12-1-2011

December 2011 Minutes

USM Council of Chairs

Minutes

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

1.0   Call to Order: 12:15PM

2.0   Corrie Marsh, Associate Dean of Collections and Scholarly Communication, University Libraries, gave a short presentation to introduce herself as the person to contact for collection development needs in academic departments. She also introduced the new institutional repository *Aquila* and her willingness to address copyright issues, publishing and licensing issues among students and faculty.

3.0   Approval of agenda: Not approved due to lack of a quorum at the opening of the meeting.

4.0   Approval of minutes: Not approved due to lack of quorum at the opening of the meeting. Corrections to the minutes were also noted.

5.0   Committee reports from CoC representatives
   5.1   President's Cabinet/Extended Provost Council—
           There was no announcement regarding the appointment of an interim provost at the President's Cabinet meeting. There was no Extended Provost Council meeting.

   5.2   New Chair/Director Training Committee—Glen Shearer reporting.
           The committee met to plan the spring programming.
           February 24: "Legal Parameters of the Professoriate." Attorneys from IHL general counsel office will review best practices for non-supervisory faculty, as they relate to a variety of issues, including: duty to report; academic advising; classroom management; and student privacy rights.

   5.3   Faculty Handbook Committee—Michael Miles/Phyllis Jestice.
           See report in Old Business.

   5.4   Gulf Coast Operations Committee—Joe Olmi.
           See report in Old Business.

   5.5   Space Utilization and Allocation Review Committee—David Duhon reporting.
           Nothing scheduled at this time.

   5.6   University Assessment Committee – Chuck Tardy reporting. No report.
   5.7   Evaluation of Teaching Performance – Tom O'Brien reporting. No report.

5.8   Standards of Classroom Conduct Committee – Tom O'Brien reporting. Committee met was charged by Dr. Wiesenburg to develop a policy that defines expectations of classroom behavior for students and faculty. Dr. Easterling and Dean Holloway discussed current student policies of which faculty are not always aware. There is documentation regarding faculty conduct in the Faculty Handbook, chapters 4, 7 and 8. A blended sub-committee of students, faculty and administrators will be organized to establish expectations in civility for a.teaching/classroom conduct policy. There is currently no established protocol from administrators with procedures and an appeal process when policy is violated.

6.0   Old Business

6.1   Guidelines for Gulf Coast Operations: Not all concerns have been resolved to address documents from Council of Chairs, Faculty Senate and Coast Council. The responsibility of chairs as stated in the Faculty Handbook still need to be clarified in the Guidelines. More meetings are scheduled and deans are meeting with the president. Council of Chairs resolved to remove the 'draft' status from the CoC "Matters That Require Resolution." and submit as the CoC position in response to the "Guidelines for Gulf Coast Operations." **Vote: 9 Yes; 0 No; 1 Abstention.**

6.2   Faculty Handbook Proposed Changes: Inclusion in FH8.4.2 of Annual Evaluations of Chairs and Directors. Evaluation Guidelines. Discussion focused on the guidelines as written in the *Faculty Handbook*. Council of Chairs expressed certain objections to the timing of the chair evaluation; noted that the guidelines are descriptive and not procedural; and to the first statement under the "Review Guidelines" as found in FH8.4.2. CoC membership expressed interest in proposing modifications to the "Review Guidelines," and voted unanimously to follow through by submitting recommendations to FH committee to modify the "Review Guidelines" in the *Faculty Handbook*. CoC also agreed to delete the term "Full" from FH Chapter 3. Council of Chairs voted to *accept as written* the "Chairs/Directors Periodic Review" document submitted for approval by the FH committee. **Vote: 9 Yes; 1 No**

7.0   New Business

7.1 Tenure and Promotion document revisions have been requested by Administration. What is the standard workload for chairs?

8.0   Announcements/Reminders

8.1 Next meeting: January 12, 2012: Interim Provost has been invited, (suggestions/)

9.0   Adjourned: 2:05PM