

Minutes
Council of Department Heads
Monthly Meeting
October 27, 2015 at 4:00 pm
IT conference Room

Present Members: Darrell Ross (CDH Chair, SA & CJ), Michael Schmidt (CDH Secretary, Art), Lynn Jones (CDH PBC Rep, Accounting)

Mark Borzi (Comm), Doug Farwell (Music), Edward Chatelain (PAG), Fred Downing (Phil/Rel), Robert Harding (Pols), Chris Meyers (History), Mark Smith (English), Viki Soady (MCL), Attila Cseh (Econ/Fin), Charles Backes (Adult/Car/Ed), Janet Foster (EDSE) Mike Griffin (Kin/Phys Ed), Mizan Miah (SW), Linda Most (MLIS), Leon Pate (Curr/Lead/Tech), Barbie Radcliffe (Mid/Sec/Read/Deaf Ed), Kate Warner (Psyc/Marr/Fam/Thpy), LaGary Carter (NHS), Shirley Hardon (AFAM), Kathe Lowney (IDEA), Alicia Roberson (CA), Tracy Woodard Myers (WGST)

Absent Members: Jim Baxter (Chem), Bob Gannon (Biology), Greg Harrell (CDH Vice-Chair, Math/CS), Aubrey Fowler (Marketing), Ed Walker (Mng/Bus), Corine Myers-Jennings (CSD), Reynolda Martinez Jr (Adult/Car/Ed), Bonni Cohen (NHS), Chere Peguesse (SSC)

Guests: Brian Gerber (Interim Provost/VPAA), Sheri Gravett (Associate Provost)

Quorum: Based on the number of members present, a Quorum (a majority of CDH members) was present.

- I. CDH Chair Ross – Welcome and opening remarks by the Chair.
 - a. Approval of September, 2015 Minutes as submitted. Motion: Most / Second: Radcliffe
- II. Interim President Staton (Absent)
- III. Interim Provost Gerber
 - a. John Gardner Institute – Improve higher education.
 - b. Partner with the University System of GA – 5 institutions (VSU is participating this year)
 - c. 3-year project/commitment.
 - d. Reduce D/F/W/I rates in the USG and within VSU.
70-80% appears to be social inequity (African American, Hispanic, and low income)
 - e. Examine “Gateway courses.” Identify and review impact – highest % in courses.
 - f. Assist with retention and grow student population.
- IV. Dr. Gravett –
 - a. “What Every Academic Administrator Needs to Know” – Nov. 9 & 10. (Handout)
Topics: Title IX and employee relations. Sign up/register online at: <http://www.valdosta.edu/training>
 - b. Compliance Month throughout November – All faculty and staff should complete the modules in D2L – BlazeView by the end of November.
 - c. Suspension and re-admit policy pilot program, COA&S – Mark Smith/Alicia Roberson. (Handout)
Work effectively with Centralized Advising. “Opportunities to return.” New course BOSS2999 to assist students, provide an academic improvement plan, help/assist them in making better decisions, and hold them accountable. Small pilot program of 30-40 students - Identify challenges, track intervention strategies, evaluate the data, assess the program, recommend improvements.
 - d. Q&A / discussion: Chatelain stated students are often confused, is there a “road map to assist.” Roberson; CA uses 4 year degree maps, program check sheets, website, Student Success Center, dedicated CA advisors, faculty advisors, etc., to provide guidance/informed decision-making.
 - e. Planned Digital Measures Interface upgrade 11/2/15. (Handout)
 - f. Faculty credentials guidelines for Deans and Department Heads – Compliance for SACS. (Handout)

- g. Faculty Portal updates coming - more intuitive, and easier to use.
Q&A / discussion: (Schmidt) Could I.T. poll/consult and meet with a group of faculty users (top users and perhaps ones that do not use at all) to collect input/suggestions for future changes and improvements? Art faculty have good ideas, there are likely many other faculty across campus with thoughtful suggestions that would be very useful to the user experience, and ultimately benefit our students positively. Alicia explained new processes and improvements including contact points from Terrance Sullivan in SCC. Communication flow for suggestions to: Dr. Gravett.

