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October 2011 Minutes

USM Council of Chairs

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Council of Chairs
October 6, 2011
12:15 PM
302 Joseph Greene Hall

Minutes

Attendance: A. Branton, S. Cloud, C. Dixon, D. Duhon, , K.E. Hughes, P. Jestice, M. Miles, J. Norton (T. O'Brien), K. Nugent, T. O'Brien, J. Olmi, B. Powell, K. Reidenbach, G. Shearer, C. Tardy, J. Zhang. **Absent:** E. Ahua, C. Dixon, L. Flynn, J. McGuire, K. Nugent. **Guest :** T. Rehner, FS President.

1.0 Call to Order: 12:19PM

2.0 Mr. Russ Willis, VP of Administrative Affairs. Discussion began with a review of USM financial hardships since 2005. While 2011 year was better, our revenues are still much lower than our sister institutions, Mississippi University and Mississippi State. Gross revenues in and out of state are basically tuition fees and out of state tuition waivers impact overall revenue. In FY 2011 we have been successful with the hiring freeze, online courses are cost effective, and many administrative processes have been automated, reducing costs which do add up. Bond money for new buildings and improvements to existing buildings needs to be met. By the end of fiscal year 2011 7M was realized in savings of which 5M will be used for the Hattiesburg campus. Student tuition cannot bear another increase as we are seeing an increase of bad tuition debt. 65% of all students receive financial aid even though a semester is just \$3000.

Q/A: Retirement impact? 50% of all salaries from retirement positions are in an account and the other allocated to filling new employee positions as early as January.

Q/A: Allocation of faculty positions? The Personnel Allocation Committee will serve in an advisory capacity in selection of greatest need across campus. Hearings will be in late October.

Q/A: RCM status? At this time RCM is beyond the scope of what we can do without data recording base. However, we may be able to start small and keep funds where they are earned.

Q/A: Raises? The raise of 3.5% was due to an increase in the contingency fund.

3.0 Approval of agenda: Approved.

4.0 Approval of minutes: Approved with one correction.

5.0 Committee reports from CoC representatives

5.1 President's Cabinet/Extended Provost Council—Skip Hughes distributed a timeline of events regarding the Gulf Coast Guidelines leading to scheduling meetings to resolve differences.

5.2 Chair Development Committee—Glen Shearer reporting.

Three programs have been scheduled by the Academic Department Head.

Training committee: October 28: Annual Evaluations, 2PM to 4PM; November 18: Interacting with Staff, 2PM to 4PM; February 24: Legal Aspects in

- supervision, 2PM to 4PM.
- 5.3 Faculty Handbook Committee—Michael Miles/Phyllis Jestice reporting.
 - 5.3.1 Annual Evaluation of Chairs and Directors: Discussion of need.
 - 5.3.2 Chairs/Directors Periodic Review: Endorsed a five year appointment for department chairs. Recommended that when a chair receives a no confidence vote by his faculty and the dean overrides the decision, the dean must provide a rationale for his decision.
 - 5.4 Gulf Coast Operations Committee—Joe Olmi reporting. The first meeting is set for late October.
 - 5.5 Space Utilization and Allocation Review Committee— Dave Duhon reporting. No report.
 - 5.6 University Assessment Committee – Chuck Tardy reporting.
 - 5.6.1 Short discussed about non-compliance with assessment activities and not submitting necessary reports by some academic departments.
 - 5.7 Evaluation of Teaching Performance – Tom O’Brien reporting.
 - 5.7.1 The committee has not met. Changes have been made to the survey too that include questions for students enrolled in online courses.
 - 5.8 Standards of Classroom Conduct Committee – Tom O’Brien agreed to serve as CoC representative.
- 6.0 Old Business
- 6.0.1 Guidelines for Gulf Coast Operations – Skip Hughes reporting. Distributed a timeline of events leading up to and after the “Gulf Coast Guidelines” were distributed to chairs in September this fall. Announced the November 7th date for the luncheon for chairs and VP of the Gulf Coast to discuss governance issues.
 - 6.0.2 Summer Revenue Sharing – Skip Hughes reporting. Distributed information about the summer revenues per college. See attachment.
- 7.0 New Business
- 7.0.1 Academic Counseling for New Admissions -- Skip Hughes reporting. At the expanded Provost meeting 9/26 the issue of non-academic advising was addressed. As most faculty have nine month contracts, few faculty are available during the summer months to advise incoming students during Freshman Preview week or at other times before August. There is a need to develop advising guidelines so that students make a successful start at USM.
- 8.0 Announcements/Reminders:
- 8.0.1 Karen Reidenbach announced that terminated employees will have a window of time of two months to close out their email accounts.
 - 8.0.2 Network has significantly slowed down on campus due to heavy use of Internet and more bandwidth is needed to support university use of Internet resources.
- 8.1 Next meeting: November 3, 2011: Dr. Kemper will be invited to speak as CoC guest.
- 9.0 Adjourned at 2:28PM.

