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May 2012 Minutes

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Council of Chairs

May 2, 2012

302 Joseph Greene Hall

Minutes

Attendance: E. Ahua, A. Branton, S. Cloud, D. Duhon, L. Flynn, K.E. Hughes, M. Miles, T. O'Brien, J. Olmi, B. Powell, K. Reidenbach, G. Shearer, C. Tardy, J. Zhang.

Absent: C. Dixon, P. Jestice, K. Nugent.

Guests: VP for Advancement and Executive Director of the USM Foundation, Bob Pierce, Tim Rehner, Chair of Social Work and Faculty Senate President.

1.0 Call to Order: 12:25PM

2.0 Vice President of Advancement, Bob Pierce.

<http://www.usmfoundation.com/s/1149/index.aspx?sid=1149&gid=1&pgid=300>

In 2010 many changes were made in Advancement. To resolve problems meeting deadlines and providing information, the focus of effort has been on restructuring the organization. There was a 45% turnover in staff. Foundation recognizes that faculty are also their clients and changes in fundraising activities that benefit academic departments are being made. Foundation has moved toward an initiative based funding model and has identified ten goals or initiatives. This list had to be shortened to make it more manageable. The new organizational chart now includes a director over specific areas of responsibilities. CoC members expressed concern about being dissuaded from making direct contacts with donors. Dr. Pierce encouraged chairs to contact his office with plans and work with his office. Pierce expressed the need to avoid approaching donors twice or too often. Foundation staff can work on projects with an academic department and assist in its development toward a successful end. Meetings with donors may not include solicitation for funding. Foundation sponsors annual fundraising opportunities but these activities focus on major funding initiatives and coordinate efforts in cultivating donors in an organized manner. The parameter of large donations is 10K but Foundation can work with any amount. Just remember to share the information with Foundation personnel. Interest was expressed by chairs in setting up an online donation process through departmental webpages. The idea is a good one and will be submitted to the web hosting development group at Foundation. VP Pierce reported that to date 19M has been raised this fiscal year which is the highest in recent years. Some donors have been provided with options in giving to a number of different programs. Pierce acknowledged that communications between Foundation and the academic departments needs to improve. Currently, information goes directly to the deans and there is little control right now about who to send to for a signature authority or where to send a thank you and announcement. After this past year of internal changes in the organization, communication with external services will be the focus for improvements. What's next? College of Nursing will have a new building. But the focus is for us to grow our endowment to 100M; right now it is at 60M which is used for scholarships, endowed chairs, and named initiatives. The primary focus for foundation efforts is growing the endowment.

3.0 Approval of agenda: Approved.

4.0 Approval of minutes: Approved.

5.0 Committee reports from CoC representatives

5.1 President's Cabinet—Skip Hughes reporting. No report.

5.2 New Chair/Director Training Committee—Glen Shearer reporting. The committee is currently putting together programming for FY2012/2013 academic year. Please send ideas to glen.shearer@usm.edu.

5.3 Faculty Handbook Committee—Phyllis Jestice reporting. In her absence, M. Miles discussed concern about the number of years required for promotion and queried whether hiring senior faculty with tenure would be a good idea. Discussion followed.

5.4 Space Utilization and Allocation Review Committee— David Duhon reporting. The committee has not met. No report.

5.5 University Assessment Committee – Chuck Tardy reporting. No report.

5.6 Evaluation of Teaching Performance – Tom O'Brien reporting. USM has no overarching system of evaluation for non-tenure-track faculty, but who are in the core of instruction, but one is required by SACS. Currently, evaluations are inconsistent across the university. The Department of Nutrition and Food Systems has rubrics for peer evaluation of teaching that include observation and content analysis of course materials.

5.7 Standards of Classroom Conduct Committee – Tom O'Brien reporting. The committee has met with the Provost to discuss the draft document. Committee has received lots of feedback from across campus, faculty and students alike, and it now plans to submit the revised document to the Provost for review and approval by the Cabinet. At some point Faculty Senate may want to discuss revisions at this latter stage. There has been some conflicts in understanding what is culturally acceptable behavior vs appropriate classroom conduct, for example the use of cellphones. There is an expectation that the policy will be in place by Fall 2012.

6.0 Old Business

6.1 *Guidelines for Gulf Coast Operations*: It is unclear what is happening with discussions about the *Guidelines*. Likely a test case will force clarification and change.

6.2 In the search for the VP of Administrative Affairs, two vitas are being seriously considered.

7.0 New Business:

7.1 The process and method of chair evaluations was discussed. Concern was expressed about bias or non-objective evaluations by departmental personnel committees in assessment of research and service. Administrative performance is evaluated by the dean of the college; assessment of research and service is generally performed by the Departmental Personnel committee. When a conflict of interest has been determined what is the process or steps in the receipt of an evaluation, and when signatures to the document are done.

7.2 Members agreed to send a letter of appreciation to Dr. Martha Saunders due to her recent resignation.

7.3 The definition of the student credit hour was raised. Due to the various delivery methods in class instruction, coding needs to specifically reflect lecture, studio, clinical, or lab hours within departments. SOAR should have the coding available to be able to track this data.

8.0 Announcements/Reminders

8.1 Last meeting this AY: June 7, 2012.

8.2 Guest: Interim President Aubrey Lucas was selected to be our next guest speaker.

9.0 Adjourned: 1:55PM