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February 2017 Minutes

USM Council of Chairs

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**Council of Chairs
February 17, 2017
Noon-2 p.m.
LAB 209 (CAL Dean Conference Room)**

In attendance: Dr. Rehner (Chair elect), Dr. Kinnell (Chair), Prof. Reischman Fletcher (Secretary), Dr. Goshorn, Dr. Lipscomb, Dr. Zelner, Dr. Lux, Dr. Schroeder, Dr. Connell, Dr. Winstead, Dr. Harbaugh, Dr. Pate, Dr. Kelly, Dr. Powell (Office of the Provost)

AGENDA

1.0 Call to order – Ann Marie Kinnell, Chair

2.0 Approval of Agenda

Motion to approve: Dr. Schroeder. Second: Dr. Kinnell. Approved.

3.0 Guest Speakers – none

Dr. Varnado from Human Resources will be attending our April meeting. Dr. Miller will be re-scheduled for our April meeting as our March meeting is now on a new date.

4.0 Approval of Minutes – Stacy Reischman Fletcher, Secretary

The minutes from October, November, and December 2016 were approved.

5.0 Executive Committee Reports

5.1 Academic Leadership Council

The ALC met last without the Deans. A plan for reviewing the reorganization proposals was developed. The first step is for everyone on the ALC to review and rate each proposal independently via a Qualtics survey form. The ALC is developing a process for review and acknowledges that much is dependent on the nature of the proposals submitted. Chairs are concerned about what happens as a result of this process and what happens at the Executive level. There remain some questions about college representation on the ALC and Dean involvement in ALC discussions.

5.2 Executive Committee meeting with Provost

The Executive committee met with the Provost on 1/24/17. Items of discussion included budget cuts, the reorganization process, and how the two interrelate. Data and institutional priorities are both

important. Focusing on processes at the university was mentioned as another way the create efficiencies. Provost Moser agreed and charged the Chairs with identifying processes that could be improved upon. Examples would be follow-up SOAR training for chairs, iTech creating generic Chair-level access in SOAR, etc. More discussion in new business.

6.0 Committee Reports, internal

6.1 Chair development committee

Dr. Kinnell attended a national Chair conference in New Orleans in February, 2017. She is a now a renewed proponent of ongoing chair development.. The idea of chair succession is lacking at USM. Dr. Kelly mentioned a USM Chair listserv as a forum for discussion. A summer workshop/session for Chairs that allows for uniform dissemination of information and that is based on current issues/needs/problems is a possible idea. Monthly all-chair meetings that have a focused agenda are another possibility. Allison Gillespie in the Provost's Office is willing to coordinate. Any plans for such forums, etc. should be extended to coordinators and unit administrators. An after-hours, less formal setting for discussion is also an idea. Chairs are well aware that immediate cost savings could likely come through administrative stipends for chairs. Dr.Kelly was charged with spearheading an effort to revitalize chair development at USM.

7.0 Committee Reports, external / Liaisons to university committees

7.1 Committee on the Evaluation of Teaching – No report

7.2 Faculty Handbook Committee – Tisha Zelner

No report.

7.3 University Assessment Committee – Susan Hart

No report.

The GECAC committee reports are still anticipated.

7.4 Online Learning Steering Committee – Pat Sims

No report.

8.0 Old Business

8.1 Academic Reorganization

Discussed in 5.1 above.

9.0 New Business

Dr. Kinnell wants to solicit input on what processes need revision/review. Electronic? Discussion? Call a meeting of the CoC specifically for identifying processes and problems. It seems that administrative assistants should be be involved. Dr. Powell mentioned that the university is trying to work on some issues, and that turnover in HR leadership has impacted implementation.

- Class scheduling (AdAstra and SOAR)
- Technology in classrooms
- Providing information repeatedly
- PAFs/HR issues, hiring
- Paying GAs
- What happens when forms are filled out incorrectly
- Receipts & Purchasing
- Travel
- Communication and information overload
- Centralization where sensible

Budget discussion:

- Budgets that get swept disallow long range planning or significant investments in research/conference attendance/recruitment/etc.
- What are the challenges in our ability to work with auxiliary enterprises on campus vis a vis our attempts to stretch our budgets (and how that affects long-range planing).
- It seems that the reorganization is taking priority over the impending budget cuts. Some chairs are more concerned about the latter.
- Across the board cuts are being discussed in some colleges.
- From which budgets cuts are made is not clear. To the overall allocation? To the E&G budgets.

Other item of discussion:

- Using undergraduate student as teaching assistants and hiring them to do this. What is the policy on this? There are confidentiality and conflict of interest issues.
- Class offerings and enrollment growth. How do we cover course offerings with limited (or stable) resources?

Graduate School:

- Chairs now need to sign off on all theses. Chairs see some issues in this new policy and how we manage it. There are time constraints, language issues, area content knowledge. Was the Graduate Council involved in this decision? Is it specific to a department, and if so, can that department be addressed. The CoC would like to draft a reply to Dr. Coats and then invite her to a meeting.

10.0 Adjourn

Upcoming meetings:

April 21, noon-2:00p, LAB 209,

Speaker: Amy Miller, Vice Provost for Academic Affairs

April 21, noon-2:00p, LAB 209,

Speaker: Krystyna Varnado, Associate Vice President for Human Resources