

September 23 – Chairs Council - Faculty Senate Chambers (3:00-4:30 PM)

Honors College – Dean Vile (rescheduled due to conflict) – *Note: Dean Vile thanks chairs for working with the Honors College to develop new courses and encourages more courses in areas such as Psychology and the natural sciences where seats are almost filled immediately. He also wishes to see other courses in areas like Music and Criminal Justice where there are limited offerings.*

Gen Ed Scheduling /Course Scheduling Trends Data – Watson Harris

Legal Issues – Heidi Zimmerman, University Legal Counsel

REPORTS (see below)

Review and Approval of Minutes from August 16, 2013 Meeting
Update from Dean's Cabinet and Provost meeting with Exec Council
Follow up on Information Requests by Chairs

NEW BUSINESS

Chairs web page access

<http://www.mtsu.edu/provost/chairsinfo>

username: chairscouncil password: retreat2013

Wait listing courses discussion

Improving reporting rates for attendance and alerts

Other?

9/4/2013 – Dean's Cabinet

1. Much of the agenda was focused on legal issues presented by Heidi Zimmerman. Since Heidi is also presenting to the Chairs Council on 9/23/2013, this report will not cover her agenda and topical issues.
2. The Provost discussed the need for chairs to be vigilant about producing objective and candid annual evaluations of faculty and that these must focus on the 3 areas: Teaching, Research & Creative Activity, and Service. Personality and Collegiality issues are not to be included unless in one of the above areas (for example, if the person's behavior obstructs the process or their effectiveness in these areas). Evaluations should document events / instances when appropriate and should be supported with statements of support or identify problem areas. *Follow-up note: The Provost will attend the November Chairs Council meeting and this will likely be an area of discussion.*
3. The Provost noted that several tenure-track position searches are underway. The expectation is that April will be the cut-off for on-campus interviews for these positions so contracts can be finalized in a timely manner.
4. Dr. Omachonu discussed the new web site (he is a member of the oversight committee in charge of its development) and particularly noted the issue of faculty credentials, as listed on the site. He indicated that SACS requires that faculty degrees must be noted as they are officially stamped on the individual's transcript. If there are concerns, please contact ITD for assistance in rectifying any issues.
5. Faye Johnson announced that MTSU had passed its SACS 5th year review and MTSU is fully accredited for 5 more years. She also noted that IE plans are due by September 30.

9/9/2013 – Chairs Exec Meeting with Provost

The Provost discussed three major items that Chairs should have on their agenda:

1. Student Success – and all this entails (effective instruction, advising, etc.)
2. Course redesign – this may become the next SACS QEP project; chairs should encourage this development and the importance of working as a team to develop approaches that are more conducive to student learning and engagement. This will also be an agenda item when the President and Provost attend the Chairs Council meeting in November.
3. Tutoring Center – \$250,000 is being dedicated to enhancement of tutoring to be located in the library and the “Learning Commons.”

Deficit – the Provost discussed the ~\$7M deficit and that obviously most of these funds would need to be recouped from Academic Affairs since that is where the majority of funding at the university resides. The anticipation is the impact of this will be felt next academic year, possibly through reduced demand for FTT faculty and/or through some tenure-track positions not being refilled when they become vacant.

9/18/2013 – Deans and Directors

1. Jeff Hoyt (IEPR) discussed with the Deans a mid-term survey that will be focused on retention. This will be completed with students who are also completing mandatory advising (new freshman) in an attempt to discover uses before they become too significant that students don't return in the following semester. More information will be forthcoming.
2. The Retention Dashboard – available through the IEPR web site was previewed. There are several new reports and chairs can log in using their FSA credentials. If additional reports are needed, contact IEPR. The Provost reiterated the President's statement that chairs (and others) should “know your numbers” with regards to retention and this is a helpful tool for knowing these. Jeff Hoyt will likely attend the November Chairs Council meeting to discuss this issue.
3. The Provost noted that it is acceptable for faculty to report either a grade or a narrative that describes the student's progress as part of the new mid-term grade process.

Follow up on Information Requests by Chairs

Dr. Beeby (History) asked that we look into the continuing usefulness of external reviews given the extensiveness of annual assessments we also conduct.

Per Faye Johnson (phone call w/Gibson on 8/28/2013): Program Reviews or Audits are required by TBR unless a program has achieved discipline-specific accreditation. She also noted the review/audit looks much more deeply into degree programs than what IE (SLOs and POs) does; they look at faculty (credentials, etc.), facilities (classrooms, labs, etc.), curriculum, budgets, and much more.