

Fall 9-4-2014

Council of Chairs Meeting, September 4th, 2014

Marshall University

Follow this and additional works at: http://mds.marshall.edu/cc_minutes

Recommended Citation

Marshall University, "Council of Chairs Meeting, September 4th, 2014" (2014). *Council of Chairs Minutes*. Paper 33.
http://mds.marshall.edu/cc_minutes/33

This Article is brought to you for free and open access by the Council of Chairs at Marshall Digital Scholar. It has been accepted for inclusion in Council of Chairs Minutes by an authorized administrator of Marshall Digital Scholar. For more information, please contact zhangj@marshall.edu.

COUNCIL OF CHAIRS, 2014-15
Minutes of the Meeting on September 4, 2014
Drinko 402; GC 226; SOP Conference Room

1. Attendance:

18 Chairs/Division Heads: Mike Castellani (CHM), Harlan Smith (FIN/ECN/IB), Dan Holbrook (HST), Marty Laubach (SOC/ANT), Jane Hill (ENG), Jeff Archambault (ACC/LE), Paula Lucas (COEPD), Mike Cunningham (LS), Richard Garnett (SOC/ANT), Burnis Morris (JMC), Liz Casey (HS), Aley El-Shazly (GLY), Jeffrey Ruff (RST), Del Chrol (CL), Marianna Linz (PSY), Allyson Goodman (JMC), Karen McNealey (CD), Sandra Reed (ART)

Guests: Sherri Smith (AA); Frank Gilliam (BSC, United Way)

2. Mike Castellani called the meeting to order at 3:35 p.m. He invited Frank Gilliam, a faculty member in the COS and a member of the university's United Way Campaign Committee, to speak to the Council about how Marshall works with the United Way and to fill us in on the upcoming campus-wide campaign to support this organization's work.

Frank distributed a one-page handout illustrating and summarizing the ways in which MU and the United Way work together to make a difference. For those not in attendance, Frank will provide Mike Castellani with a PDF version of this flyer and Mike will email it out to the Council membership. One key point that Frank emphasized is contained in the small print at the bottom right of the flyer: *All the money raised here, stays here*. None of the donations given by MU faculty, staff, and administration are passed on to regional or national United Way offices; it all stays here in the Tri-State - supporting the work of the United Way of the River Cities.

MU's Annual United Way Campaign kicks off on Monday September 22. Frank offered us a rough estimate of total employment at MU – something on the order of 2,000 people. He then polled those in attendance to see if we know how many MU employees participated last year. A few brave souls took guesses; the correct answer is 52. And so the Campaign Committee would like to see participation increase 100% this year. Frank asked the chairs to spread the word and encourage participation among faculty and staff, and noted that contributing via payroll deduction is very easy to do.

3. Mike Castellani then turned to Council business. He began by noting that the Council Governing Rules (which he sent out to all members in his original meeting announcement a few weeks ago) state that his last day as Council Chair is either May 16, 2015 or August 16, 2015 – depending on how we interpret the rules governing Chair terms and elections. Mike will put together the necessary Nominating Committee and begin soliciting candidates for his replacement.

Harlan Smith has served as Secretary/Vice Chair for the past two years, and is now in his second term. If he runs for Chair his current position will be open for election. If not, his position will come open for election at the end of Spring 2016.

4. Mike then asked the Council members to suggest agenda items for future meetings. The following were identified as possibilities:

