

Minutes
Council of Department Heads
August 27, 2013
Auxiliary Services Conference Room

Present

Members:

Darrell Ross (Chair), Ed Chatelain, Bob Gannon, Brenda Dyal, Mizanur Miah, Mike Griffin, Mark Smith, Viki Soady, Kathe Lowney, Len Weld, Attila Cseh, Tracy Woodard-Myers, Shirley Hardin, Fred Downing, Paul Riggs, Phyllis Holland, Ray Young, Jim Baxter, Jim Peterson, Reynaldo Martinez, Greg Harrell, Michael Schmidt, Corine Myers-Jennings

Guests:

Andy Clark, Alicia Roberson, Denise Bogart, Craig Williams, Rob Kellner, Brian Haugabrook, Honey Coppage, Michael Black, Sue Fuciarelli, Sheri Gravett, Provost David Danahar, President McKinney

I. Welcome & Introductions

Welcome new and interim department heads, introduction of all department heads and guests.

II. Approval of the meeting minutes from April, 2013

Minutes approved.

III. Open forum with President McKinney and Interim Provost Danahar

President McKinney:

News from the USG:

- A. The USG placed Regional Universities, including VSU, into a new category, Comprehensive University. Comprehensive universities are to aspire to become world-class institutions.
- B. Complete College Georgia dominates the new strategic plan.
- C. Expect a draft of the new funding formula sometime this fall. It goes into effect the following fiscal year, not this coming.
- D. We are currently selecting a search firm for the VP position. Dr. Shirley Hardin has agreed to chair the search committee.

Question and Answer:

Q: Is there anything from the USG about Obama's new higher education initiative?

A: Not yet, but I expect it soon.

Q: Is anyone using the Collegiate Learning Assessment that is being developed?

A: The school I came from used CLA. I would like to see us use it to improve

retention.

Introduced our new Provost, Dr. David Danahar.

IV. Financial Administration---Craig Williams (key requests for PT Instructors)

We are developing a way to issue keys to part-time faculty. We have developed a new form, which can be used for employees who are not full-time, including adjunct faculty and graduate assistants. If the keys are not returned, then the department will be charged. The department head will not be held responsible.

We are still installing card-swipes outside buildings on campus. We are about 90% through installing deadbolts on the interior doors.

V. Salary Adjustments: Dept. Heads & Full-Time Temporary Instructors— Sheri Gravett

Discussed the following:

- 1) The VPs office has identified the full-time temporary instructors and are considering salary adjustments for them.
- 2) Salary adjustments for department heads: shared the handout “Salary Equity and Compression – Department Heads’ Salaries.”
- 3) How faculty salary adjustments are done.

Requests from department heads: Put department head and full-time temporary instructor salaries on the next meeting agenda too.

Question and Answer:

Q: Why are the department head salaries so low in comparison to the national average of Master’s institutions?

A: VSU did not include Master’s institutions that have collective bargaining when choosing the data set from the CUPA numbers.

Q: Was this required by the USG?

A: This was a choice made, not a USG policy for the salary adjustments.

Q: Can the department heads see how the adjustments are done in advance in the future?

A: Yes, department heads and deans will see this in advance. This is a work in progress.

VI. Human Resources & People Administration—Denise Bogart

Discussed the following:

- 1) PeopleAdmin training session will be held on Tuesday, September 24 at 10:00am (announcement handout provided).
- 2) Potential changes to faculty workflow in PeopleAdmin (handout).
- 3) September is compliance month. Once the ethics module is ready from the USG, then it will be available.

- 4) Open enrollment will be in November. It will only last for two weeks. Everyone must go into the system, even if no changes are desired.
- 5) Introduced Michael Smith, who is developing the new PeopleAdmin workflows. Nick has gone to another institution.

Michael Smith Discussed PeopleAdmin:

- 1) The PeopleAdmin survey has been completed.
- 2) Faculty had problems accessing the system off campus. This has been fixed.
- 3) Applicants have had trouble putting their reference letters in PeopleAdmin. This has been addressed. When the job is posted in PeopleAdmin, one chooses whether the applicant can upload a PDF file or the reference can be sent an e-mail with a link for uploading. Once the position is posted in PeopleAdmin, the method cannot be changed.
- 4) It is possible to include rankings and notes in PeopleAdmin. Keep in mind this information can be obtained as public records.
- 5) Training sessions are upcoming.
- 6) Interfolio has been fixed in the faculty workflow.

Q: How long does it take to hire a student assistant?

A: Seven days (it is posted for five days).

VII. Institutional Effectiveness Reports/Plans & Digital Measures—Michael Black

Provided the handout “Recommendations for Completing the Institutional Effectiveness Report and Plan.” Michael is available to help with the IERs and IEPs if needed. He needs them by September 30, but our Dean may want them sooner.

Digital Measures templates are built for faculty to enter activity reports if they desire. Training is available every month.

VIII. IDEA Center---Kathe Lowney

Almost 100 faculty have signed up for teaching circles, research circles, etc.

We are working on access to the building for faculty.

Provided the handout “IDEA Center Services.”

Please encourage faculty to apply for IDEA Center Fellows in the upcoming year.

We are not the place to send “bad teachers.” Do not put “you must go” in annual evaluations. We want to encourage all faculty to come. We want it to be a place for people to come to meet. Our services to faculty are confidential unless they do not want it to be so.

IX. Center for Advising—Alicia Roberson

Discussed the Central Advising Office, which is located in the University Center. We are building what the center will look like and will be working with you for your particular area.

X. Other business

A. Vice chair nominations

Ed Chatelain was elected.

B. Miscellaneous

Reynaldo: Please complete the CDH member bio sheet for me to put on the website. Next time, we will get a group photo.

XI. Adjournment

Next Meeting: September 24, 2013 @ 4:00 pm

Respectfully submitted,
Greg Harrell
9-23-13