

The University of Southern Mississippi  
**The Aquila Digital Community**

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Council of Chairs

University Committees & Organizations

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10-2014

## October 2014 Minutes

USM Council of Chairs

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Council of Chairs  
October 31, 2014  
Minutes

Present: Steve Cloud (proxy for Tim Rehner), Stacy Reischman Fletcher, Monty Graham, Susan Hart (proxy for Bonnie Harbaugh), Liz Haynes, Sabine Heinhorst (proxy for Jeff Wiggins), Kathryn Lowery (for Bill Powell), Wayne Kelly, Ann Marie Kinnell, Ray Newman, Tom O'Brien, Gwen Pate, Karen Reidenbach, Thelma Roberson, Bill Smith, Eric Tribunella, Tisha Zelner

**1.0 Call to order – Tisha Zelner, Chair**

The meeting was called to order.

**2.0 Approval of Agenda**

Newman moved to approve the agenda. Kelly seconded. Motion passed.

**3.0 Approval of Minutes – Eric Tribunella, Secretary**

Motion to approve minutes with minor corrections passed.

**4.0 Executive Committee Reports**

**4.1 Academic Leadership Council**

- Zelner gave a report on the Oct. 6, 2014 meeting
- Becky Vinzant, interim director of the Osher Lifelong Learning Institute (OLLI) was a guest speaker and issued a call for faculty to teach for OLLI
- Bill Powell presented a spreadsheet comparing the length of mini-sessions at other SACSCOC institutions; those with our length haven't recently undergone SACSCOC reaccreditation; 19-26 days more common
- Cynthia Easterling provided an update on revision of the campus master plan and recommendations of the signage
- Powell reiterated the importance of having all academic programs use approved program titles in publications and on websites. He also suggested checking that correct position titles are used.
- Powell reminded everyone to notify the provost's office and Institutional Research of any off-campus sites, especially because this is a "year of concentrated focus by SACSCOC reviewers"
- Faculty Senate resolution about the budget revision process was discussed

**4.2 CoC Executive Committee meeting with Provost**

- Provost will approve constitution and bylaws.
- Provost is supportive of chair training and creating of a handbook.
- We discussed enrollment consultant's report, which might be released in upcoming months.
- We discussed budget, which might not be 4.5% across the board.
- He agreed to share a table explaining chair compensation plan.
- We discussed possibility of instructional-track faculty ranks and multi-year contracts; assistant, associate and full instructional professors would have 4/4 loads and no research

expectation, serve as part of corps of instruction. He is awaiting details from Provost at Ole Miss. [questions were asked about grad programs and whether instructional faculty would be eligible for grad faculty status. Would these titles replace clinical positions or instructor positions?]

## **5.0 Committee Reports, internal**

### **5.1 Chair Development Committee – Wayne Kelly**

-Provost will provide some funds for chair training and travel to seminars; contact Wayne if interested; new chairs hired with past chair experience could share insight from previous institution [a question was asked whether faculty who are not currently chairs were eligible for funding to attend chair training]

### **5.2 Academic Impressions (AI) Pro**

-AI Pro available for online training.

## **6.0 Committee Reports, external**

6.1 Committee on Evaluation of Teaching, Anne Marie Kinnell: no report

6.2 Faculty Handbook Committee, Tisha Zelner: no report

6.3 Strategic Planning Council, Tisha Zelner: hoping for preliminary report by end of the semester

6.4 University Assessment Committee, Susan Hart: first round of reviews due Monday

## **7.0 Old Business**

### **7.1 Salaries for academic administrators returning to faculty**

-following revisions suggested:

- “after 5 years, 50% of administrative supplement moved into base”

-clarify that it is retroactive up to four years

-change “out of the office” to “when not engaged in university business”

-take out “at discretion of dean”

-check on conflict with employee handbook [does employee handbook apply to faculty/administrators?]

### **7.2 Skip Hughes memo**

-concerns being addressed by Provost’s exploration of new instructional faculty ranks

## **8.0 New Business**

8.1 **Holiday schedule:** proposed in cabinet, staff council approves, anecdotal evidence that staff approves; CoC will thank administration

8.2 **Sabbaticals:** request they be reinstated with applications in 2015-2016 for 2016-2017

8.3 **Withdrawal appeal procedures:** being discussed by Faculty Senate and Student Success Implementation Team

### **8.4 Resolution on proposed budget cuts**

-FY15 cuts already proposed; very college specific; we should wait until we see which cuts are accepted; it’s not clear what the resolution would accomplish; discussion but no motion to adopt

8.5 Other new business, comments, or questions

-Reidenbach reported that the signage committee is also working on mobile and online efforts.

-**Substantive change policy:** Lowery reported that it compiles what we are doing or are supposed to be doing about reporting teaching sites, correct program names, etc. [question was asked about dual enrollment courses initiated by Admissions]

-**For next CoC Exec. meeting with Provost:** university recruitment efforts have been focused on undergraduates; how can university support graduate recruitment?

- **Invite Richard Mullin**, new dean of admission and enrollment management, for Nov. 21 meeting

**9.0 Adjourn:** Zelner moved, Roberson seconded [?]