1. A guest presentation by Mary Beth Reynolds on the Annual Assessment Reports and the 5-Year Program Reviews.
2. A guest presentation on Travel.
3. A guest presentation on the work done this past summer by the teams and committees set up to manage the Academic and Service Portfolio Review exercises. What has been accomplished? Where is MU at, now, in terms of these exercises? What are the next steps in this process?
4. Guest Presentation by Debby Stoler and Denise Hogsett of University Career Services.
5. Guest Presentation by the MU Foundation (a follow-up to last year's presentation).
6. A meeting with the new HR Director. Anyone with questions for the new HR Director should send them to Mike Castellani now, so he can make sure the Director gets them before the meeting.
7. Establishment of Council-sponsored awards
 - a) Discussion began with thoughts on finding a way to recognize the finalists for the various university-wide faculty awards (e.g., the Reynolds, Hedrick, and Pickens-Queen awards). Is this something the Council would like to/should do? The issue of whether the finalists would in fact like such recognition was discussed. Members agreed that some finalists each year would appreciate the recognition, but that there will always be some finalists who very much do not want this kind of recognition. The members present agreed to put this idea aside for now.
 - b) The possibility of developing a teaching award for "contingent faculty" (i.e., non-TT faculty, including part-time adjuncts, 1-year full-time temporaries, and term faculty) was raised. The members present agreed that this was a good idea. Jane Hill will work with Mike Castellani to put together a working group to develop a proposal for such an award. Dan Holbrook volunteered to participate; after the meeting Alfred Akinsete and Evelyn Pupplo-Cody volunteered as well.
 - 1) In the context of this discussion, those present brought up several issues relevant to contingent faculty, such as how part-time teaching work is being measured and monitored in light of Affordable Care Act rules and regulations governing part-time employees. Salaries also came up for discussion. While term faculty have been included in the 2014-15 faculty raise plan now in place, we learned that a university-wide plan to tackle adjunct and 1-year temporary salaries has been discussed – but won't become a priority until 2015-16 at the earliest.
 - c) The creation of an Annual Service Award, to be given to a member of the Council of Chairs, seems worth pursuing. Mike Castellani and Harlan Smith will develop a more concrete proposal for discussion at a later meeting.
8. An Orientation Series for New Chairs. All agree that setting up themed workshops for new chairs is worth doing. Anyone with specific ideas for such workshops should send them to Mike Castellani. He will work with Sherri Smith to see what the Council and AA can put together. Some of the ideas mentioned at today's meeting, and afterwards, are:
 - a) HR & Equity topics (grievances & harassment situations and procedures, involving student-student, student-faculty, and faculty-faculty cases). A workshop on this topic was run two years ago by Corley Dennison, Don Van Horn, Michele Douglas, and Debby Hart.

b) A New Chairs' Year Survival Guide: the Basics of your New Life. Orientation to the rhythm of a chair's life, semester-by-semester. Due-dates and timetables for Course Scheduling, Annual Reports, etc. This Guide would be an attempt to give new chairs a bare-bones working calendar of key recurring activities and due-dates so they won't continually be surprised week by week with another due-date others expected them to be aware of. Karen McNealy volunteered to be part of a group that works on this.

9. The Educational Advisory Board (EAB)'s Student Success Collaborative (SSC). Dan Holbrook reports that this tool appears very useful, and could be helpful in course and program planning. Access to this tool appears easy to obtain; Tammy Reynolds was mentioned as the appropriate contact person. This might be something the Council would like to learn more about this year. Sherri Smith is working closely with the EAB on both the SSC and the Student Enablement Enterprise (SEE), the latter of which is a new mobile app that will permit students to take a more active role in their own advising on four fronts (or "pillars"): Time Management, Student Resources/Maps, Best Fit Course Schedule, and Major & Career Guidance. She indicated she will be sharing more information on both tools with the chairs.

10. Council members have an open invitation from Sandra Reed (Director of the School of Art & Design) to visit the new Visual Arts Center downtown. She can set up a tour of the facility for those interested. And maybe the Council can schedule one its meetings at the Center.

5. At various points during the meeting Mike Castellani reminded the members that he would be happy to set each new chair up, upon request, with a Mentor. Mike summarized this option in a follow-up email to the membership on Friday Sept. 5, as follows:

Each year, the Council of Chairs offers to new chairs the opportunity to request a mentor to help guide them through some of life's more interesting experiences. Usually, you get together to discuss things like assembling schedules, problem students, problem colleagues, etc. The conversations are confidential and it can be a very good way to get advice.

1) If you would like a mentor just let me know. If you have any preferences in the choice, same or different college, etc., just let me know.

2) If you would like to volunteer to be a mentor, likewise please let me know.

The meeting adjourned at 4:25 p.m.