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March 2013 Minutes

USM Council of Chairs

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Council of Chairs
March 7, 2013

Minutes

Members Present: Steve Cloud (acting chair), Chuck Tardy, Phyllis Jestice, Tom O'Brien, Thelma Roberson, Melanie Gilmore, Sabine Heinhorst, Glen Shearer, Tisha Zelner, David Duhon, Leisa Flynn, Joe Olmi

Members Absent: Wayne Kelly, Michael Miles, Tim Rehner, Trent Gould, Clifton Dixon

Guests: Bill Powell, Karen Reidenbach

1. Call to Order
2. Approval of the Agenda – added 10B, 10C
3. Guest Speakers – None
4. Approval of the minutes –Flynn motion; Duhon seconded motion for approval of minutes; unanimous
5. Academic Leadership Committee – Dr. Cloud – Met Monday. IHL funding formula. Provost comments – moving forward, not sure what it will be. Stop-loss formula in place so no one losses more than 20% of funding. Year one, no one losses anything. In subsequent years the stop-loss formula prevents increases or decreases at a certain percentage within a year. No clear view of impact on USM – may remain flat. SCH, retention, success, grad rates, ACT scores, etc. possible criteria for formula. UG research center affiliation – pet project for Provosts and VP for Research. Link is on VPR website. Football field – tornadic damage – glass in turf – will have to be replaced (would need to be replaced anyhow; poor drainage). Possible funding from insurance funds of \$300,000; needs \$500,000. Dr. Miles – music building had about \$500,000 insurance for contents – the 5 grand pianos alone totaled that much. Seeking additional funds.
6. New Chair/Director Training Committee - Dr. Shearer – No report – other than soliciting ideas
7. Faculty Handbook Committee—Phyllis Jestice (not present at this point of the agenda); Bill Powell indicated the committee has not met. Dr. Jestice accepted a new position at College of Charleston and will be leaving USM.
8. Space Utilization and Allocation Review Committee - David Duhon – No report – has not met, but acknowledged there is an ad hoc committee. Leisha Flynn is on this ad hoc Space Committee as a faculty senate rep. Committee will look at empty space coming available – JGH, and others. Look at master plan to fix wrongs. Ex. for those units that are split across buildings. Goal is to unify people. Heavy political bent on the committee. Cynthia Easterling is

chairing. Goal was to lift these decisions out of SUAC – It was suggested that a rep from the committee speak to COC. The conversation moved into the direction of classroom space. Bill Powell said there was plenty space on campus. He was questioned about Ad Astra's optimization feature. Chairs discussed problems with scheduling large spaces on campus. Timing of scheduling, putting a course on schedule without a room, not being able to offer classes due to not having space, accusations of inefficient use of space, lose of convenience of location of classroom space to office space, cost of offering 2 sections in smaller rooms over 1 section in a larger room, Provost website policy... if space is not being used it can be reassigned, Ad Astra can analyze past use of rooms/enrollments, ability to predict future needs, but it is not currently being implemented. One limitation is that this is limited to historical data with no consideration for growth. Does not take into account increases in enrollment. If one class is always scheduled for a room with 50 seats, we cannot accommodate students.

9. *** Dr. Cloud made a motion to move election forward in agenda –
Nominations – Roberson nominated Leisha Flynn, but she declined. O'Brien nominated Roberson –Trish Zelner also volunteered to served if elected; Flynn moved to elect both the chair and chair elect. Election results– Thelma Roberson, chair; Tisha Zelner, chair elect – Joe volunteered to serve as secretary for the remainder of 2012-2013.
10. University Assessment Committee – Chuck Tardy – committee has not met
11. Evaluation of Teaching Performance – Tom O'Brien – committee has not met, but the evaluation of teaching policy is on the Provost website – all university employees who serve as instructor of record must be evaluated. The policy does not say that the evaluation of non-faculty must be the same format as evaluations for regular faculty. Sample evaluation form is on the website for chairs to use. Not required to use the form. Must be done annually. Keep in personnel files.
12. Old Business
 - a) Election of Chair-elect – see notes above
 - b) Scholarly Misconduct Policy – discussion
 - c) Distinguished Chair Emeritus proposal – Dr. Shearer, Dr. Cloud – Shearer – recapped the idea to capture the talent of past chairs – using this expertise to visit with parents, teachers, etc. can represent the department when chair is unable to serve. Win-win. If the unit has \$ to contribute to course release or summer stipend. Nominated by current chair and approved by faculty, then Dean, and Provost and honorific title will be applied. Open to any unit who has a former chair and wants to use this model. Good way to use this expertise. Recognizes service. Each

department has the option to nominate or not. Cloud and Shearer will write proposal and bring before COC at next meeting. Jestice – discussion about chair supplements? Cloud will bring up at Academic Leadership meeting. Miles brought up at each AL meeting, it is noted but not addressed. Sabine said it could be a legal issue.

d) Volunteers for PeopleAdmin upgrades to Linda Rassmussen – Sabine and Phylis volunteered at the last meeting. Jestice cannot fulfill this role in light of her acceptance of a new position. Chuck Tardy volunteered.

13. Announcements – no announcements; Joe Olmi had a question for chairs – his department hired six new faculty (replacement for visiting) and his budget took quite a hit. Start-up budgets, moving expenses, etc. are draining department budgets. Discussions of salaries; Resources for searches; limited or no budgets to conduct searches. Departments need to be given a budget for the search each time we get a permission to advertise. Science and tech use money from the vacant line to pay expenses. Some voiced concern that the new president may issue a hiring freeze.

*** Additions to new business –

There was some discussion about a possible conflict of interest – Sec 8 of Faculty Handbook –DPC Option I -- chair only evaluation. The issue was raised about a potential or perceived power differential and if there should be changes in the way chairs are evaluated. It was reported that Dave Beckett was not supportive of the idea of Deans evaluating chairs. COC discussed pros/cons of having dean evaluate chairs vs faculty.

14. Next Meeting: April 4, 2013 -

15. Adjourn