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2-2013

February 2013 Minutes

USM Council of Chairs

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Members Present: Chuck Tardy, Phyllis Jestice, Steve Cloud, Glen Shearer, Clifton Dixon, Sabine Heinhorst, and Tisha Zelner.

Members Absent: Michael Miles, Leisa Flynn, David Duhon, Wayne Kelly, Tom O'Brien, Thelma Roberson, Joe Olmi, Tim Rehner, Trent Gould, and Melanie Gilmore.

Guests: Bill Powell, Karen Reidenbach, Debby Hill, Greg Pierce, and Sam Bruton.

1. Call to Order

2. Approval of the Agenda: CoC members unanimously voted to move the election of the 2013-2014 academic year CoC Chair-Elect to the top of the Agenda after Guest Speakers presented.

3. Guest Speakers: Debby Hill and Greg Pierce discussed the proposed "Online Permission to Add after the Deadline" draft. This process is in its formative steps, but Ms. Hill wanted to receive input from the CoC representatives before moving forward with the project. Chairs received the proposal favorably and made positive comments regarding the streamlined Change of Grade form that is now completed online.

   Sam Bruton: Dr. Bruton discussed the "Scholarly Misconduct Policy." He stated that the current policy in the "Faculty Handbook" is considered substandard by the National Institutes of Health (NIH), and he provided a synopsis of the changes that were made to improve the policy.

4. Election of Chair-Elect: Moved to the top of the agenda by unanimous vote. Discussed possible candidates, and Dr. Cloud agreed to contact Dr. Tim Rehner to see if he would be interested in chairing the committee (Dr. Rehner was contacted, and he indicated that he was not interested this year, but he might consider accepting the position next year). CoC did not have a quorum at the February meeting, so the election was tabled until the March meeting. Representatives were asked to consider prospective candidates who might be willing to serve between now and next month.

5. New Chair/Director Training Committee – Dr. Shearer recommended the development of an annual calendar to allow chairs to identify due dates for various projects (i.e., T&P dossiers, sabbatical leaves, faculty annual evaluations, etc.). Dr. Cloud indicated that Lisa Nored and Kathy Yadrick developed a chair Calendar in 2010 and he suggested that they be contacted for recommendations.

6. Faculty Handbook Committee – Dr. Jestice indicated that there are no provisions for mentoring or mentor training included in the "Faculty Handbook," and she asked if provisions should be added. The CoC concluded that it should be added.

7. University Assessment Committee – Dr. Tardy discussed Annual Assessment Reports. He said that there may be a requirement for one of the five required goals to be related to student achievement.

8. Evaluation of Teaching Performance: Dr. Powell updated the CoC on this committee. Dr. Powell submitted a "Student Evaluation Instrument" that was approved by the Evaluation of Teaching Performance Committee.

9. Old Business – None.

10. New Business:
    a) Election of Chair-Elect: See #4 above.
    b) Scholarly Misconduct Policy: See #3 above.
    c) Distinguished Chair Emeritus Proposal: Dr. Shearer and Dr. Cloud asked CoC representatives to consider the merits of electing a Distinguished Chair Emeritus each year. Several different titles for the position were proposed, and the discussion evolved to include possible roles for an elected Chair Emeritus (including student advisement, mentoring junior faculty members, interviewing prospective students, etc.).

11. Announcements: Dr. Powell made a request for any updates regarding recommendations related to the collection of information for adjuncts and teaching assistants for SACS documentation.
    Gulf Coast Faculty Council Resolution: Provost Wiesenburg believes that chairs should be held accountable and responsible for the equitable distribution and allocation of departmental resources.
    USM Foundation: Chairs should address giving to the USM Foundation at the next faculty meeting. Each department should have a Foundation representative who will deliver handouts to each faculty member.

12. Next Meeting March 7, 2013 – Speaker – None.

13. Adjourn