

11-20-2015

## November 2015 Minutes

USM Council of Chairs

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Council of Chairs Minutes  
November 20, 2015  
Noon-2 p.m.  
Chain Technology Center, Room 102

Attendees: Unavailable

- 1.0 Call to order – Wayne Kelly, chair  
Guests: Lisa Nored, Allyson Gillespie, and Kathy Yadrick

**Topic: Chair Training-** new and ongoing. CoC taking some ownership so we could participate in new training and mentoring. Lisa Nored and Kathy Yadrick on CoC in past and helped with orientation of chairs. Provost Office has always supported planning and logistical support (Started with Dr. Lyman). Now- have a summer session training (2-3 days). Usually scheduled in July or August, with follow up throughout the year. Bringing in people across campus HR, Graduate School, Veteran Chair panel, SOAR, SACS Accreditation, Budgeting, Tenure & Promotion, Annual Evaluation, and University Lawyer is useful. Include other “What I wish I had known” topics as needed. Also support is needed to address less administrative tasks such as: “Are you really cut out for this?” and the hard job of navigating between dean and faculty.

Lisa- Have a Master Calendar Template that can be shared again. CoC in favor of reconstituting this. Administration is mostly covered in Training- ie where papers go, who to go to get things done. However, leadership is different. Need some Leadership training, and that is on the radar.

Allyson- Chair mentoring- Chair does not have to be on CoC.

CoC should drive the topics and frequency of chair training and be facilitated by Provost Office (Allyson Easterling).

Gary Kelly- Hard to keep what is important ahead of what is next.

Bernd- suggested that we have a Chair retreat in fall after summer training to follow up with new chairs.

Kyle- Maybe training can be recorded for those stepping in at odd times, and interims. Also need interim refreshers for new and ongoing chairs.

Need master chair calendar with deadlines, budgeting refresher, procurement (P-card).

Need a point person on CoC for Training Issues- Gary and Bernd.

Need financial aid training.

Gary- CoC need to discuss options and form up a resolution to address what we need, want and how this Chair training would work. Send ideas to Gary to be summarized.

- 2.0 Approval of Agenda- No Quorum
- 3.0 Approval of Minutes from June 19, 2015 meeting
- 4.0 Executive Committee Reports

4.1 Executive Committee meeting with Provost – W. Kelly

3 Issues came up-

1. **Overload Pay.** Come up from Faculty Senate, etc. Provost wants to collect data about what are our workloads, basis for releasing people from classes, FTE equivalents how to determine overload. Do you pay overload even with research releases? Task Force, including CoC, Faculty Senate. College by College and Dept by Dept data collection. Need volunteers- Gary for CoB.

2. **New Withdrawal Policy-** Bill Powell – If you don't withdraw by day 6 to get a financial refund, or by day 7, get a W, unless you appeal it.

Issues- Problem with some faculty thinking the W is only okay if student was passing (old WP). If you decline to give the W at instructor level, student cannot go back and re-request it unless Registrar resets it. Should W requests go to chair, or only go to advisor? Students often sign up for 15-18 hours so they can drop 1 or 2 classes and keep their financial aid. Another issue is when W is used repeatedly to avoid program limits on numbers of times a student can fail a class.

3. **New Chairs-** for those hired in untenured, when do they go up for tenure? Need some sort of institutional protection and policy. Had a situation with chair up for tenure- Tenure committee recommended that this chair withdraw application for tenure. We need something to treat Tenure and Promotion for these untenured chairs differently. Need to perhaps have some unbiased oversight by Associate Deans? Only bring Chairs in with Tenure? Topic will be coming up to Dean's Council meetings. If anyone has ideas on how to treat this situation, please let Gary know.

5.0 Committee Reports, internal

5.1 Chair Development Committee – W. Kelly

6.0 Committee Reports, external / Liaisons to university committees

6.1 Faculty Handbook Committee and Faculty Categories Work Group – Tisha Zelner

This summer the committee came together to create the Teaching Faculty proposal. Issues-

**Faculty Teaching Categories Work Group**

1. Will raises be paid for by university, like other raises? Top end of initial costs about \$60,000.
2. Limit 25% Cap per College or University? Best if it were for University level.
3. Did committee discuss titles- i.e. Lecturer. They did. Research professors, clinical professors are already the terminology, so that is why this titling scheme was adopted.
4. Language needs to be softened re: Teaching title will be restricted to only teach theory classes, Clinical title will be restricted to clinical classes- won't work for all Departments in which a Clinical Professor teaches theory and clinical. Also language considered about "Librarian Professor"?

**Faculty Handbook Committee**

1. Interim Chair - Should interim chair years be counted towards the 5 year time before becoming eligible for stipend when leaves the position? Handbook committee is putting in language to include interim service as part of the time served as chair for the purpose of receiving the stipend.
2. Chair Review  
Introduce language to address when in 3<sup>rd</sup> year that the review of new chairs should occur. "In end of Spring of the 3<sup>rd</sup> year of service" maybe late May, to do the review for 3<sup>rd</sup> year Review of new Chairs.

## 7.0 Old Business

(7.1 Polling of chairs re data on workloads and overload pay – re meeting with Provost Moser) see above (4.1.1). Assessment Process.

7.1 Bill Powell reported on SACS progress. When we get the report, we will have between now and January to respond as a University to holes in data. Be ready to help respond. Sorts of Issues:

1. Course components compliance a problem- Lecture, seminar, lab, etc. There are issues with course components not lining up with “modes of instruction”. These things are starting to matter, not only for SACS, but for our academic metrics for Colleges and Departments. Need to align course components and method of delivery.
2. Defining numbers of credit hours. Cleaning this up, and make sure they meet standards.
3. If teaching in another state, need approval and permission to do that. Online and field work in other states need to be reported.
4. Course load analyses

## 8.0 Adjourned at 2:00pm