Council of Chairs   University Committees & Organizations

9-18-2015

September 2015 Minutes

USM Council of Chairs

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ATTENDANCE: Wayne Kelly, Anne Marie Kinnell, Bonnie Harbaugh, Bernd Schroeder, Mary Lux, Ray Neuman, Chris Winstead, Tom Lipscomb, Pat Sims, Tim Rehner, Karen Reidenback (itech), Bill Powell (Office of Provost), Guest Speaker, Provost Moser.

AGENDA
1.0   The meeting was called to order – Wayne Kelly, chair
2.0   Agenda was approved.
3.0   Approval of Minutes from June 19, 2015 meeting was delayed until 10/16.

Guest Speaker: Dr. Moser, Interim Provost.
Dr. Moser outlined 4 major goals, which he believes will be relevant to the University and any Provost hired in the future.
1. Enrollment- make efficiencies in systems by using a single constituent manager, Hobsons CRM, to track students, manage retention. Waiting to hear approval for purchase from IHL.
2. Re-position resources for delivering outcomes. Realigning admissions, recruiters, student success positions, etc. Now visiting every high school in MS. Also expanding into LA.
3. Strategic plan for Academic Affairs. The University has a Strategic Plan, Colleges will develop theirs, as will Departments.   Academic Affairs will use what rises up from Departments and Colleges to establish a Strategic Plan for Academic Affairs. The aim is to decide on priorities and direction via a Strategic Plan.
4. Use better data to inform decision making. Will work with Colleges, Deans and Depts to gather accurate, appropriate metrics for each unit. Also, need to use peer institution data to evaluate program success within their peer group.

Dr. Moser answered questions about The Teaching Professor Document. Issues:
1. Regarding pay for promotions- regular funding mechanism needs to be provided.
2. The 25% cap on Teaching Faculty will cause a problem in Colleges and Units where Instructors are changed from Corp of Instruction to "Contingency" category. Perhaps a 25% University-wide limit?
3. The language that restricts Clinical Faculty as "restricted to teaching clinical", and Teaching Faculty as "restricted to teaching". This model does not fit for all units. Perhaps changing the language to "who typically teach clinical", or reflect some sort of percent of both clinical and teaching roles.

Other issues:
1. "Permission to Post" positions form has been eliminated. On postings, can say that you are recruiting for any rank "open rank", but Dr. Moser does not believe that these postings result in good outcomes.
2. Addressed endorsement of Memo from Dr. Weisenberg, regarding predatory journals, impact factors, percent of contribution etc. He realizes that other metrics may be used to indicate quality scholarship, and that this needs to be addressed in departmental documents so UAC and CAC advisory bodies will also understand the quality expected.
3. Major Goal of University is to turn around and stabilize finances. Strategies: Address recruitment, enrollment, retention, student success. Improve internal systems efficiencies, and

prioritize financial opportunities such as participating in the "Blue Economy" (Marine Sciences). Focus resources on signature, best performing programs.

4.0   Executive Committee Reports

4.1 Academic Leadership Council – Report of September 14 meeting

      4.1.1. Title IX Pregnancy policy reviewed and sent out.

      4.1.2. Allison Gillespie compiling Committee appt list

      4.1.3. Teaching Professor Document- was discussed for the bulk of meeting

4.2 Executive Committee meeting with Provost – no report (Provost Moser will be our guest) Teaching Professor Positions were mostly discussed. Needs some clarity in areas where vague. Rank Level promotions need to be associated with raises with Promotion (unfunded mandate).

ACTION Item: Gather up concerns about the Teaching Professor document and compile, 2) Post and vote. 3) Send forward to several parties.

Chair Stipend after leaving position…still in Human Resources, has moved forward, and expected to be okay. Still issue of where money will come from….at College level. Unfunded at University Level.

5.0   Committee Reports, internal

5.1 Chair Development Committee – Wayne Kelly
Bernd Schroeder to join Wayne Kelly to work on this. Would like to meet with new chairs after University Orientation.   If interested in participating, let Wayne Know.

