

Council of Department Heads monthly meeting
September 27, 2016

Present: Edward Walker (Mng/Bus & Chair), Fred Downing (Phil/Rel), Darrell Ross (Soc/Anth/CJ), Robert Harding (POLs / Secretary), Hollis Barnett (Art), Mark Borzi (Comm), Doug Farwell (Music), James Baxter (Chem), Greg Harrell (Math), Krishnendu Roy (Comp Sci), Ofelia Nikolova (Mod/Class Lang), Donna Sewell (Eng), Karin Roland (Econ/Fin), Ron Stunda (Acct), Reynaldo Martínez (Adult/Car Ed), Mizanur Miah (Soc Work), Linda Most (Library Sci), Corine Myers-Jennings (Comm Science/Disorders), Sonya Sanderson (Kinesiology), Kate Warner (Psych Counsel), LaGary Carter (Nursing), Chere Peguesse (Stud Success), Calvin Walker (Af Amer Studies).

Absent: Edward Chatelain (Physics, Chem, & Geo), John Dunn (History), Robert Gannon (Biology), Aubrey Fowler, Barbara Radcliffe (Middle & Sec Ed), Timothy Henkel (IDEA Center), Jerry Merwin (Pub Adm & ORGL), Catherine Oglesby (Women's/Gender), Alicia Roberson (Centralized Advising)

Guests: Honey Coppage (Academic Affairs)

Absent: Edward Chatelain (Physics), John Dunn (History), Robert Gannon (Biology), Aubrey Fowler, (Intl. Business), Barbara Radcliffe (Middle, Secondary Reading)

1. Meeting called to order at 4:03 pm by Edward Walker
2. Welcome & Approval of August, 2016 Minutes
 - a. One correction to minutes (one name omitted from present members).
 - b. Rey Martinez moved to approve; seconded by Chere Peguesse, and approved.
3. Interim Provost, Dr. Brian Gerber—Update
 - a. Dr. Gravett spoke in place of Dr. Gerber who is out of town. She presented proposed new regulation to the undergraduate absence regulations. Draft was drawn from current catalog policy. Sought feedback from DHs for the draft.
 - b. Discussion about possible ramifications of changes to the policy. Of particular concern was how students who are waiting on financial aid are affected and how to qualify absences by student-athletes. Many more students are requiring late add to classes (Walker). Discussion of rationale for financial aid dropping students and the email alert system.
4. Dr. Sheri Adams. Update on Faculty workloads (handouts)
 - a. Update on training session and ADP website update for part-time agreements with regards to overtime compensation. It was announced that ADP will be replaced within a year.
 - b. Question about workload feedback and speed of part-time hiring (Most). Email response will be provided (Adams).
 - c. Jamie Tanner led a discussion about the parameters of overtime following the new federal regulations. Explained that overtime will be banked as comp time for future use. Employees must first use comp time before sick/vacation time. Must be used by June 16. Noted that vacation and comp time is on a calendar year not fiscal. Noted that this new policy was BOR-approved.
5. CDH member reports
6. Dr. Chere Peguesse—70/80 Task Force
 - a. Report on retention efforts.
 - b. VSU is one of 11 UGA institutions involved in the John Garner project on retention.
 - c. Reported on progress in usage in faculty portal. Noted that those faculty that use the portal have a higher retention rate (74%) of students.

- d. First-year seminar being developed with input from DHs.
 - e. Why has the portal not been mandated if it's so effective? (Lowney). Discussion of perhaps it could be made an enticements to get faculty to use it more and the difficulty of the portal's design and how it could be improved. How do we know that the portal is positively affecting retention? (Roy). Faculty use Degree Works to advise and will not also use the portal (Walker).
7. Committee Reports
 - a. none
 8. Formation of Department Head Evaluation Committee
 - a. Discussion about how to standardize the evaluation instrument across the campus. Volunteers were solicited and six volunteered.
 9. Other Business
 - a. PBC meeting announced (Most).
 10. Use of Voice Thread and Screencast-o-matic
 - a. Description of software
 11. Meeting adjourned at 5:12 pm
 12. Next Meeting—October 25, 2016

Respectfully submitted,

Robert C. Harding, Secretary