

Minutes
Council of Department Heads
Monthly Meeting
April 22, 2014 at 4:00pm
Auxiliary Services Conference Room

Present

Members:

Mike Griffin (Kin. & PhysEd.), Darrell Ross (SA & CJ, Chair), Barbie Radcliffe (Middle, Sec., Reading, and Deaf Ed.), Attila Cseh (MKTG/ECON), Jim Peterson (Poli Sci), Greg Harrell (Math/CS, Secretary), Paul Riggs (History), Ray Young (Comm. Arts), Tracy Woodard (WGST), Mark Smith (English), Bob Gannon (Biology), Jim Baxter (Chemistry), Viki Soady (MCL), Corine Myers-Jennings (CSD), Len Weld (Acct/Fin), Fred Downing (Phil/Rel)

Guests:

Sheri Gravett (Academic Affairs), Denise Bogart (Human Resources), Rosezella Ward (Human Resources), Kathe Lowney (IDEA Center), Alicia Roberson (Advising Center), Meg Moore (Center for eLearning)

I. Welcome and Approval of January minutes

The March 25, 2014 meeting minutes were approved as submitted on a Gannon/Soady motion.

II. Open forum with President McKinney

Not present

III. Open forum with Interim Provost Danahar

Not present

IV. Drs. Sheri Gravett and Bogart: Update on health care

Dr. Gravett & Ms. Rosezella Ward discussed the following:

- A) Affordable Care Act: We must account for our part-time employees differently under the Affordable Care Act. The USG will hold each institution accountable for non-compliance. We must account for the time of all part-time (19 hours or less per week) staff employees. A partially benefited staff employee is 20-29 hours per week. These benefits include retirement and leave. 30 hours per week or more is eligible for all benefits. Students must come under 1300 hours for a 12-month period.

Graduate student time will also have to be tracked (all Graduate Assistants will have to clock in/out). Staff and graduate student time tracking starts May 1. Faculty tracking starts August 1. Part-time faculty will be counted by contact hours. See the draft document e-mailed by Dr. Gravett to the Deans. Handout: Affordable Care Act Implementation.

B) PeopleAdmin: The alternate approver form (handout provided) is only needed if you want someone to be able to post on your (the department head's) behalf. You can still designate a search chair for an individual search.

V. Dr. Mark Smith: Affordable Learning Georgia

Dr. Smith provided the handout Welcome to Affordable Learning Georgia and gave an introductory tour to the related web site www.affordablelearninggeorgia.org. The resources include free course materials, online courses, eTextbooks, etc.

VI. Dr. Attila Cseh: SOI's

Dr. Cseh led a discussion on the use and validity of the SOI's.

VII. Dr. Kathe Lowney: IDEA Center Update

Dr. Lowney discussed the results of the first year of the IDEA Center, and shared the work of Communication Arts. Communication Arts developed a banner at the top of the screen of the MyVSU page for all freshmen. This Survive/Thrive page is a timeline of topics to ensure their first semester is a success.

VIII. Ms. Alicia Roberson: Update on Advising Center

Ms. Roberson reported:

A) Results of last summer's Summer Bridge Academy, and the continuance of Summer Bridge this summer.

B) This summer we will have a program called Ignite, which will bring in 30 students who want to get a jumpstart on their college education (handout Ignite Summer Pilot Program provided). This helps with financial aid.

C) Ask that departments to be available for advising for summer term, both transfer sessions, august session, and spring session (January). We welcome faculty from the departments at all orientation/advising sessions.

D) With walk-ins you can have people on call.

IX. Ms. Meg Moore: Update on Center for eLearning

Ms. Moore provided an update on the following initiatives:

A) The new online student support team will help online learners get the resources they need to be successful. Coordinator was hired on 4/14/14.

B) Online student orientation

C) Online student perception survey results shared (handout)

X. Other

XI. Adjourned at 5:30pm

XII. Next scheduled meeting will be announced by Dr. Ross: May 27, 2014 @ 4:00 pm if needed

Respectfully submitted,
Greg Harrell
4-28-14