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April 2013 Minutes

USM Council of Chairs

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**Council of Chairs
Meeting Minutes**

April 4, 2013, 12:15-1:30 p.m.
Dean's Conference Room, LAB

Members present: Tisha Zelner (chair-elect), Wayne Kelly, Sabine Heinhorst, Tom O'Brien, Joe Olmi, Glen Shearer, and Chuck Tardy

Members absent: Thelma Roberson (chair), Steve Cloud, Clifton Dixon David Duhon, Leisa Flynn, Melanie Gilmore, Trent Gould, Phyllis Jestice, Michael Miles, and Tim Rehner

Guests present: Sam Bruton, Bill Powell, Karen Reidenbach

Call to order: Tisha Zelner, chair-elect

Approval of the agenda: motion to approve as written and seconded, motion passed unanimously

Guest Speaker: Sam Bruton, director of the Office of Research Integrity, began with an update on the status of the new scholarly misconduct policy that he presented to CoC during the Feb. 7, 2013, meeting. That policy has been approved by the Faculty Handbook Committee and will be incorporated into the Faculty Handbook, Chapter 11: Scholarly Misconduct Proceedings.

Dr. Bruton presented drafts of a Financial Conflicts of Interest Policy and Financial Conflict of Interest Disclosure Form. He explained that the policy arose in response to new rules that went into effect on Aug. 24, 2012. He further explained that the proposed disclosure system may be implemented to coincide with the annual renewal of employment contracts. The Office of Research Integrity is working with iTech to create an electronic system for tracking financial disclosure that is outside of SOAR.

Approval of the minutes: Zelner noted four misspelled names: Leisha for Leisa, Phylis for Phyllis, Sabbine for Sabine, and Trish for Tisha. Motion to approve the minutes with spelling of names corrected, motion seconded, motion passed unanimously.

New Business

Dropbox for CoC: All members were reminded to accept the invitation to join the Dropbox shared folder called "Council of Chairs." Any member unfamiliar with Dropbox may contact Roberson or Zelner with questions.

Constitution of the Council of Chairs: Division II: Membership, Article 1: Composition, Section 106 states: "The number of elected representatives with voting status shall be as follows: 3 representatives from each of the 5 colleges and 1 representative from

University Libraries.” The constitution should be amended to acknowledge the existence of the College of Nursing. There was discussion about the appropriate number of representatives from Nursing considering that there are three departments in that college. Suggestions included changing the wording from “3 representatives” to “up to 3 representatives” or creating a formula to calculate the number of representatives based on the number of departments in a college. Zelner has data on the number of departments per college from another project and will distribute it to CoC for further discussion. Amendments to the constitution require approval by 2/3 of voting membership, so there were too few members present for a vote. The issue was postponed to the next meeting.

Recognition for outgoing chair of Council of Chairs: Zelner presented Roberson’s suggestion to recognize outgoing chairs with a plaque at the conclusion of their terms of service. There was unanimous support for the idea.

Reliability of Institutional Research data discussion: Dr. Powell explained that this issue arose at a recent Academic Leadership Council meeting and that the person who raised the issue later corrected the choice of words as not a question of “reliability” of the data. The concern is about access to live or real-time data as opposed to official data that represents a snapshot of a moment in time. The data in question describes things such as the number of majors, double majors, or minors in a given program of study. Institutional Research does not create the data, but relies on data drawn from other sources. Dr. Powell suggested that it behooves chairs to look at the data available on the IR website and that the accuracy of the data is a shared responsibility. Dr. Powell welcomed, on behalf of IR, suggestions from chairs on different queries, data, etc. Dr. Olmi suggested he would like to receive reports on key data points twice a year, in January for the fall term and in June for the spring term.

Academic Leadership Committee: When asked for an update on the proposed IHL funding formula, Dr. Powell reported that it is “officially unofficial” and he had nothing to report. It is rumored that the proposed funding formula will include student credit hours weighted by discipline.

Waitlists within SOAR: Dr. Heinhorst explained that SOAR has a waitlist function for course enrollment, but we have not activated it. Dr. Powell reported that the Registrar’s Office is planning to pilot test the function for selected courses in the summer or fall terms. One possible complication is that the system doesn’t automatically notify students when seats in the course become open. Dr. Olmi wondered whether automatic enrollment in waitlisted courses could cause credit hour overload problems for students. Dr. Tardy suggested that the first day of classes may be used as a cutoff date for waitlisted classes.

New Chair/Director Training Committee: Dr. Shearer had no new information to report, but solicited suggestions for training topics. Dr. Heinhorst suggested creating a calendar of academic deadlines and activities for chairs. Dr. Kelly supplemented Dr. Heinhorst’s idea by suggesting that the calendar include pop-up windows with additional information or links to relevant forms. Dr. Olmi suggested training on the grants process as it relates

to chairs. Dr. O'Brien suggested orientation-level training for the various software used by chairs.

Faculty Handbook Committee: Dr. Jestice was not present and there was no report.

Space Utilization and Allocation Review Committee: Dr. Duhon was not present and there was no report.

University Assessment Committee: Dr. Tardy announced an upcoming luncheon to express appreciation for everyone who works on the assessment process.

Evaluation of Teaching Performance: Dr. O'Brien described some proposed changes to the organization of questions on the student evaluations of instruction so that similar questions are clustered together.

Unfinished Business

Comparison of "Salary Determination for Academic Chairs and Academic Directors" proposed by Council of Chairs in October 2012 and "Determination of Salaries for Chairs" distributed by the Provost [to the Academic Leadership Committee?] recently: The issue was postponed to the next meeting.

Announcements

USM Teaching Forum: Applications to become a Teaching Forum Leaders should be submitted via chairs and directors.

Retention Steering Committee: Dr. Powell invited chairs to provide input to the committee.

International Programs Task Force: This task force is conducting a review of operations and organization of the university's international programs. Work of the task force is organized around the three areas of the English Language Institute (ELI), International Student and Scholar Services, and Study Abroad. Dr. Powell invited chairs to provide input to the task force.

E-mail communication with students: Dr. Olmi inquired about sending an e-mail message to all majors in a program without using a listserv. Ms. Reidenbach responded that it is not possible using SOAR, but she will try to find more information about how this might be accomplished more effectively and report back.

Next Meeting: May 1, 2013

Adjournment: motion to adjourn, motion seconded, motion passed unanimously