

11-18-2016

## November 2016 Minutes

USM Council of Chairs

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### Recommended Citation

USM Council of Chairs, "November 2016 Minutes" (2016). *Council of Chairs*. 59.  
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Council of Chairs  
November 18, 2016  
Noon-2 p.m.  
TAD 124

AGENDA

- 1.0 Call to order – Ann Marie Kinnell, Chair
- 2.0 Approval of Agenda
- 3.0 Guest Speakers
  - 3.1 Dr. Steve Moser, Provost

Dr. Moser was invited to this expanded Council of Chairs in order to share updates in relation to some issues affecting the university.

Efforts are underway in realigning and refocussing efforts across academic affairs, particularly in Admissions. Our enrollment goals (and moving the institution) forward in well underway. New CRM is rolling out now; will be a game changer for the institution. New non-resident fee is part of the plan.

Numbers: 613 students fully admitted this time last year. 3073 students fully admitted to USM at this point.

The Office of Scholarship Services is being created. This is a result of digging deep in to past practices in how we as in institution have been scholarshiping and discounting tuition. The goal is to leverage state and federal aid to better serve out students and to package aid offers to students.

We are attempting to turn the corner on enrollment and revenue. We are analyzing how we use our resources. Any anxiety because we seem to moving forward so quickly should be considered in light of where we started as well as how other institutions are grappling with the same issues.

Questions and topics brought up from the Chairs:

- Minimum enrollment being set at 15. It is an agreed upon point of contention across faculty and Deans. Moser says that there is a notion that we only need to meet expenses, when in fact, this

may not be the case. At this moment, we are not meeting expenses as an institution. This has been how USM has been operating. The intent is to change the culture and grow our capacity to grow resources to support the institution. The intent is to move away from the margins in which we currently exist.

- Minimum graduation rates have been increased. 18 over 3 years is the new minimum, as per IHL guidelines.
- Growth in certain areas. Chairs are stressed by the loss of resources in the face of enrollment growth in some areas. Chairs need guidance on how to talk to faculty about this. Yes, Moser agrees that some areas are beyond capacity. We have lost our ability to be flexible. Moser says the key is turning our enrollment around and that any decisions made about these issues should happen within a certain context. Chairs remain concerned with the immediate and short term situations we are facing.
- Dr. Moser will look in to the money the institution receives when faculty receive grants. What happens to salary recovery is not clear. Drs. Moser and Cannon will look in to this.
- Professional program that are more “career” or “vocational” in nature: what is the larger vision at USM in relation to this, particularly in light of the current budget situation? Moser says we are committed to serving the greater good as a whole. He acknowledges that this broad educational goal for our citizenry is lost in some contexts with legislatures, politicians, etc. He views his goal as to hold to this ideal, but to also address the current situation. Yes, this issue comes up when we talk about how we intent to move the institution forward. There is not one piece that will singularly drive how we make decisions to move forward.
- How the institution is organized. Should we look at that again? How can we not duplicate our efforts? Size of departments is not an indicator of quality; some of our smaller units are of the highest quality. Chairs have questions (and are nervous) are reorganization and wonder how that impact individual units. Some chairs want reassurance that decisions are made with full information, not just number of graduates/majors. SCH production and research productivity are both measures of productivity. Moser agrees that a one-size-fits-all template is probably not the solution.
- What is the process for reorganization? Deans have been working on this for six weeks. It will be sent to the President and then to faculty next week. There will be a “reaction period.” The goal is to get it out, get feedback, develop a plan, revise, vet again. At the same time, there is some

urgency. Getting something to the President late February or early March is the goal. A transition phase would start next Fall.

- The non-resident tuition formula. Communicating this to the chairs/departments is absolutely necessary. We can use this in our interactions with prospective students.
- There is some faculty push back to the “finish in four” campaign. This is an IHL mandate and we can decide to resist it or work with it. This is tied to state financial aid. This could likely be tied to federal aid in the future. How do we meet this standard and how can our student be successful in this scenario? At USM, we will need to get creative with scheduling in order to meet this.
- Scheduling. Our ability to forecast demand for courses and to schedule with that in mind is another piece of how we can be efficient. Shorter semesters. Three inter sessions throughout the year. Creative scheduling is happening many places. Moser acknowledges that this is a change and that change is not always embraced at USM.
- Communication and the flow of information. There are many mechanisms for this in place. The Provost’s office is trying to be transparent. He is not trying to make the budgets secretive.

#### 4.0 Approval of Minutes – Stacy Reischman Fletcher, Secretary

There was no vote of approval, but we will get the minutes posted.

#### 5.0 Executive Committee Reports

##### 5.1 Academic Leadership Council (Academic Master Plan)

##### 5.2 Executive Committee meeting with Provost

#### 6.0 Committee Reports, internal

##### 6.1 Chair development committee

#### 7.0 Committee Reports, external / Liaisons to university committees

##### 7.1 Committee on the Evaluation of Teaching – No report

The committee has subdivided into subcommittees.

A discussion ensued about the size of online courses.

## 7.2 Faculty Handbook Committee – Tisha Zelner

The last meeting saw the vote of membership of tenure and promotion committees. The proposed changes to 9.7.1 were approved. The changes to the membership of the promotion committee was initially tabled, and has now gone to the first vote. The new language precludes individuals who are not tenured from serving on promotion committees.

## 7.3 University Assessment Committee – Susan Hart

The UAC is undertaking second round of reviews.

## 7.4 Online Learning Steering Committee – Pat Sims

### 8.0 Old Business

8.1 Faculty Handbook – covered under 7.2

8.2 W processing

8.3 Online course fee

### 9.0 New Business

### 10.0 Adjourn

Next meeting:

December 9, noon-2:00p, LAB 209