V. Dr. Lynn Jones (PBC representative)

- a. Dr. Jones provided a summary of the 10/16/15 PBC meeting.
<http://www.valdosta.edu/administration/planning-budget-council/>
- b. V-State in Jacksonville is progressing well – 110 attendees at most recent event.
- c. VSU Admissions officer living in Jacksonville to recruit.
Project Innovate is underway – retention (70/80) task force - chaired by Travis York, charged to “move the needle on retention.” Q: Tracy Woodard clarify retention rates? The statistics are freshman to sophomore rates. Dr. Ross shared that Andy Clark reported 72% retention last year.
- d. Dr. Staton shared that VSU’s retention rates are the lowest among our GA regional comp peers.
- e. Lynn Jones posed questions about best practices? Dr. Staton replied: Encouraged use of Faculty Portal. A positive first year freshman experience leads to better retention and higher degree completions rates. Aggressive/intrusive advising to catch student issues as soon as possible. Math department was mentioned and their use of the Faculty Portal. 64% of students arrive to VSU with HOPE, and many loose, this impacts retention.
- f. Traycee Martin is building the FY17 budget – expected 2% decrease in enrollment total. Projections are based on a 2-year lag in enrollment reporting.
- g. 11/9 budget hearings – Data; faculty workload, financial data and “other statistics.”
- h. I.T. completed wireless projects in the dorms and across buildings on campus.
- i. Safety: New Emergency Management specialist in place to make process
- j. Capitol Campaign updates
53.25 million dollar goal. 44.8 million in gifts/gift commitments. 52.33% are estate gifts, which should decrease to 40% by the end of the campaign
- k. Faculty staff campaign will launch soon, watch for the info/envelopes soon.

VI. Open Discussion and Other Business.

- A. (Most); Discussion – email issues for graduate students. Graduate enrollment is up to 2,500 students (reported by Dr. LaPlant). She explained some of the issues, including; the majority of email appears to be relevant to undergraduates living on campus. Can there be a list-serv, or gatekeeper mechanism? There are so many “list-servs” email has gotten out of hand, particularly for graduate students – who end up missing important email, or not checking their VSU email.
 - a. Mizan Miah shared the policy that students must use their VSU email account.
 - b. Roberson shared that CA does not use mass email, they use targeted email correspondence.
 - c. Moderator for student emails? Who monitors the list?
 - d. Griffin shared that other institutions may not have these issues, how are they solving it?
 - e. Soady suggested an email list by college?
 - f. Dr. Gerber outlined a few other issues, with undergrads, grads, online, other non-traditional students.
 - g. Backes suggested a “login/opt-out” feature? Or a sign in and check box system; “I want this, I don’t want this.” Some items are not optional, such as advising, emergency, etc.
 - h. Dr. Gerber and Dr. Gravett said they would investigate the issue.
- B. Dr. Ross asked for discussion items in advance so he can contact/consult with the relevant personnel on campus and prepare for each CDH meeting.
- C. Dr. Lowney asked for more IDEA center fellow applications. Currently 0.

- D. Lynn Jones announced she is returning to faculty on 11/2/15, and therefore resigned her position as CDH PBC Representative. She expressed her appreciation to the CDH. Dr. Ross thanked her for her service to the CDH. Dr. Mark Borzi self-nominated to serve as the CDH PBC Representative, and was appointed by a unanimous CDH vote.
- E. Department Heads Handbook; Reminder to send comments to Dr. Gravett or Dr. Ross prior to the November CDH Meeting (November, 17).
Link: <http://www.valdosta.edu/academics/academic-affairs/department-heads-handbook.php>

VII. Next meeting: November 17, 2015 @ 4pm – IT conference Room

VIII. Adjourned at 4:45pm

Respectfully submitted, Michael T Schmidt
11-8-15