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October 4, 2012 Minutes

USM Council of Chairs

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Council of Chairs
October 4, 2012

Minutes

Members Present: Chuck Tardy, Phyllis Jestice, Michael Miles, Wayne Kelly, Tom O'Brien, Thelma Roberson, Joe Olmi, Melanie Gilmore, Glen Shearer, Clifton Dixon, Tisha Zelner

Members Absent: Leisa Flynn, Steve Cloud, David Duhon, Tim Rehner, Trent Gould, Sabine Heinhorst

Guests: Bill Powell, Karen Reidenbach, Carole Kiel, Corrie Marsh

1. Call to Order
2. Approval of the Agenda – Modified to change time of meeting, removed agenda item, “Election of Secretary,” added discussion regarding Approvals through Academic Council and Graduate Council. O'Brien moved, Dixon seconded, approved by unanimous vote.

3. Guest Speaker – Carole Kiel, Corrie Marsh – University libraries

Dean Kiel discussed concerns about library funding and provided information related to budget cuts over the past four years and projected cuts for the upcoming year. Budget cuts have come from staffing (reduced 18%) and operating budgets (reduced from approx. \$2.9-\$3 million to \$2.48 million); the library has been using DE funds to supplement operating budget in an attempt to protect collections. DE funds are being depleted (from \$200,000 to \$76,000).

Additionally, costs (especially online databases/journals) have risen. Unless additional funding is secured more cuts will occur next year. A list of this year's cuts was sent to the Provost and is forthcoming.

Jestic asked about a policy that disallows undergraduates from having more than 15 books checked-out at a time. Dean Kiel explained that the Business Office collects student debts owed to the library; last year the library had \$40,000 of bad debt. Often, students drop out and don't return books. The policy is an attempt to limit this problem.

Questions were raised about the Pre- Approval system and Jestice suggested that Library staff survey faculty regarding their level of satisfaction. It was suggested that perhaps the money used for this system could be spent on materials themselves; however, it was noted that staff who typically ordered materials had been lost due to budget cuts and that the cost of the system would not go far if distributed across departments. Corrie explained that there was a profile for each department and

encouraged chairs and library liaisons to keep this profile current. Pre-ordering allowed books to be delivered more expeditiously and they could be returned if not a good fit. Also, Corrie has a limited amount of discretionary funds and would try to help with individual needs for research if necessary.

There is no standard IHL model for funding university libraries. Both Ole Miss and MS State have larger budgets and both are members of the Association of Southeastern Research Libraries. USM's Library does not qualify for membership in ASERL because it does not meet the threshold in the area of funding.

When new programs come onboard, the library gives input on research materials to support it. e.g., it was determined that the new nurse anesthetist program needed additional research materials including subscriptions to two new journals. Although the estimated costs {\$1400} were identified, the program approved, but the library received no new funding. Chairs were encouraged to be proactive in talking to deans and provost regarding funding and having a research library.

4. Approval of the minutes – motion by O'Brien, second Dixon; unanimous vote.
5. Academic Leadership Committee – Miles – no report
6. New Chair/Director Training Committee - Shearer – workshop Oct. 22 for P and T issues; location TBA – will send information. Upcoming topics: “How to deal with irate parents” - Lisa Norad is chair of committee. Forward suggestions to Lisa or Glen Shearer.
7. Faculty Handbook Committee—Jestice – committee met today. David Beckett reelected chair of committee. List of changes were added at the front of the FH. That process will be amended. Changes will be added to preamble without editorial comments. FH will include an appendix of changes.
8. Space Utilization and Allocation Review Committee - Duhon – not present
9. University Assessment Committee – Tardy – committee met last week; Nothing to pass on.
10. Evaluation of Teaching Performance – O'Brien –In process of reviewing feedback from Deans regarding evaluation of teaching practices across colleges. Three subcommittees were formed to review these: peer reviews, portfolios, and the student evaluation instrument. Miles asked where is this headed. COC

discussed the direction this working was heading. SACs requires evaluation of all teaching, including teaching assistants, part-time faculty and adjuncts. Departments have the flexibility of how to evaluate. The committee is exploring options that can lead to the creation of a menu of options so departments can use at least two methods to evaluate teaching.

11. Standards of Classroom Conduct Committee – O’Brien – no report

12. Old Business – none

13. New Business

- a) Administrative Salaries draft – O’Brien – offered a draft counter proposal (handout] for consideration. Miles met with Provost and reported that the he is wanting to create a policy so he does not have to negotiate salary compensation on a case –by-case basis. He wants fair guidelines in writing. He does not want to disincentivize chairs to write grants, but if they do, he does no want to pay them if they are already being paid through a grant. COC discussed the draft. Jestice suggested that Part B be considered a bookkeeping issue and that the administrative compensation should be calculated per month. If someone has a stipend of X, they get 100% of that stipend if they work 12 months. They get 11/12ths if they work 11 months. 9/12ths if they work 9 months. Tardy, Jestice and O’Brien will continue to work on the draft to be disseminated prior to the next meeting. COC members expressed appreciation to O’Brien for his work.
- b) Presidential Search – Robin Robinson had responded to Miles’ email and invited him to attend the search committee meeting. Unfortunately, the meeting was that same day and occurred prior to Miles’ reading of the email. Miles plans to attend subsequent meetings.
- c) Eagle on-line policies - no discussion
- d) Campus Traffic Circulation flow – Dixon - Handout and Map – prepared by consultants (Skipper) – Cynthia Easterling is the chair of the committee– asked for feedback on recommendations. The goal is to make the academic core of campus pedestrian. Biggest issues are #2 , #1 on the Handout. COC discussed impact on Handicapped parking, especially in proximity to covered walks/entrances during inclimate weather. Chairs are asked to provide feedback to Skeeter.
- e) Modified Approval Chart for Academic/Graduate Councils – Roberson – Provide copy of email from AC chair and modified approval chart. Some chairs had raised concerns that the councils were overreaching. One change is that course descriptions have to be approved by AC/GC. The policy states that

course description must identify a course as a prerequisite. O'Brien/ Powell will compare new chart with previous and report change at next meeting.

14. Announcements

- Wayne – Space committee –chair – just working on the procedures

15. Next Meeting: October 18, 2012 – Susan Siltanen will be the guest speaker.

16. Adjourn