker
- 3.0 Approval of agenda: Agenda was approved.
- 4.0 Approval of minutes: Minutes for June 2, 2011 were approved.
- 5.0 Committee reports from CoC representatives
  - 5.1 President's Cabinet/Extended Provost Council—Skip Hughes reporting.
    - 5.1.1 New construction (i.e., new CoB building) planned for groundbreaking in May 2012. Fundraising for new buildings must now include raising the principal for an endowment to cover building maintenance. CoB is in process of raising this endowment; fundraising for construction has been met...
    - 5.1.2 Attended the Provost Expanded meeting 8/28. Sheri Rawls of LEC announced that IVN classrooms would be phased out and the Owens-McQuagge IVN classrooms would not be used in the spring semester. Due to retirements LEC services have been curtailed.
    - 5.1.3 Guidelines for the Gulf Coast were distributed.
  - 5.2 Chair Development Committee—Tabled.
  - 5.3 Faculty Handbook Committee—Michael Miles reporting.
    - 5.3.1 Two proposals still need feedback on them. See handouts for Annual Evaluations of Chairs and Directors and Chairs/Directors Periodic Review. Email thoughts to M. Miles or C. Tardy. There is a need to codify the process and some concern expressed about providing this evaluation tool to chairs before the evaluation by a dean.
    - 5.3.2 Phyllis Jestice was appointed the new CoC representative for the Faculty Handbook committee.
  - 5.4 Strategic Enrollment & Planning Council—This committee is dormant for the time being.
  - 5.5 Space Utilization and Allocation Review Committee—Addresses space assignments and resolves conflicts as space and office reassignments go through this USM committee.

## 6.0 Old Business

### 6.1 Election of CoC Chair-Elect

6.1.1 Michael Miles elected chair-elect of the Council of Chairs.

## 7.0 New Business

### 7.1 Availability of texts from campus bookstore.

7.1.1 Issues discussed: Textbooks are not available for Gulf Coast students in a timely manner; Communicating with bookstore managers is problematic, in spite of early ordering early materials are not always available in time for course. John Myers [john.myers@usm.edu](mailto:john.myers@usm.edu) is our contact on the Textbook committee.

### 7.2 Summer revenue sharing.

7.1.2 Issues discussed: Expectation that a percentage of summer revenues will be returned to colleges and then to departments. Where are these funds? Portion goes to building support, discretionary funds and then distributed among the faculty. There is some concern about the impact RCM will have on the summer revenues.

### 7.3 Guidelines for Gulf Coast Operations.

7.3.1 The Council moved to a closed executive committee session to discuss a course of action in response to implementation of the Guidelines.

## 8.0 Announcements/Reminders

8.1 Next meeting: October 6, 2011

9.0 Adjourn: 2:10PM