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December 2014 Minutes

USM Council of Chairs

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Council of Chairs
December 15, 2014
Minutes

Present: Steve Cloud, Stacy Reischman Fletcher, Monty Graham, Elizabeth Haynes, Sabine Heinhorst, Wayne Kelly, Ann Marie Kinnell, Gwen Pate, Tim Rehner, Bill Smith, Eric Tribunella, Jeff Wiggins, and Bill Powell

1.0   Call to order – Wayne Kelly, Chair-elect
        The meeting was called to order.

2.0   Approval of Agenda
        Rehner moved to approve agenda; Pate seconded. The agenda was approved.

3.0   Approval of Minutes from Nov. 21, 2014 meeting – Eric Tribunella, Secretary
        Kinnell moved to approve the minutes; Rehner seconded. The minutes were approved.

4.0   Executive Committee Reports—Wayne Kelly
        4.1 Academic Leadership Council – no report, Dec. 1st meeting canceled
        4.2 Executive Committee meeting with Provost – Tribunella reported of Dec. 11th
              meeting
        -The Academic Integrity Proposal was approved by the Executive Cabinet and President; the Provost will be initiating implementation.
        -The Employee Handbook will be reconciled with new chair compensation policy.
        -The Provost will convene a working group to consider teaching faculty classifications and draft a proposal that will go to Faculty Senate for discussion and then to Handbook Committee for codification, if approved.
        -The strategic enrollment committee convened but no update is available yet.
        -The Faculty Handbook Committee will be charged with drafting language for progressive disciplinary procedures for faculty.

5.0   Committee Reports, internal
        5.1 Chair Development Committee – Wayne Kelly
        -Wayne Kelly will meet with new, untenured chairs to learn what needs to be addressed in new chair training.
        -Liz Haynes has kept a list of chair duties and can share it.
        -Lisa Nored and Kathy Yadrick will continue summer chair workshops.
        -If anyone has a list of tips or duties, please send to Wayne.
        -Wayne met with new chairs who came in as associate professors without tenure to get a sense of the challenges specific to that situation.
        -The President can recommend an expedited tenure process in consultation with the faculty.

6.0   Committee Reports, external / Liaisons to university committees
        6.1 Committee on the Evaluation of Teaching – Ann Marie Kinnell

1) A proposal has been approved for qualitative student comments to be given to chairs and deans along with quantitative comments. The committee wants to propose guidelines for using qualitative comments in annual faculty evaluations. Send feedback to Ann Marie.

2) The committee is considering a proposed amendment to the Faculty Handbook regarding teaching evaluations that require a second measure in addition to student evaluations: e.g., teaching portfolio and/or peer evaluations [discussion: CoC not in favor of overly prescriptive resolution and would like departments to have flexibility about what second measure would work best.].

3) If a student withdraws, the student can still submit a teaching evaluation. The committee is soliciting feedback on this policy. [discussion: The general sense is that the evaluations of withdrawn students should be treated separately, though they might provide useful information about why the student withdraw. Could evaluations from withdrawn students be provided separately from students who complete the class while maintaining the students' anonymity?].

4) SGA would like mid-term evaluations of faculty. [Discussion: Students can speak to a chair about major problems, and faculty can already be responsive to student needs without mid-term evaluations. Departments could provide suggestion box. CoC requests that proper chain of command be followed for student concerns, starting with the instructor up through the chair. The university seems to encourage students to send complaints directly "to the top." This process is not socializing students to how complaints will be resolved in the world outside of USM.] **CoC officers will take this issue to the Provost in monthly meeting and report back to CoC to consider a formal resolution about best practices for resolving student concerns.**

6.2 Faculty Handbook Committee – Wayne Kelly
-Rick Green was elected chair of the Faculty Handbook Committee.
-The outside employment policy was discussed.
-The university currently lacks a policy on overloads, leading to inconsistencies across campus. The committee will consider a policy.
-Only the President can supersede requirement for a minimum of one year of employment before tenure.
-The Provost will develop a working group to address teaching faculty ranks.
-The committee will consider disciplinary procedures for faculty that are progressive and provide a full range of options as alternatives to either no action or termination.

6.3 Strategic Planning Council – Tisha Zelner
No report.

6.4 University Assessment Committee – Liz Haynes for Susan Hart
The committee just finished the second round of review of WEAVE reports. Some programs did not include a new program assessment and will be given a second chance to do so.

7.0   Old Business
7.1 Salaries for academic administrators returning to faculty

7.2 Faculty search process – refer to e-mail message sent to coc@usm.edu on 11/3/2014
Faculty members who wish to participate can sign a confidentiality statement, though
doing so does not make the faculty member a member of the search committee.

8.0   New Business
8.1 Proposed new "teaching faculty" classification
-The proposal is moving forward through a working group appointed by the Provost.
[discussion: Would these positions replace the Instructor position or be offered in
addition to the Instructor position? What would the hiring process be? Could existing
Instructors be moved into this track?]
8.2 Faculty evaluations and student success efforts
[discussion: Research is still the most important and valued category by CACs, UAC, and
Provost. What constitutes mentoring and the difference between advising and mentoring
need to be defined. Mentoring transcends teaching, research, and service categories;
faculty need to demonstrate success in mentoring within each category.
Recommendations of Implementation Committee were thoroughly researched.]
8.3. Long-term Budget Reductions
-The FY16 budget reduction remains at 4.5%. [discussion: There has not been a clear
flow of information about the FY16 budget reductions. The Provost and VP for Finance
might not realize the ramifications of budget cuts proposed by the deans.]

9.0   Adjourn
Reischman-Fletcher moved, Haynes seconded. The meeting was adjourned.