

10-2013

## October 2013 Minutes

USM Council of Chairs

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## **Council of Chairs**

October 29, 2013

3:00 p.m. – 5:00 p.m.

Dean's Conference Room, CoST

### **Minutes**

**Members Present:** Thelma Roberson (Chair), Chuck Tardy, Eric Tribunella, David Duhon, Tom O'Brien, Susan Hart, Steve Cloud, Joe Olmi (Secretary), Melanie Gilmore, Tisha Zelner (Chair-Elect), Bill Powell (non-voting member), Tim Rehner, Monty Graham, Wayne Kelly, Ray Newman

**Members Absent:** Mike Wittman, Stacy Reischman Fletcher, Bonnie Harbaugh, Sabine Heinhorst, Khin M. Maung

**Guests Present:** Bill Powell, Karen Reidenbach, Greg Pierce, Debby Hill, Marlissa Northrop

1. Call to Order – Thelma Roberson, chair  
October 29, 2013 meeting called to order at 3:07 p.m.
2. Guest Speaker – Debby Hill, Office of the Registrar
  - a. Debby Hill and Greg Pierce from the Registrar's Office presented to the CoC to share information related to the online add/drop workflow in an effort to streamline processes associated with the topic. Debby Hill presented information related to the add/drop process and sought input from those in attendance. Recommendations were offered for consideration.
3. Motion made to approve agenda; moved, seconded, approved by voting members in attendance.
4. Motion made to accept minutes from September 24, 2013 CoC meeting; seconded and approved by voting members in attendance.
5. Chair's Report –Thelma Roberson
  - a. Academic Leadership Council
  - b. Space Planning Committee – request for representation of the CoC on the Committee was made by Dr. Roberson.
  - c. Dr. Roberson also reported that she has been attending Dr. Bennett's Dual Campus Committee. Others provided reports/updates of their efforts in this regard as well.
6. Chair Elect Report – Tisha Zelner (No report)
7. New Business
  - a. Request for future guests at meetings of the CoC; it was requested that Dr. Doug Vinzant be invited for the November meeting (which is now moved to December

3rd); Dr. Roberson indicated that she would invite others from the Executive Cabinet as well as to future meetings as deemed appropriate.

- b. Moved and approved that the November meeting would be moved to December 3<sup>rd</sup>.

#### 8. Old Business

- a. Chair Compensation – Tom O’Brien
  - i. Dr. O’Brien met with the Provost regarding chair compensation on October 21<sup>st</sup>. The Provost indicated that he was supportive once a written recommendation is offered. Tom offered an option for that compensation; it was also recommended that there needs to be a reentry component for those who reenter 9-month faculty status. Tom will provide an option through the CoC listserv and a vote will be taken.
- b. Budget – David Duhon (no report; going to contact Dr. Vinzant for the Dec. 3<sup>rd</sup> meeting)

#### 9. SACS – Dr. Powell

- a. Dr. Powell reported that the reporting of the Non-Attending rosters resulted in a 2% improvement in our retention numbers.
- b. He also reported that the Compliance Audit Task Force was hard at work to address any issues that might result in questionable compliance with SACS. Departments/Chairs may be asked for information in this regard. Credentials of teaching faculty will be an issue on the radar; chairs will need to justify faculty credentials and their teaching responsibilities. He also offered info regarding QEP and the solicitation of QEP topic development; as the topics must emerge from the faculty.

#### 10. Committee Reports:

- a. Chair Development Committee -Tom O’Brien, Chair
  1. Dr. Wiesenburg requested topics for chair development and suggested other ideas for training to be offered from another provider; think about your needs and forward to Dr. O’Brien.
- b. By-Laws/Constitution Committee –Tim Rehner, Chair – Tisha Zelner offered the current version for input; she also offered a version of the bylaws with suggested edits and recommendations for changes. There was a motion to adopt the bylaws as edited; was seconded and approved. The Constitution will be offered for review and vote at the December meeting.
- c. Faculty Handbook Committee CoC Representative: Tisha Zelner; No report as the Committee has not met during this semester.
- d. Ad Hoc HR Committee: Sabine Heinhorst (no report)

11. There were no announcements.

12. Next Meeting: December 3rd, 3:00-5:00 p.m. COST Dean’s Conference Room

13. Adjourned at 4:51 p.m.