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November 2011 Minutes

USM Council of Chairs

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Council of Chairs
November 3, 2011
12:15 PM
302 Joseph Greene Hall
Minutes

Attendance: A. Branton, D. Duhon, L. Flynn, K.E. Hughes, P. Jestice, M. Miles, J. Norton (T. O'Brien, proxy), K. Nugent, T. O'Brien, B. Powell, K. Reidenbach, G. Shearer, C. Tardy

Absent: E. Ahua, S. Cloud, C. Dixon, J. McGuire, J. Olmi, J. Zhang

- 1.0 Call to Order: 12:19PM
- 2.0 No speaker scheduled
- 3.0 Approval of agenda: Approved
- 4.0 Approval of minutes: Approved
- 5.0 Committee reports from CoC representatives

5.1 Administrative Meetings

5.1.1 President's Cabinet: Leisa Flynn reporting.

5.1.1.1 Russ Willis announced that all hires will be e-Verified within 3 to 4 days of interviews to perform background checks and determine legal status in the U.S.

5.1.1.2 New employee ID numbers will be used for new hires as HR is out of current number sequences for employee numbers.

5.1.1.3 All new hires must be completed by December 1st.

5.1.1.4 RCR (responsible conduct of research): there will be more 1 hour lunches to serve onsite meetings to fill the RCR minimal requirement. RCR will move to an online format; more details will be forthcoming.

5.1.2 Extended Provost Council: Skip Hughes reporting.

5.1.2.1 The policy of sending mid-semester grades to students to identify those students in distress was not discussed with department chairs before the policy was established. There are issues that make the policy problematic. Blackboard provides access to grades at anytime.

5.1.2.2 Provost asked if the Extended Provost Council meetings were useful. While chairs feel it is useful the format of the meeting may not be conducive to dialogue. Perhaps CoC needs to be sure chairs have a voice at meetings and submit agenda items to be discussed.

5.2 New Chair/Director Training Committee—Glen Shearer reporting.

11/18/2011 2:00 pm "Managing and Supervising Support Staff"

2/17/2012 12:00pm "Faculty First Year: How Do I Become a Success at Research and Publishing?"

- 5.3 Faculty Handbook Committee—Michael Miles/Phyllis Jestice reporting.
 - 5.3.1 Currently working on chair review and appointment process which will be discussed at their next meeting.
 - 5.3.2 New issue to be discussed in administrative emeritus status and adding it to the *Faculty Handbook*.
- 5.4 Gulf Coast Operations Committee—Joe Olmi. No report.
- 5.5 Space Utilization and Allocation Review Committee—David Duhon reporting.
 - 5.5.1 No meeting held.
- 5.6 University Assessment Committee – Chuck Tardy reporting.
 - 5.6.1 The committee has had its second meeting and is reading assessment reports on all departments.
- 5.7 Evaluation of Teaching Performance – Tom O’Brien reporting.
 - 5.7.1 The committee will likely address online teaching evaluations.
- 5.8 Standards of Classroom Conduct Committee – Tom O’Brien reporting.
 - 5.78.1 No meeting.

6.0 Old Business

6.1 Guidelines for Gulf Coast Operations. Discussion began with the observation that important aspects of the Guidelines remain unchanged. While the VP of Gulf Coast seems open and reasonable in discussions with individual chairs, significant issues remain unresolved, primarily ownership of programs and the authority of chairs in the decision making process. Members expressed a desire for an opportunity for administration to listen and address these concerns that the chairs have, either in the current list, or other concerns not yet addressed in supporting programs on the Coast campus. In addition to support for the Coast campus degree programs, there are concerns for course requirements such as a foreign language course that may not be core but are necessary for completion of a degree plan. CoC members decided to prepare a written response and reframe the statements in the Guidelines from the chairs perspective to reset the focus on the overall responsibilities of department chairs as defined in the *Faculty Handbook* with expectation that administration will be more responsive to CoC issues.

7.0 New Business

7.1 Social media guidelines. Tabled for the time being.

8.0 Announcements/Reminders

8.1 Next meeting: December 1, 2011

8.2 Guest: Corrie Marsh, Associate Dean of Collections & Scholarly Communications

9.0 Adjourn: 1:55PM