

Minutes
Council of Department Heads Meeting
Valdosta State University
October 30, 2012
4:00 pm – 5:30 pm
Auxiliary Services Meeting Room

Present:

Blake Pearce, Greg Harrell, Darrell Ross, Bob Gannon, Fred Downing, Mike Griffin, Leon Pate, Michelle Forbes (for Vicki Soady), Chere Peguesse, Byron Brown (for Mark Smith), Sheri Gravett (Academic Affairs), Stephen Shirlock, Brian Hargubrook (Academic Affairs), Jim Peterson, Ed Chatelain, Alfred Fuciarelli (Graduate School), Attila Cseh, Reynaldo Martinez Jr., Len Weld, Doug Farwell, Traycee Martin (Financial Services), Shana Yorkey (Financial Services), Andy Clark (Admissions), Honey Coppage (Academic Affairs), Karla Hull (Academic Affairs)

I. Welcome and Announcements

Next meeting announced: Nov. 27, 2012 at 4:00-5:30pm.

II. Consideration of September 25, 2012 Meeting Minutes

Minutes approved with one revision (clarified that Dr. Sanjay Gupta is with the College of Business Administration).

III. Dr. Karla Hull – Interim Provost/VPAA

Discussed the following as on provided outline/handout.

- 1) Reorganization and development of University Relations Division.
An ad for director, at the VP level, will be out in a couple of weeks.
- 2) Renaming:
 - a) Dewar College of Education and Human Services
 - i. To include Department of Social Work
 - ii. To include Department of Marriage and Family Therapy
 - b) College of Nursing and Health Sciences
 - i. To include Athletic Training
 - ii. To include Exercise Physiology
- 3) Summer Funding Model Update
 - a) Review popular summer courses/possible other courses that would attract students prior to developing the summer schedule. Consider what the students need to take. What classes will fill?

- b) Summer must be at least self-funding. Can offer a course or two more than the previous summer, but the courses must make.
- c) Long term, we plan to return some of the money to the departments. The system will allow a course that loses money as long as it is offset by a course that makes money. Overall the department should not lose money with summer course offerings. The main goal is for each college to make some money on the summer course offerings.
- 4) Search for College of Arts Dean starts soon.
- 5) E-Learning Unit
 - a) Director – Meg Moore
 - b) Assistant Director – Amanda King
 - c) Coordinator of Learning Management Systems and Training – search this fall
 - d) Started E-major in the fall. The unit has a lot to do. Will provide support to faculty and students for online courses.
- 6) Centralized Advising Updates. Students up to 30 hours would be advised by a professional advisor in a central location.
- 7) Student Success Center updates. Looking at Kahn Academy, MOOCs, etc. to find more ways to support students. What if we build a well-designed MOOC that is free so students can take the course until they pass COMPASS? We are studying placement of students in math classes, embedding tutors in classes, and identifying ways to support Math1101 and 1111 students.
- 8) Strategic Focus Funding Pool. Is on hold right now. There is no money to replenish the pool. Not calling for new proposals this fall.
- 9) Faculty Excellence Initiative Committee. Skipped discussion.
- 10) IT updates.
 - a) IT has been reorganized and put under the Provost over the summer. We must get our network problems resolved for e-learning to work the way it is supposed to.
 - b) D2L templates are not yet ready to put courses in.

Questions:

- 1) What support for international faculty are we providing?
 Answer (Honey Coppage): The university will pay \$300 for the H1B filing fee and \$525 for the anti-fraud fee. No attorney fees will be paid by VSU.

IV. Dr. Alfred Fuciarelli – Asst. VP for Research / Dean Graduate School

- **Graduate faculty Scholarship Funds**
\$750 is available
- **Undergraduate / Graduate research Symposium**
The Undergraduate Research Symposium is scheduled for April 1-2.
The Graduate Research Symposium is scheduled for April 12.
- **QEP Proposals**
Expect the call for proposals deadline for the Quality Enhancement Plan to be in mid-February.

V. Mr. Andy Clark / Associate VP for Enrollment Management

Advisors who are logged into the portal will be able to see advisees, whether they have come in for advising, whether they are enrolled, if they are scheduled for graduation, etc.

VI. Dr. Sharon Gravett / Assistant VPAA

Shared the following four handouts:

- **new Annual Departmental Data Report, <http://ww2.valdosta.edu/uac/programreview.shtml>).**
Includes summary numbers of curriculum advances, faculty scholarly activities, international initiatives, student scholarly activities, and recognitions for excellence.
- **current guidelines for SOIs <http://ww2.valdosta.edu/academic/GuidelinesforCollegesDepartmentsandProgramsUsingSOIs.shtml>).**
Note that SOIs are now possible for less than 5 students.
- **Fall 2012 Assessment Workshops November 9 from 1-3:30 p.m. Dr. Teresa Flateby, retired Director of Assessment at the University of South Florida.**
- **condensed application portfolio for the Faculty Excellence Awards <http://ww2.valdosta.edu/academic/documents/facexawards.shtml>.**
Faculty excellence applications can now be held by the committee for resubmission for up to three years.

VII. Shana Yorkey and Traycee Martin / Financial Services – Travel

New travel regulations were effective Oct. 1, 2012. Of special note:

- The budget manager must now both approve electronically and sign a paper copy. Ignore the PeopleSoft electronic notification.

Wait until the faculty brings the paperwork to start the approval process.

- Must enter the time left/returned, but it is not considered by PeopleSoft when determining the allowed per diem for meals when traveling for more than one day. Must separate meals as breakfast, lunch, and supper. No receipts are needed. 75% of the per diem is allowed on the first and last day of travel. For a single day of travel, the amount of time must be at least 13 hours to get per diem.
- Incidentals (cab driver tips, hotel staff tips, etc.) for out-of-state travel is now allowed up to \$5 per day. No receipt is necessary.
- For airline travel, document the most cost effective flight by printing the results of a cost-comparing search, such as at Orbitz, Expedia, etc. You don't have to choose "all times available." Just choose the times you can leave from Valdosta. Flight cost comparison is no longer online in PeopleSoft. Book a minimum of 14 days before flight. You can always document, "I chose flight x because _____." Business and first class are not reimbursable. Must fly on a U.S. airline for domestic flights if on a federal grant.

VIII. Other Committee Reports / CDH representative Reports

None – meeting adjourned

IX. Other business

None

X. Adjournment

Respectfully submitted,
Greg Harrell
11-26-12