The University of Southern Mississippi

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4-17-2015

April 2015 Minutes

USM Council of Chairs

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Recommended Citation

Present: Elizabeth Haynes (proxy for Thelma Roberson), Sabine Heinhorst, Wayne Kelly (proxy for Bill Smith), Ann Marie Kinnell, Ray Newman, Gwen Pate, Tim Rehner (proxy for Steve Cloud), Bernd Schroeder, Eric Tribunella, Tisha Zelner, Bill Powell, Karen Reidenbach

1.0   Call to order – Tisha Zelner, chair

2.0   Approval of Agenda

        Newman moved. Kelly seconded. Agenda approved.

3.0   Approval of Minutes from Mar. 20, 2015 meeting – Eric Tribunella, secretary

        Haynes moved to approve minutes as amended. Pate seconded. Minutes approved.

4.0   Executive Committee Reports

        4.1 Academic Leadership Council – no report, April 6 meeting canceled

        No report.

        4.2 Executive Committee meeting with Provost – report of April 7 meeting

        -The Provost said the University should pay the required fees out of a central budget rather than at the department level. Colleges can pay up to $3000 of non-mandatory fees. The candidate can negotiate for payment of fees beyond those required of the university. University attorneys say we cannot not make an offer based on visa status. The Provost said cost of candidates could potentially be a factor in the hiring of a candidate.

        -The SGA proposal for Dead Week policy might be approved. Faculty should be reminded that final exams must be given during the scheduled exam time.

        -CoC: The E-learning committee should consider the exam window for online classes. Should exams for online classes not close before the start of exam week?

        -The Associate Provost positions for the Gulf Coast and Academic Excellence are now open. CoC can have a representative on the Gulf Coast search committee. Tim Rehner will serve.

        -It looks like there will be raises at around 2.5%, but the percentage and process are not certain yet. The raise will be for all positions, even vacant ones.

5.0   Committee Reports, internal

        5.1 Chair Development Committee – Wayne Kelly

Wayne Kelly has been collecting additions to the list of chair duties and will take that to Lisa Nored and Kathy Yadrick. The amended list will go to CoC.

6.0   Committee Reports, external / Liaisons to university committees

6.1 Committee on the Evaluation of Teaching – Ann Marie Kinnell

Chairs will get qualitative as well as quantitative student evaluations. CoC: could departments receive data for college averages and standard deviations? Chairs used to receive this information but there were concerns that the data were being misused.

6.2 Faculty Handbook Committee – Tisha Zelner, report of April 1 meeting

-The change in language was approved to prohibit faculty applying for promotion from serving on the college or university advisory committee.

-A first vote was held for a proposal that newly hired full professors could be awarded five years of credit to tenure and follow the timetable for pre-tenure starting in the spring of the first year of service. There is some interest in gauging a new faculty member's collegiality before awarding tenure.

-The committee is still working on language for the Handbook about guidelines for how to incorporate the second measure of faculty teaching into annual evaluations.

-Section 12.2.2 was reviewed (non-renewal of employment of non-tenured faculty). CoC; This seems to apply to instructors and non-tenured full-time faculty. Contact Tisha Zelner with feedback.

6.3 Strategic Planning Council – Tisha Zelner, no report, next meeting April 24

No report.

6.4 University Assessment Committee – Susan Hart

The UAC will not divide into two to assess both academic and administrative units.

7.0   Old Business

7.1 Qualtrics ballots for election to university advisory bodies

    7.1 a. Resubmission of incomplete ballots

    -The issues seems to have been resolved.

    7.1 b. Anonymity of votes

    -The resolution was unclear, but the Round 2 ballots sent on April 17 refer to votes as
        anonymous.

7.2 Immigration issues related to faculty hires who are foreign nationals

    7.2 a. Application of Equal Employment Opportunity Commission (EEOC) guidelines

    -See 4.2.

       7.2 b. Payment of required and optional fees

       -See 4.2.

8.0   New Business

    8.1 Search committee for Associate Provost for Gulf Park Campus

    -Tim Rehener will represent the CoC.

    8.2 Textbook committee update

    -The textbook committee will discuss what to do with new faculty who are hired after the March 15 deadline. The bookstore prefers an initial "no textbook required" entry and a change before the 30-day deadline rather changing a full order of books. This and other changes will be reported to colleges.

9.0   Announcements

    9.1 Faculty Awards Recognition Reception (12:30 p.m.) and Ceremony (1 p.m.) is May 1 in Trent Lott Center Room 103

    9.2 Commencement ceremonies are May 8 in Hattiesburg and May 9 in Biloxi

    9.3 Proposed University Access & Transit Services Fee

    CoC: the UATS fee for faculty and staff is like asking employees to pay a fee to work here.

    9.4 Staff do not have an ombudsperson, so staff council is considering a process for proposing and selecting one.

    9.5 Budget issues

    -CoC: What is the role of the Provost relative to the CFO? Do the budget process and the process for budget reductions minimize the role of the Provost to the detriment of academic programs? What is the process for realigning the budget?

    9.6 Admissions data

    -Departments can access a list of admitted students by major so that departments can try to increase the yield rate (getting students admitted to actually enroll).

10.0   Adjourn

    Newman moved, Kelly seconded. The meeting was adjourned.