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Council of Chairs

University Committees & Organizations

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## September 20, 2012 Minutes

USM Council of Chairs

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**Council of Chairs  
September 20, 2012**

**Minutes**

Members Present: Chuck Tardy, Phyllis Jestice, Michael MilesWayne Kelly, Tom O'Brien, Thelma Roberson, Sabine Heinhorst, Tisha Zelner

Proxies: Steve Oshrn was proxy for Steve Cloud

Members Absent: David Duhon, Tim Rehner, Clifton Dixon, Glen Shearer, Rick Green, Melanie Gilmore, Leisha Flynn

Guests: Kathryn Lowery, Karen Reidenbach,

1. Call to Order – Micheal Miles, chair
2. Election of Secretary – conducted at last meeting.
3. Approval of Agenda – Jestice made motion, seconded by Zelner; unanimous vote.
4. Guest: Jeff Hammond, scheduled guest, was not present. He was given the wrong date. Will reschedule.
5. Approval of Minutes –Jestice made motion, seconded by O'Brien; unanimous vote. Dixon requested updates on item 6.2 Gulf Coast Guidelines. Miles suggested the council ask Dr. Wiesenburg.

Committee Reports

6. Academic Leadership Council – Miles – no discussion yet of policies and procedures for online teaching
7. New Chair / Director Training – Shearer – not present
8. Faculty Handbook Committee – Jestice – Committee has not met yet. The COC discussed problems with language in the Handbook regarding Promotion and Tenure, especially in regards to promotion to Associate Professor.
9. Space Utilization Committee – Duhon – not present
10. University Assessment Committee – Tardy – committee will meet next week
11. Evaluation of Teaching Performance – O'Brien. -committee will meet again in October.

12. Standards for Classroom Conduct Committee – O’Brien. Policy now available on Provost’s website.

13. Old Business – none

14. New Business –

a) Administrative Salary – COC questioned rationale for using a 22% rate based on 9 months salary. Employment contracts do not reflect the pay in the same way it is described in the Handout. Chairs get a teaching contract with an administrative supplement; chairs do not get a “base” salary as a chair. One interpretation may be that chairs are paid a 9-month teaching salary and the 22% is pay for summer; this implies you are paid to be chair only during summer months, but no compensation for serving as chair the other 9 months. The proposed policy creates problems for chairs who want to teach or be paid by grants in the summer. Miles will meet with Provost for updates.

b) Presidential Search – Concerns were expressed regarding representation on the search committee. COC to request chair representation on the search committee. Jestice moved, seconded by O’Brien, approved by unanimous vote to name the Chair of COC, Miles, as the representative for chairs for inclusion on the search committee if IHL accepts proposal to add a representative for chairs.

c) Eagle online policies draft – The document has been improved and reads more as “suggestions” than policy, with one exception: the evaluation process. It was suggested that this language be compared with policies in the Faculty Handbook regarding evaluation. There was concern that the evaluation piece did not mention the role of the chair. There were recommendations that the document be vetted through Academic Council and Graduate Council. Miles will bring this issue to the ALC.

d) Future Speakers – Jeff Hammond – October 18.

15. Announcements – Jestice is chairing a task force charged with setting policy for faculty mentoring; solicited feedback. COC discussed possibly offering a menu of training options allowing chairs to be prescriptive in sending faculty to training. However, P and T issues should be discussed at the departmental level. There is also a need to recognize and give credit to those who serve as mentors. Please email ideas to Jestice.

16. Next meeting: October 4, 2012

17. Adjourned.