

Minutes
Council of Department Heads
Monthly Meeting
October 29, 2013
Auxiliary Services Conference Room

Present

Members:

Darrell Ross (SA&CJ, Chair), Mike Griffin (Kin & PhysEd), Len Weld (Acct & Finance), Mark Smith (English), Kate Warner (MFT), Viki Soady (MCL), Barbie Radcliffe (MSR&DeafEd), Jack Rainer (Psych), Paul Riggs (History), Fred Downing (Phil/Rel), Attila Cseh (Mktg/Econ), James Peterson (PoliSci), Reynaldo L. Martinez Jr. (ACED, Past Chair), Jim Baxter (Chemistry), Greg Harrell (Math/CS, Secretary), Doug Farwell (Music), Ray Young (Comm. Arts), Ed Chatelain (PAG, Vice Chair), Dr. Chere Peguesse (SSC)

Guests:

LaGarg Carter (Health Sci), Chief Scott Doner, Andy Clark (AVP), Gerald Williams (Career Office), Sheri Gravett (Academic Affairs), Provost David Danahar

I. Welcome and approval of the September 24, 2013 meeting minutes

Minutes approved.

II. Open forum with President McKinney

Not present.

III. Open forum with Interim Provost Danahar

Financial Health of the University:

We are concerned about the financial health of the university. That is why I held up the request for faculty positions.

Questions - Department Heads:

Q1: When will we hear something about the positions?

A1: I have asked the Deans to prioritize which are the most important and which can be held over for a year. Before Dec. 6 when we have to send the positions forward.

IV. Innovation in Teaching & Learning conference – Dr. Sheri Gravett

A) Please share (handout) with faculty the information about our Nov. 7-8 Innovations in Teaching and Learning Conference. Students may want to attend too.

B) Does the department head need to sign the Transient Permission Form? We are trying to streamline the process, but we don't want to leave out anyone who needs to sign. The advisor would still have to sign off. The CDH encouraged Dr. Gravett to move forward with this.

V. CLEP exam – Dr. Mark Smith and Dr. Sheri Gravett

Drs. Gravett and Smith provided a handout on VSU student participation and performance on CLEP Exams.

Dr. Smith:

Departments can add their own module, such as a departmental writing exam, for students to get credit for the CLEP exam. We are having someone come from the College Board to discuss this.

Dr. Gravett:

You can look in the catalog to see what courses your department has traditionally offered CLEP credit. If you are considering adding a test for students to CLEP, you can get the contact information for the College Board from Mark. The College Board will give access to the appropriate test online so that faculty can review and see if this is something they want to offer for credit.

VI. Summer PERS courses – Dr. Mark Smith

Dr. Smith shared the Summer 2013 PERS course enrollments (see handout). As you are working on the Summer 2014 schedule, do not offer any more seats than what you had for Summer 2013.

VII. Summer course offerings/cost analysis – AVP Andy Clark

A) Andy Clark suggested that we need to cut 5% of the seats offered in Summer 2013 for Summer 2014 to match the projected 5% drop in summer enrollment. Our actual enrollment is down 5.6%.

B) Andy shared four years of summer course revenue data (handout) broken down by college. The "No College Designated" part is the PERS courses. The department breakdown is still in the Data Warehouse online.

C) One way to reach the 1.2 million Georgians who have some college, but no degree is to have multiple entryways to the program, not just one in fall and one in the spring.

- D) Please add Nov. 9, Visitation Day, to your calendar. We expect 1100 to 1200 people here, including 600 or so perspective students. This is prime decision-making time for them.
- E) For the Tallahassee trip on Dec. 5, we only need 2 people from each college, at most. We don't want more faculty there than we have prospective students.

VIII. Campus Safety – Chief Doner

- A) Provided an update on the murder on campus last year and the stabbing and ATM robbery that occurred on campus this semester.
- B) We need to educate students. Campus security is not on anyone's mind until something occurs. Our students need to use some common sense safety actions, such as not walking alone late at night. Please have your faculty have their id's when they are working during "off" hours so that officers can verify that they are dealing with a person who has legitimate reasons to be in the building. Don't forget that our officers will give a ride when you are here late at night.

IX. Career Opportunity Office – Director Gerald Williams

Dr. Williams shared his handout, Focus on Integrating Career Development with Academics. He wants to better engage faculty with the Office of Career Opportunities. Dr. Williams wants to establish a Faculty and Employer Advisory Board. Please recommend a faculty member to serve on this Board. We want to be a world class career center.

X. Other

None.

XI. Adjournment

Our next meeting will be on Nov. 19 at 4:00pm, not Nov. 26

Respectfully submitted,
Greg Harrell
11-04-13