

Minutes
Council of Department Heads Meeting
Valdosta State University
November 27, 2012
4:00 pm – 5:30 pm
Auxiliary Services Meeting Room

Present:

Blake Pearce, Greg Harrell, Jim Baxter, Darrell Ross, Bob Gannon, Doug Farwell, Mike Griffin, Leon Pate, Paul Riggs, Fred Downing, Chere Peguesse, Charles Backes for Rey Martinez, Stephen Shirlock, Tracy Woodard Meyers, Carl Cates, Meg Moore, Amanda King Spezzo (eLearning), Jim Peterson, Jack Rainer, Corine Myers-Jennings, Attila Cseh, Len Weld, Alfred Fuciarelli (Graduate School), Michael Black (Academic Affairs), Brenda Dyal, Edward E. Chatelain

I. Welcome

II. Consideration of October 30, 2012 Meeting Minutes

Minutes approved.

III. Dr. Karla Hull – Interim Provost/VPAA

Discussed the following:

- 1) Tragedy on campus
- 2) Summer funding model (see item V below)

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

QEP: Engaging undergraduates in interdisciplinary research has been very successful. Proposals for start date of Aug. 2013 will be due in mid- to late February.

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

Discussed the following:

- 1) The department head portal is available. Brian Haugabrook will send an e-mail with access information.
- 2) Shared the summer cost model (handout). We will be able to see online the cost for a course and the minimum course enrollment needed to break even.
- 3) Allowing students with holds less than \$100 to go ahead and register.
- 4) Allowing the 600 students who have advising holds (have not seen an advisor) to register. Vote passed with no one opposed.

VI. Dr. Michael Black / Strategic Research and Analysis

- **Institutional determination of credit hours**

Discussed the following:

- 1) VSU must have an approved policy that documents how we determine the number of credit hours for courses. The USG policy is not comprehensive enough for SACS accreditation. Shared a draft of the VSU policy "Determination of Credits Hours for Courses." Asked the department heads to look at the draft and give comments.
- 2) Shared the new Late Registration Add/Drop Form (handout), which is to be used after add/drop registration ends (during the first week of class). Also shared the Late Registration Appeal Form (handout), which is to be used only after midterm and must be accompanied by the Late Registration Add/Drop Form.

VII. Meg Moore/ Director, Center for E-Learning; Amanda King-Spezzo

- **E-learning changes**
- **Desire2Learn**

Dr. Anthony Scheffler, Interim CEO of eLearning, discussed the structure of eLearning (CEO, Director Meg Moore, Assistant Director Amanda King-Spezzo)

Meg Moore discussed the following:

- 1) Initiatives to increase enrollment.
- 2) Working toward a single sign-on login to access online student resources (Banner, etc.) and enhance ease of access.
- 3) Integrating technology into campus.
- 4) Transitioning to Desire2Learn (D2L)
 - Will transition GoVIEW and Blazeview courses to D2L in May 2013
 - Will transition eCore, eMajor, GeorgiaOnMyLine, WebMBA for instruction starting Jan. 2013

Amanda King-Spezzo demonstrated D2L.

VIII. Dr. Gannon – Provost search committee

Provided the following update:

- 1) There were 54 applicants for the position.
- 2) Will phone interview 12 of the 54.
- 3) Will bring applicants to campus sometime in January.

IX. Other Committee Reports / CDH representative Reports

Darrell Ross, Planning and Budget Committee update:

- 1) Major Scientific Equipment Pool money was released.
- 2) Same tuition fees were approved.
- 3) Money was allocated for faculty marshal gowns.

X. Other business / agenda items for Spring 2013

Where should the Council of Department Heads be within the organizational structure on campus?

XI. Adjournment

Respectfully submitted,
Greg Harrell
1-29-13