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March 2017 Minutes

USM Council of Chairs

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**Council of Chairs
March 24, 2017
Noon-2 p.m.
LAB 209 (CAL Dean Conference Room)**

AGENDA

1.0 Call to order – Ann Marie Kinnell, Chair

2.0 Approval of Agenda

3.0 Guest Speakers - none

4.0 Approval of Minutes – Stacy Reischman Fletcher, Secretary

Minutes from February, 2017 were approved.

5.0 Executive Committee Reports

5.1 Academic Leadership Council: Academic Reorganization

Dr. Kinnell provided an overview of the process for creating a reorganization plan as it has played out so far. At this point a comprehensive plan has been developed and it will be discussed by the ALC on Monday, March 27. The plan is embargoed at this point. All affected departments will be contacted.

There is a concern about the timeframe as we are nearing the end of the semester. We are concerned about the processing of vetting and how long that will/should take.

The CoC intends to have input in to the role of the chair at this stage of the process.

The CoC will call an expanded meeting for all chairs in order to respond to the plan as appropriate.

5.2 Executive Committee meeting with Provost

Dr. Kinnell met with Provost Moser Feb. 28 and they discussed the reorganization in general as well as the role of the Chair in an reorganization. The CoC continues to reiterate that current chair duties cannot be attached to nine month positions.

Chairs are continuing to try to understand hiring for 2017-2018. We seem to get the go-ahead to offer positions, and then they are rescinded. What we hear from the Deans seems to be dependent upon IHL decisions and budget cuts.

6.0 Committee Reports, internal

6.1 Chair development committee

Please let Dr. Kelly know of training that you think would be beneficial that relates to your Chair job responsibilities. The Provost's office will support training. Send Dr. Kelly specific activities/events and lead time you might need in preparing to undertake them. Issues include annual evaluation, iTech processes, the Registrar/SOAR processes, HR/paying people. Including our administrative assistants in this training seems to make sense.

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

The *Handbook* committee is starting to grapple with how to accommodate our redefined Corps of Instruction. How does this change the language in the *Handbook*? Dr. Tisha Zellner provided several examples of language that will need to be reconsidered and/or revised. Dr. Powell added some potential organizational issues in the *Handbook* that might clarify the same issues. The committee seems to be at the beginning stages of this process.

CoC members ask: Procedures for a Grade Appeal are not in the Faculty Handbook. Can there be a link for that in the Handbook? The CoC discussed the merits of an external review of our document, of "starting over," and of how detailed the *Handbook* should be, overall. What is the scope of the document? There are several models across institutions.

A discussion was had about the *Faculty Handbook* versus the *Employee Handbook*. The CoC discussion centered around nine month faculty being off campus and how they cannot claim vacation time and/or sick time. The *Employee Handbook* is sometimes unclear with respect to these sorts of issues. Chairs also recognize that staff are held to different standards.

7.3 University Assessment Committee – Susan Hart

No report.

7.4 Online Learning Steering Committee – Pat Sims

The four subcommittees of the Online Steering Committee are all tasked at the moment.

8.0 Old Business

The discussion of Chair duties is both old and new business. This discussion is prompted by discussions with the Provost's Office that are instigated by the reorganization and by rumors that chairs are doing "more and more." Dr. Kinnell circulated two documents that list responsibilities. The Provost's Office wants the CoC to review and assist in this process. We now know why this is happening, having seen the reorganization plan. The new plan tries to standardize administrative responsibilities and compensation. We can add the work chairs do in managing external resources, funding, and constituencies. The CoC wants to make sure the list is comprehensive. We want to assure that job responsibilities are well defined and matched to job titles in the reorganization.

Dr. Powell discussed how we define program coordinators vis a vis degree offerings and how this is quite complicated. SACS also plays in to how we determine program coordinators. Levels of program coordinators will be worked out in the reorganization process.

Please keep sending items/responsibilities to Dr. Kinnell so that we can assure they are in the reorganization document/plan.

9.0 New Business

9.1 Chair duties

See 8.0 above.

10.0 Adjourn

The meeting was adjourned at 1:27pm.

Upcoming meetings:

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

Speaker: Krystyna Varnado, Associate Vice President for Human Resources