

## **Minutes for Council of Department Heads Meeting: 27 November 2018.**

1. Deans to meet with Department Chairs to implement two year rotating schedules. When complete these should be listed on Departmental websites.
2. Enrollment for juniors and seniors is off from a year ago. Faculty are encouraged to investigate why. Can we help students register, find advisors, etc.?
3. We are down about 10% in face-to-face classes from last year, and up about the same for online classes. However, online fees will soon be gone. This will have a significant impact on student affairs, which could make VSU less exciting to students, which could reduce their interest in staying at VSU.
4. Answering Dr. Walker's question - as long as a student takes one face-to-face class, they pay the fees.
5. Provost notes VSU asks students to build classes on a M-F schedule, but there are too few offerings during the week, that fall outside the 10 AM – 2 PM time frame. We are building schedules that allow diligent students to graduate in four years, and this takes priority over faculty convenience.
6. There are programs with too many online classes, or 50% offered between 10 AM – 2 PM. If there are solid reasons for additional online classes, or a T/TH faculty workload, chairs should take these into considerations. The overall goal remains to reduce compression of class offerings by Fall 2019.
7. Dr. Nikolova described the GO VIEW system, which is separate from Banner.

8. Associate Provost Gravett thanked all departments for their response to the Faculty work-load questionnaire. She reminded us that Presidential Excellence Awards were due in February.... they provide beautiful plaques (and \$1000)!

9. Discussion on who signs forms. Can we reduce the number of people involved in approving minor expenditures or mundane decisions? Send ideas to Associate Provost Gravett.

10. Associate Provost da Cruz desires to meet with chairs to streamline in and out processes for our graduate programs.

11. Dr. Ross inquired if it was possible to establish a permanent graduate school status for tenured professors, or at least one that did not require lots of paper work.

12. Dr. Christy Yates noted HR was converting from People Admin to 1-USG – this would be a complex operation in December 2018. HR is also working on reducing jargon and the need for computerese to make 1-USG less burdensome at the departmental level.

13. Anyone who handles a P-Card must go through a credit check.

14. Dr. Brian Haugabrook advised on IT saving money by converting VSU to centralized printing. This could save for the FY2020 budget shortfall. Every year we spend nearly \$500,000 for office printers, and their cartridges. Haugabrook hopes centralization could cut \$200,000 from the current expenditure. IT is cutting cell-phone use also.

15. Several chairs expressed reservations about a central printer, and the production of faculty/staff evaluations, etc., that could be viewed by all. Haugabrook said there would still be a chair's printer for such needs.

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