

Council of Department Heads Minutes
August 25, 2009

Members present: Bob Bauer (Psychology & Counseling), Jim Baxter (Chemistry), Michael Capece (Sociology, Anthropology, & Criminal Justice with Marriage & Family Therapy), Carl Cates (Communication Arts), Ed Chatelain (Physics, Astronomy & Geosciences), Fred Downing (Philosophy & Religion), Bob Gannon (Biology), Mike Griffin (Kinesiology and Physical Education), Wallace Koehler (Master of Library and Information Science), Rey Martinez, Jr. (Adult & Career Education), Lynn Minor (Early Childhood & Special Education), Corine Myers-Jennings (Communication Sciences & Disorders), A. Blake Pearce (Art), Jim Peterson (Political Science), Mylan Redfern (Mathematics & Computer Science), Paul Riggs (History), James Shrader (Music), Jon Sizemore (Distance Learning), Mark Smith (English), Barbara Stanley (Middle Grades, Secondary, Reading, and Deaf Education), Len Weld (Accounting and Finance).

Chair Martinez called the meeting to order at 4:00 pm. The minutes of the April 28, 2009 meeting were read and approved.

Dr. Jane Kinney, Director of Accreditation Compliance, thanked the Council for its cooperation in reporting data for the upcoming SACS review and offered several announcements and reminders:

- She is ready to send the compliance report to SACS, and the report will be put on the university's SACS accreditation website. Dr. Kinney also asked the group to recheck its respective department's faculty credentials by the week's end. She reminded the group that each faculty member's stated rank and position will be that of last year.
- The SACS Reaffirmation of Accreditation Portal will be open in early September for uploading of fall course syllabi. All syllabi should cite course objectives with corresponding general education outcomes.
- When teaching a class to both graduates and undergraduates, the professor should develop separate syllabi for each classification. If using a single syllabus, the professor should detail the differences among readings and assignments between graduate and undergraduates.
- Faculty teaching graduate courses must have graduate faculty status. In response to a question from the group, Dr. Kinney said that instructors of "super-sections" do not need graduate status if they are using graduate assistants to assist in the sections.
- Dr. James LaPlant will speak to the Council next month on the university's Quality Enhancement Plan. The SACS vice-president visited the campus last week and gave suggestions for the QEP's implementation.

President Schloss and Provost Levy distributed a draft of a memo proposing a protocol for addressing routine budget issues that are not necessarily strategic but lie beyond normal operating budgets. The memo listed 14 projected budget pools and purposes, with corresponding dollar amounts, budget managers and advisory bodies. A general discussion followed:

- The proposed list of budget pools is not exhaustive, and department heads and faculty should recommend new budget pools for needs not addressed on the proposed list.
- In the next two weeks, Academic Affairs will solicit funding requests from department heads for four of the funding pools: Academic Equipment/Maintenance, Library Reference and Special Collections, Instructional Setting Renovation, and Information Technology Infrastructure.
- President Schloss thanked the group for a successful round of proposals for Strategic Focus 2010.
- Next year's budget will be based on a projected enrollment growth of 3 percent.
- The Planning and Budget Council is now making distributions via a series of scenarios developed by Dr. Kristina Cragg in Strategic Research and Analysis. These scenarios will help departments make hiring plans by projecting the number of faculty needed to maintain the current student/faculty ratio.
- President Schloss will audit graduate assistantships each year. If the assistantships prove remunerative, he will increase funding appropriately.
- Faculty Scholarships for travel will probably support one trip per faculty member per year. Second trips will be supported if funds remain. Funds will be distributed evenly over the fall and spring semesters.
 - The current policy of making one travel award in the case of co-authored presentations still stands. President Schloss suggested that the Faculty Senate might reconsider this policy.
- If necessary, faculty will receive help from a grant writer when making requests.
- The university will provide matching funds for equipment purchased through matching equipment programs.

Provost Levy made comments and answered questions:

- Strategic Research and Analysis is running a study to determine backlogs of students who need core courses.
- Regarding the new Core Curriculum Policy developed by the USG Core Curriculum Evaluation Committee: No university is being forced to change its core. Such changes must be a university-level initiative.
- Departments should plan for the “bulge” in enrollment that will move through their major programs over the next few years as a result of the current increase in enrollment.
- The university should be able to create positions and departments should be able to fill them to capitalize on the discipline’s hiring cycles.

President Schloss and Provost Levy made closing comments:

- University enrollment is at 12,300, representing a 7-8 percent increase over last year. This increase is in all classifications: graduate, undergraduate, and online. The residence halls are experienced 25 percent increase in occupancy. This enrollment growth has helped offset the budget cuts of the past two years, allowing for flexibility and planning opportunities.
- Faculty and staff should not come to campus on furlough days.

Chair Martinez announced that the council will need to elect a representative to the committee that emerges from the combining of the Planning and Budget Council and the University Council.

Dr. Fred Downing agreed to serve as the council’s new liaison to the Faculty Senate.

Chair Martinez adjourned the meeting at 5:45 pm.

Respectfully submitted,

Dr. Mark Smith

Secretary to the Council of Department Heads

*Note: Next meeting will be September 29, 2009.