

Council of Department Heads  
Minutes for April 26, 2011

Members Present: Bob Bauer (Psychology & Counseling), Carl Cates (Comm. Arts), Byron Brown for Mark Smith (English), Ed Chatelain, (Astronomy, Physics, Geosciences), Fred Downing, (Philosophy and Religious Studies), Mike Griffin (Kinesiology and Phys. Ed.), Phyllis Holland (Management/ Int'l Bus), Wallace Koehler (MLIS), Ashok Kumar (Math and Computer Sci.), Don Leech (Curr., Leadership & Tech.), Reynaldo Martinez, Jr. (Adult and Career Education), A. Blake Pearce (Art), James Peterson (Political Science), Paul Riggs (History), Darrell Ross (SOCANTHCJMFT), James Schrader (Music), Len Weld (Accounting and Finance).

Guests: Dr. Patrick Schloss (President), Dr. Phil Gunter (Academic Affairs), Tracy Woodard-Myers (Women's and Gender Studies), Ofelia Nikolova (Honors Program), Russ Mast (Student Affairs), Jennifer Stroble & Robin Vickery (Student Life), Kristina Cragg (Strategic Research), James LaPlant (Arts & Sciences)

- I. Council Chair Martinez called the meeting to order at 4:02 p.m. and welcomed the guests listed above.
- II. A moment of silence as held in the memory of Dr. Jean Temple who was a member of the Council representing the College of Nursing.
- III. The minutes of the March 29, 2011 meeting were approved with the modification of combining the third and fourth bullets under the "Open Forum" section (Motion: Koehler/Ross)
- IV. OPEN FORUM with President Schloss:
  - The budget projections for next year are not good because of loss of "stimulus funding".
  - Planning and Budget Committee developing different planning scenarios including an up to 9% cut; 6 to 8% increase in tuition; and enrollment decrease of up to 4%
  - One good indicator is that percentage of returning students is up at both undergraduate and graduate levels.
  - The first stage of the construction of the North Campus building has been funded with hopes for additional funds for second stage to complete the building next year.

- Departments with increased faculty should see appropriate percentage growth in departmental budgets next year.
- Suspension of formula funding for next year will mean that VSU will receive no funding beyond tuition for the increase of new students for the past two years that totals approximately \$7 million.
- The BOR has selected Mr. Hank Huckabee as the new Chancellor of the USG.
- President Schloss expressed his thanks to and complemented the Council for the collaborative work during the three years of his Presidency.
- Chair Martinez, on behalf of the Council, expressed thanks and appreciation for President's Schloss' candor and willingness to include the Council in important university decisions during his tenure as President. The Council then applauded President Schloss.

V. OPEN FORUM with Provost Gunter:

- Among the many searches underway, the University Librarian position should be filled soon and interviews are being held for the Assistant VP and Dean of the Graduate School, VP for Enrollment Management, and Dean of the Dewar College of Education.
- Coordination of moving faculty and staff into the new Psychology Building is underway.
- The Bailey Science Building extension will begin soon.
- There have been and will be many honors ceremonies in all the colleges
- A draft of the VSU Strategic Plan for 2011-16 was distributed. Provost Gunter asked Council members to review the document's goals and key strategies and provide feedback to him regarding the appropriateness of the content, congruency between the mission, goals and strategies, and suggestions for any items that need to be included that are not present in the document. Chair Martinez asked for feedback to be sent to Provost Gunter in the next two weeks.

VI. Update on Classroom Use – VP for Student Affairs Russ Mast, Robin Vickery, Jennifer Stroble

- Vice President Mast presented an overview of the sorority recruiting events that occur just before the beginning of each Fall Semester. If the event was held off campus it would cost in excess of \$15,000.00 thus the use of campus buildings is essential and there is a need to be sure all groups have equal and ample space.
- Ms. Stroble reported that approximately 300 new students are recruited during this event. Rooms in the Student Union, Nevins Hall and the University Center

will be used for the various activities the Wednesday, Thursday and Friday prior to the first week of classes. The event will conclude by 3:00 pm on Friday.

- Specific rules are in place for the set-up and take down of rooms used. Plant Operations will be working to be sure all furniture will be in place for classes.
- A request was made and acknowledged to be sure rooms in the University Center would be included in preparation for Monday classes.
- A suggestion was made that IT be included in the room checks to insure that all instructional technology was in working order for Monday classes.
- VP Mast stated that a list of rooms used for the event will be sent to the Department Heads with contact information for help with IT.

VII. Teaching Assistant (TA) Policy – Dr. James LaPlant

- Chair Martinez introduced Dr. LaPlant to open the discussion on issues related to the required size of a class to be qualify a graduate teaching assistant
- What was the basis to set the enrollment at 150 or more for a TA?
- Would there be a distinction between a 3 hour course versus a 2 hour PERS course that enrolled 150 or more students?
- Would classes just below the 150 enrollment not qualify for a TA?
- After discussion a decision was made to establish an Ad Hoc Committee to work to develop a “White paper” that included a cost-based formula and work policy taking into consideration different types of classes and labs for the awarding of a TA for large section classes. Dr. Cragg agreed to assist in this effort. Chair Martinez asked Council members to consider volunteering to serve and would form the Committee at the next Council meeting.

VIII. Update on CDH Web Site – Dr. Rey Martinez

- Chair Martinez showed the CDH web site and reviewed its features. Some biographical information was still needed for some department heads. A request was made to submit this information to complete the website.

IX. Asst. VP for Research and Dean of Grad. School

- Dr. Martinez reminded the Council of the upcoming interview schedule for the two finalists on April 27<sup>th</sup> and May 5<sup>th</sup>. All Council members were encouraged to attend.

X. Core Curriculum Committee Report – Dr. Bob Bauer

- No report

- XI. E-Learning Advisory Board Report – Dr. Viki Soady
- No report.
- XII. New Faculty Orientation Committee – Dr. James Schrader
- The New Faculty Orientation will be held from August 1<sup>st</sup> – 5<sup>th</sup> the week prior to when all faculty should report for the Fall 2011 semester. A “BlazeView Faculty 101” website will be available for new faculty to assist with orientation training. The Council expressed satisfaction with these developments.
- XIII. Planning and Budget Committee – Dr. Paul Riggs
- Dr. Riggs reported that various budget scenarios are being developed by the Committee to be implemented depending on the degree of cutbacks.
  - As of now the funding for each of the university “Funding Pools” have been retained for fiscal year 2011. This information is posted on the website.
- XIV. Other Business
- Dr. Carl Cates expressed concern for the process used to include university faculty retirees to be honored at the spring university Retirement Luncheon. Dr. Cates reported that one of his faculty members had been omitted from the list of retirees because of the requirement to announce retirement at the beginning of the fall semester. Dr. Cates asked for a letter to be composed requesting a change in this policy to allow for inclusion of retiring faculty and staff closer to the date of the luncheon so as to be included. A suggestion was made to also bring this issue to the Faculty Affairs Committee of the VSU Senate. With the consent of the Council, Chair Martinez and Dr. Cates will draft a letter to bring for Council approval at the next meeting.

XIV. Adjournment

- Without dissent Chair Martinez adjourned the meeting at 5:35 pm.

Respectfully submitted,

Reynaldo Martinez, CDH Chair