Members present: Marv Bouillon, Matt Casey, Winston Choi, Jay Dean, Jamye Foster, Cyndi Gaudet (IVN from Gulf Park), SherRhonda Gibbs, Ed Goshorn, Joe Griffitt (IVN from GCRL), Sara Jordan, Ann Marie Kinnell, Jerome Kolbo, John Meyer, Sandra Nichols, Lisa Nored Derek Patton, Ward Sayre, Jake Schaefer, Bernd Schroeder, Pat Sims (president), Lachel Story (president-elect), Andy Sung, Beth Tinnon, Teresa Welsh, and Tisha Zelner.

Guests: Douglas Masterson, Max Grivno, and Melanie Leuty.

Members absent: Stacy Reischman-Fletcher (secretary), Erich Connell, Scott Piland.

1.0 Call to Order

Pat Sims called the meeting to order at 1:00 p.m.

2.0 Guests

2.1 Douglas Masterson, Senior Associate Provost

For co-requisite courses, such as lecture plus lab, students have to enroll in both courses, but are able to drop one without dropping the other. The Registrar’s Office is working to resolve this issue. Instances where this occurs should be reported to Greg Pierce with cc to Douglas Masterson, including details such as student ID and course ID.

Course substitution form – If submitting course substitutions for a Degree Progress Report (DPR), keep transfer paperwork separate from substitution paperwork. Timeliness is important; substitutions should be completed before it’s time for the student to graduate.

Regarding permission to transfer a course in from another university, there was a request to create a feedback loop in the process so that the originating school director is notified of the outcome.

EvaluationKIT will be implemented this semester and linked to Digital Measures Activity Insight to replace the existing process for student evaluations of instruction. Students will complete course evaluations for spring 2020 through Canvas. Initially, the existing survey instrument from SOAR will be migrated to EvaluationKIT. In the future, maybe fall 2020, the university will form committee to create new evaluation instruments that could include variations for different schools or courses. The university has an unlimited license to EvaluationKIT, so it could be expanded to other types of survey work in the future. In response to a question, Dr. Masterson confirmed that EvaluationKIT should be able to continue to incentivize students by withholding early access to grades until the course evaluation has been completed. School directors will probably have access to export raw data without going through an intermediary in Institutional Research, but Dr. Masterson was unable to provide confirmation at this early stage of implementation process.
2.2 Max Grivno, chair of Academic Council 2019/20, and Melanie Leuty, chair of Academic Council GEC Committee 2019/20

Dr. Grivno and Dr. Leuty presented a PowerPoint slideshow describing Academic Council’s proposal for changing the General Education Curriculum (GEC) in response to a request from the Provost.

Following the presentation, there was a suggestion to add language to the GEC along the lines of, “or higher level course to substitute” instead of creating a long list of courses. In response to a question, Dr. Grivno confirmed that adding courses to the GEC will be initiated from the home unit. There was a recommendation to ensure that learning outcomes are incorporated into courses that are added to the GEC.

(The guests left at 1:46 p.m.)

3.0 Old Business
4.0 New Business
5.0 Discussion Items
5.1 Annual evaluation
5.1.1 Bridge year

It was reiterated that the period being evaluated during the bridge year will include spring 2019, fall 2019, and spring 2020.

Some directors expressed concern about faculty who are members of a Faculty Evaluation Committee performing work outside of the 9-month contract period.

5.1.2 Formative evaluation of pre-tenured faculty

It was clarified that this formative evaluation will occur not only for first-year faculty, but for all tenure-track faculty who have not yet undergone pre-tenure review. A similar formative evaluation was also recommended for teaching-track faculty who are eligible for promotion.

There was a question whether or not these formative evaluations should be written. It is at the discretion of each school director, but it may be advantageous to at least create some documentation that the formative evaluation occurred.

5.1.3 Annual evaluation process in Digital Measures

Dr. Sims and Dr. Story met with Allison Gillespie, Assistant Provost for Academic Affairs, on January 10th to begin creating an annual evaluation process in Digital Measures Activity Insight using the Workflow module. This will be similar to new promotion and tenure process. The final written evaluation of each faculty member will be housed in Digital Measures.

5.1.4 Training by Allison Gillespie in February

Allison Gillespie will be a guest speaker at the February meeting to provide training on use of Digital Measures.
Tangentially, concerns were expressed about processes for evaluation of teaching-track faculty, with particular concern about the relative size of salary increases for promotion in the teaching track as compared to the tenure track.

5.2 **Faculty Handbook Committee** – Ward Sayre

Refer to Dr. Sayre’s message sent to the Council of Directors’ mailing list on January 9, 2020, with the subject, “First vote items from Faculty Handbook Committee December meeting.”

The next Faculty Handbook Committee (FHC) meeting is at 3 p.m. today, immediately following this meeting.