6.0   Committee Reports, external /liaisons to university committees

6.1 Committee on the Evaluation of Teaching – Ann Marie Kinnell reports that this ad hoc committee has not met since last Spring.   Bill Powell stated that this requirement will kick in for 2016 year. Necessary to have flexibility within Departments. Perhaps the Committee will provide a menu of items to draw from.

6.2 Strategic Planning Council – Tisha Zelner- No report

6.3 University Assessment Committee – Susan Hart – met yesterday to set up the schedule for meetings this next year.

6.4 Student Success Implementation Team – Stacy Reichmann Fletcher- Being transformed to more of an advisory group…Amy Miller is now in charge of Student Success Implementaton.

6.5 Search committee for the Associate Provost for the Gulf Park Campus – Tim Rehner- Heard nothing. No report.

6.6 Faculty Categories Work Group – Tisha Zelner- no report

7.0   Old Business

7.1 National Centralized application service for graduate students – Tim Rehner- This was something looked at by Social Work, for application to various Social Work graduate programs

across the Nation.   Curious about the use of it by others, and their experience.   Resolved.

8.0   New Business

8.1 Bill Powell-Office of Provost

 SACS- Bill Powell stated "Thanks and sincere appreciation for your impressive response for completing the compliance report to SACS".
Report was sent to SACS last Thursday.   This was Phase I, which goes to off-site SACS committee who meet in early November to decide what further information they need. USM will likely need to respond to more requests at that point in late November. A focused report will likely be due in January to the SACS on-site team, who will visit in February. SACS will meet here Feb. 29, and March 1, 2, 3.

Instructor of Record Policy- definition. Sent out today to chairs. Be aware of that. Needs to be in place and operating.

MS Virtual Community College- State wide online courses…Math, Sociology, Psychology.   These courses are part of articulation agreementa with CCs to be the equivalent of USM courses. SACS says we have responsibility for the quality of these courses and qualifications of instructors. Teaching and Credentials review of instructors/courses need to be done by USM Depts. Contracts will be coming back to affected USM Departments for reviews.

Faculty Credentialing. System of review is that faculty will not get paid until signed off on by our system as qualified. Looking into hardwiring into SOAR that faculty have to be credentialed first**.** In other words, faculty cannot be scheduled into SOAR to teach until credentialed.

8.2 Karen Reidenbach from iTech.

The CEP program is very popular. Trying to get old equipment out to save on costs. Can replace computers if they have met the 4 year refresh point. Heads up- the budgeted amount of money will likely run out in Dec. for this year. If you have faculty who need computers, have them apply now.   CEP Green initiative- Computers have been refurbished, but are not certified or under warranty. $100 service fee for those depts., helps stretch funds. Discussed the lack of power cords for Green computers. Can put out request for old power cords on USM Talk.

Ransomware- don't click on these. Subscribe to back up service on USM website to save and back up your information.
Customer Service-Karen said that itech recognizes the need for someone to speak English, not techie in Customer Service.

New Software Systems- If your Dept needs new software or automated services—talk first to iTech staff. Staff have knowledge of who else may be using something that can also be used for your needs. Need time to get implemented- Large purchases have to be approved by IT and IHL.

Electronic Disposal Day: Electronics OCT 10th in Payne Center NW corner of parking lot.   For household only. On USM talk.

IVN room by iTech. Tim Rehner asked who was responsible for IVN room physical access.   For instance, for IVN in JGH, evening teaching, there are problems with scheduling and how to open

rooms and buildings. Need information how to contact iTech and Building Liaisons for assistance with problems. Perhaps by putting information phone numbers, etc. outside of rooms, give to IVN professors. Can also call help desk to dispatch someone during day business hours.

8.3 Teaching Overload Payments based on a 3/3 standard. Discussion arose around when to pay for overload teaching.   Which led to questions about what are standard teaching expectations in departments. For new tenure track, for tenured, etc. What is the overload threshold? Should tenure track faculty be assigned overload?
Bill Powell stated that USM does not have an overload policy. Need to do some data gathering**.**

ACTION Item- Survey- What is basic load for the Dept? How is overtime decided? How much is paid?

9.0   **Adjourn-** Moved and approved at 2:15pm. **Next meeting is 3ʳᵈ Friday of month (October 16, 2015) from 12pm-2pm in Dean's Conference Room, Bobby Chain Science and Technology Building.**