

**Chairs Council
Meeting, April 21, 2014
Faculty Senate Chambers**

Draft Minutes

Present: Charlie Apigian (Computer Information), Jill Austin (Management & Marketing), James Beeby (History), Deborah Belcher (Human Sciences), Ron Bombardi (Philosophy), Lynn Boyd (Biology), Dwight Brooks (Journalism), Kathleen Burriss (Elementary & Secondary Ed), Warner Cribb (Geosciences), Steve Estes (Health/Human Performance), Jeff Gibson (Speech/Theatre), Ron Henderson (Physics), Jim Huffman (Womack Educational Leadership), Marva Lucas (University Studies), Joan McRae (Foreign Languages/ Literatures), Stephen Morris (Political Science), Jean Nagy (Art), Don Nelson (Mathematical Sciences), Billy Pittard (Electronic Media Communications), Jenny Sauls (Nursing), Greg Schmidt (Psychology), Lance Selva (CJA), Rebecca Smith (Social Work), Tom Strawman (English), Greg Van Patten (Chemistry).

Gibson called the meeting to order at 3:02.

1. Update on Managed Print Solutions Follow-up: Robin Jones in place of Bruce Petryshak. In terms of costs, started at 6.0 cents per copy, but now at 1.99 cents and 4.99 cents for color. Plans on coming back out to the departments to share the information and options. Still up to the department to make the determination. Slightly higher for student printing since it includes the paper. Question on the duration of the guarantee on the price. Depends on the volume. Still able to leave individual faculty printers in place and use this for more centralized printing.

Comments: discussion on whether to adopt given the new prices. Question as to whether it encourages or discourages more copies. Will reduce use of paper in the student labs. No plan to phase out desktop printers in faculty offices.

2. Student Success Initiatives Update: Mike Boyle and Vincent Windrow. Windrow provided an update on past 6 months. Tutoring initiative has enjoyed support. Needs improvement in system. Unclear what the system will look like in the fall other than being on the lower floor of the library. No longer calling it centralized tutoring, but rather coordinated system since pockets of tutoring will exist elsewhere on campus. Instead want to coordinate the training of tutors and special nights in the library. The web site is in place and enables students to search for tutoring services. Also features on-line tutoring opportunities. Students must be enrolled in at least one class to obtain on-line tutoring. Also an “ask Vinny” feature to help students, information on various resources, a faculty tab, etc. Not clear what the budget for tutoring will look like in the future.
Q: on-line tutoring. **A:** through smart-link. It is for students taking on-line courses.
Q: sign-up process for the fall. **A:** the process is not known yet. The hours will be noon-9:00pm. ITD is preparing the method for the tutors to log-in and this information will go to the departments.
Q: email asked us to think about blocks for next year. Yet we do not know yet what the tutors schedule will be until much later. What do you want from the department? **A:** A schedule from the

department to fit within the noon-9:00pm timeframe. Will send out a definite date. Need to know the specific schedule (times/days) and the courses.

Eventually, their office wants to handle the paperwork and the coordination. The budget is still controlled by the Provost, so we will continue to make requests through the Deans and the Provost.

Jump to agenda item on the Advising Roles and Responsibilities. Boyd noted that this is a general guideline and the details will be worked out by the Deans and the colleges. The hiring ads have yet to be created. Hopefully by tomorrow. Each college will modify the broad HR guidelines and each college will do the hiring. Training will be coordinated by Boyd's office. May take as much as a year to get everything, including the software, up and running and everyone trained to use it. Three different pieces of software. Not clear where we are on each. Each college is getting a certain number of advisors, based on size, and an advising manager. Any consensus among the deans on how to do this? No, it will vary. Constraints based on space issues.

Broad discussion on this issue following departure by Boyd and Windrow. Noted on the importance of decentralized advising within the departments. Discussion indicated broad support for advisors that are more familiar with programs. Mass Comm. already got 3 new advisors. Can't ignore the space issue. Quality of advising went up with additional advisors even though the advising workload did not go down. Good to have someone to go to.

Unclear about assessment of results. Nothing on the outline or draft on benchmarks.

3. Reports

- a. Approval of Minutes from March 24.
Move to approach by Smith; seconded by Cribb; unanimously approved.
- b. Update from Chairs Exec with Provost and Dean's Cabinet meetings. Presented on the report.
Question about P&T changes. No information to colleagues. Discussion within the senate executive committee, but not the full senate. Will go out to community. Unclear what the process for approval of these changes are. Not that the faculty senate has to approve/disapprove, yet they are consulted.

Summer pay issue. Perhaps need for changing the process of the summer semester.

- c. General Education Courses – update Upper Division forms to reflect current offerings
Sheila Otto asked that we reiterate the need to change upper division forms to reflect the new additions/changes.
- d. Faculty Senate – encourage faculty participation on standing committees. Senator from the department should have received email outlining participation of department members on standing committees.
- e. Admissions report. Why does MTSU not use the Common Application process? If you can tie the scholarships to the Common App., then it facilitates enrollment.

4. New Business

- a. Advising Roles and Responsibilities discussion – see agenda item #2 above.
- b. Elections for 2014-2015.

Two nominations – Steve Estes for Secretary; Steve Morris for vice chair. No other nominations from the floor. Move to close nominations approved. The two nominations were approved by voice vote.

AY 14-15 Chairs Council Meetings

Friday, August 15, 8:30am-11:30am, site tbd, continental breakfast begins at 8:30, Provost will be there at 9am to address the chairs. Other guests will provide beginning of the year updates

Regular Monthly meetings are at **3pm on Mondays, in the Suntrust Room**, which is now technologically updated.

The Provost has asked to attend every meeting to provide an update to the Chairs. He will present at 3pm on each meeting date – already on his calendar.

September 15

October 20

November 17

January 26

February 16

March 16

April 20