Dr. Sayre reported that one oversight in the new Handbook and FHC bylaws is that because the seats weren’t being filled by Faculty Senate, there wasn’t a natural place for the librarians. That oversight is being changed.

5.3 **Staff Matters**

5.3.1 **Staff survey**

A pair of similar surveys will be distributed soon, one from Staff Council to staff and the other from Council of Directors to directors.

5.3.2 **Master calendar**

The administrative specialist for the School of Child and Family Sciences is working to create a master calendar with university deadlines relevant to schools. Once completed, this calendar can become the basis for school-specific calendars of important dates.

5.4 **Director training**

The membership expressed appreciation for the Crucial Conversations training provided by the Provost’s Office that occurred on December 18, 2019.

5.4.1 **Monday March 16th / alternate date?**

Following discussion of possible dates, the consensus was to try to schedule the next all-day training for directors on Monday, February 24, 2020, the day before Mardi Gras. This training might be held off campus, such as at the Lake Thoreau Environmental Center.

5.4.2 **Director needs**

Possible topics suggested for future director training included: making good budgetary decisions, evaluating staff, and legal issues in higher education.

5.4.3 **Small groups**

Dr. Sims and Dr. Story proposed hosting small group discussions in Starbucks. Groups could be formed based on shared challenges or shared experiences of the members. Topics of discussion could include
the GEC, communicating with faculty (e.g., how much information to share), and how to maintain scholarship while serving in the director’s role.

5.5 **New advisement processes**

The following points regarding new advisement processes were covered during Dr. Masterson’s remarks at the beginning of this meeting.

5.5.1 *Permission to transfer credit*

5.5.2 *Transfer credit evaluation*

5.5.3 *Request to Dr. Masterson*

5.6 **Overload policy**

One director suggested that in rare cases it would be good to have a formalized way to count single credit hour courses that really constitute more than the typical one credit hours’ worth of work. The example given was a faculty member on the Gulf Coast campus who is teaching five labs for five different courses. Another director offered that his school has statement in their workload policy to count labs as 1.5 hours. This information will be shared.

It was noted that the university’s faculty workload policy was updated September 6, 2019.

In response to a question, it was confirmed that teaching nine credit hours in a summer term is considered a full load and overloads are typically used to address, “unanticipated extenuating circumstances.” In response to a director’s question about how to justify routinely assigning overloads in the summer term, it was suggested that a memo to the provost should be sufficient.

5.7 **Delaware Data**

5.7.1 [https://www.usm.edu/institutional-research/institutional_data.php](https://www.usm.edu/institutional-research/institutional_data.php) (or [https://www.usm.edu/institutional-research/](https://www.usm.edu/institutional-research/) and click “institutional data”)

5.7.2 Click “Faculty and Staff Data Access.” Log in with SOAR credentials: w# and password (no @usm.edu)

5.7.3 Select “IR workgroups.”

5.7.4 Select “Delaware study.”

Scheduled classes per faculty member.
Research expenditures per faculty that are generated through grants.

5.8 **Southern Fund**

This fund is geared toward faculty development, e.g., hiring a consultant, team-building/working relationships/cohesiveness, especially for schools that are the result of mergers, etc.

6.0 **Upcoming Dates/Announcements**

6.1 Next CoD meeting: **Monday February 17, 1:00-3:00 p.m., OMH 102**
7.0 Good of the Order

*Students with mental health issues.*
There was a request for the university to develop protocols for faculty who need to provide assistance to students with mental health issues. These protocols should be developed in the interest of the student and for the protection of the faculty, including legal liability. Student Counseling Services are insufficient to meet all needs. Other directors called attention to the Psychology Clinic, Marriage and Family Therapy Clinic, and Moffitt Health to provide counseling services. One concern is if a student is repeatedly failing courses due to mental health issues, how long should we allow them to continue?

*Copy Services closing.*
Are there unintended consequences to the closing of Copy Services at the end of 2019? We used to get University Communications permission by printing through Copy Services. How will that work now?

*Academic Calendar for graduate students.*
Many dates on the Academic Calendar no longer apply to graduate students, such as late applications for graduation. There was a recommendation to create separate academic calendars for graduate and undergraduate students. Dr. Sayre offered to take this concern to Graduate Council.

*Faculty hiring process.*
Hiring faculty takes too long. The whole process stops if Provost and/or VPR are unavailable. Couldn’t this be triaged in some way? Anything we can do to expedite the timeline. Candidates already have approved qualifications and schools already have approved salaries, so why do we need to wait for approval again. Issue of efficiency and cost-saving. Because we tend to offer less competitive packages than other universities, hiring decisions need to be executed promptly.

8.0 Adjourn

The meeting adjourned at 2:49 p.m.

Respectfully submitted, Tisha Zelner.