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Council of Chairs Meeting, December 6, 2011

Marshall University

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Council of Chairs Minutes
December 6, 2011 Shawkey Dining Room

ACTIONS NEEDED:

1. Contact Mike if you have suggestions regarding rules and structure of the Council.
2. Need volunteer for Assessment Committee representative for Spring 2012
3. Feel free to suggest agenda items.

*Present: Mary Beth Beller, Cam Brammer, Mike Castellani, Mary Clark, Shari Clarke, Byron Clercx, Tracy Christensen, Corley Dennison, Brittany Emerson, Josh Hagen, Allyson Goodman, Steve Hensley, Charles Hoseler, Sharon Jenkins, Julie Jackson, Penny Kroll, Denise Landy, Marty Laubach, Teresa Marcum, Beverly McKinney, Karen McNealy, Margie Mcinerney, Burnis Morris, Jeff Pappas, Rudy Pauley, Jennifer Perry, William Pierson, Tammy Reynolds, Andy Sikula, Harlan Smith, Chuck Somerville, Donna Spindel, Allan Stern, Mary Todd, Kelli Williams, Weil Zatar

*Based on those who signed in and where names could be distinguished from signature.

Mike Castellani called the meeting to order.

Juanita Parsons introduced herself and mentioned private meetings with departments concerning travel guidelines could be arranged through her office: travel@marshall.edu.

Melanie Gallagher distributed and went over the Marshall University Administrative Travel Procedures Highlights document. It was sent to the Chair's email list.

Discussion points:

3rd party travel companies have been eliminated (Expedia, Travelocity, etc...) due to various issues with using those companies.

A comparison chart will soon be available on the Travel Department website, so users can see if it is best to drive, fly or take a rental car.

All rental vehicles should be placed on the P-Card (if departments have one).

Travel cards will be eliminated within one to two years.

If you think you have a cheaper option for travel related expenses, the Travel Office can grant waivers. Contact Melanie Gallagher prior to the travel.

International travel ALWAYS needs a travel authorization. Departments can set policies for travel authorizations if no university funds are being sought for reimbursement.

If you have a P-card, use it for gasoline purchases for rental vehicles.

Always need itemized receipts for P-cards.

A question was raised: Do we need a P-card? Answer: It would be preferable. The office is currently understaffed. All current applications should be processed in the next two weeks.

It was mentioned that individual faculty could have P-Cards and reconcile them on their own. The issue of faculty having access to financial accounts was raised.

Travel is not limited to the \$5,000 limit. If you need a limit raised, contact the Travel Office.

Be aware if food is included in registration fee, there is a different percentage system used for per diem reimbursement (outlined on second page of handout).

If faculty want to use their own vehicle (no matter the distance), they can accept the \$75/day limit.

Receipts for your travel must be in your name.

Lowest airline price does not mean that you have to take a flight that will not get you to your event by the time you need to be there.

Dr. Shari Clarke spoke about faculty diversity issues at Marshall. Various emails will be forwarded that outline information she would like us to have.

Dr. Clarke asked us to look around the room and note the diversity present. Not much outside of gender. She asked us how we could increase racial diversity on the campus.

Discussion notes:

There are four federally recognized diversity groups: African Americans, Hispanic/Latinos, Asian Americans, Native Americans.

Athletics does the best job on campus hiring a diverse workforce. Marshall's diversity percentages are "disappointing." Marshall does not have a diversity quota. Students need to see diversity on our campus.

The number of women and "people of color" are lacking in higher education and women's salaries are less than those of their male counterparts.

We need to do more work at Marshall to increase diversity. We are behind 2004 statistics.

The idea that "we can't find them" is being addressed via resources Marshall has in place to help increase diversity (i.e., Alcorn State University Program, Multicultural Faculty in Residence Program, etc...). No more barriers for not hiring. Marshall would be in a bad position if told by our accrediting bodies where we need to be, or worse, be put on probation because of a lack of diversity in our faculty on our campus.

Gayle Ormiston spoke about the Pathways Quality Initiative (this used to be called the Lumina Foundation Project.). A handout was given out.

Notes from discussion:

Marshall University will be testing the Lumina Foundation's Degree Qualifications Profile through our assessment efforts. The Concept Section of the handout outlines the process. There are 5 goals. Each department will choose 3-5 courses that are necessary/essential to the Capstone experience.

Dr. Ormiston outlined the table of activities.

A question was asked whether we would use standardized or created rubrics.
Answer: created.

Peer institutions will review our quality initiatives. Our work on this project may change department assessment procedures and plans. This work does not replace professional accrediting procedures. It should strengthen professional accreditation rubrics.

Banner software has assessment software that we will begin working with initially. We may buy the expanded version or another product. Blackboard also has assessment and outcome programs we can use.

A question was raised about the Master Syllabus Committee. Answer: 18 faculty are currently working on this project, and they are working toward having course to program to institutional learning outcomes in all syllabi.

Mike Castellani made three announcements:

Still need replacement for Caroline Perkins on Assessment Committee for Spring 2012.

Mike will be writing rules or procedure for the Council. If you have any suggestions, please let him know.

We will meet on January 13 at 5:15 p.m. for C of C social gathering at Tahona's. Byron Clercx is the point person for this event.

Cam Brammer invited all the Chairs to a party at her house on Saturday, December 10 at 7:30 p.m. Address: 514 Woodland Drive. Please bring an appetizer.

The meeting was adjourned.

Respectfully submitted,

Jeff Pappas
Vice Chair/Recorder