Department Heads Council Executive Committee

Minutes 03/04/14

Executive Committee Members in attendance: Kevin Carlson, Greg Daniel, Robert Denton, Joe Eska (chair), Beth Grabau, Steve McMullin, James Tanko, Brenda Winkel, Rapporteur: Ashley Wood

Vice Provost Jack Finney

Guests: Richard Benson, Lay Nam Chang, Joan Hirt, Robert Sumichrast, Paul Winistorfer

Part I. Meeting with Vice Provost Jack Finney:

1. **Welcome.** Chairs of the Department Head Council welcomed committee members and guests to the meeting. The next forum is on March 17, 2014 and will host the Deans of each college.

2. **Provost’s Update.** Dr. Finney updated the council on the budget as per the University Council meeting. Senior administration is confident higher education will receive some state funding, but did not discuss the merit process. Senior administration sent out revised dual career guidelines to the listserv for feedback. We are interested in finding long-term solutions for dual career positions and welcome feedback from the listserv members. Dr. McNamee is in Washington interviewing candidates for the Dean of the College of Liberal Arts and Human Sciences.

3. **Question.** When we discuss the hiring season, are there situations unique enough for senior administration to assist? If we take base funding and move it into a targeted funding pool, that takes away from funding for strategic initiatives. We’ve moved away from target of opportunity hires and toward hires that advance the strategic plan.

4. **Question.** Would there be a reallocation of FTEs on a yearly basis? There should not be anyone who has money and not a FTE. This is true of essentially every college as, if they have funding, senior administration can get them an FTE. All we have ever given up over the year has been money, not FTEs.

5. **Question.** What about staff FTEs? That is more tightly controlled by the state. Under restructuring, we could probably rewrite university policy associated with staff FTEs.

6. **Question Doesn’t money follow students? You would think intuitively it does, but it doesn’t.** We do not have a R(esponsibility) C(entered) M(anagement) model and we have avoided going toward that model. What senior administration does is work with the Deans on hiring plans. There have been shifts within the previous years that reflect shifts in demands. Regarding staff positions, there haven’t been any reallocation of positions and some losses.

7. **Comment.** We have so many different positions that we need. We wonder if we need someone overseeing a greenhouse when we are struggling to cover our information technology needs. It’s doable, but it’s a difficult process. The other route to opening up staff positions would be to create AP faculty positions that were professional/administrative at a departmental level and move your high performing staff into those positions and hire new staff members to fill the other positions.

8. **Comment.** When we’ve done that, we’ve lost the staff positions.

9. **Question.** How are things going with the timeclock? Senior administration has been able to delegate that.
10. **Comment.** I’m worried that it’s eating up my faculty members’ time. The worst thing about it, in my opinion, is that you have to go in for each shift. You aren’t able to say “approve all”. If you have an improvement in the software, it would help a lot.

11. **Comment.** We’ve centralized it to a staff member and they manage it internally. It has worked for our department, but may not work for others who have faculty members who have 10 plus students. We could invite someone here to discuss the program or how it can be improved. I am not sure if it’s controller or payroll, but we could invite someone here to talk about that. Our last meeting of the year does not have a guest set up, but we can try to invite someone.

12. **Question** What about student evaluations? We actively worked to raise our percentage by having students bring their laptops to class and evaluate faculty members. While this takes away from the spirit of student evaluation, the response rate grew substantially.

13. **Question** How much of a bump did you get? Over 60%, but again you have our faculty in the room. However, we are less concerned about having the faculty member in the room because nobody collects a sheet of paper anymore and we have students close their computers at the end of the evaluation.

**Part II. Meeting with the Deans**

14. **Dean Update.** The council chair introduced the Deans and indicated that today’s discussion focuses on preparation for the March 17th forum. The committee will talk about our concerns and the kinds of things you might hear from department heads at large. During the last Dean forum, each Dean had a topic that he or she presented associated with a specific theme. One of the things that department heads would like to discuss would be the ability of the deans to encourage collaboration between colleges. Specifically, each dean should spend five minutes talking about their college, interesting things happening within their college, and one or two examples of collaboration between colleges and/or research institutes. The format will include each Dean speaking for five minutes, questions previously submitted by department heads, and open forum for additional conversation.

15. **Comment.** As a new department head, it would be interesting to see what the dean views as the key strategic direction they see the college moving in during the course of the next few years. This may be helpful in showing the diversity and ability for collaboration between colleges.

16. **Dean Update Continued.** Questions that are likely to come up will include: (a) implementing the strategic plan at the college level, (b) ideas of change with regard to the arrival of President Sands, (c) staff positions, (d) qualities of a successful department head, (d) qualities of a successful dean, and (e) dual career hiring collaboration across the colleges.

17. **Adjournment.** There being no further open business, the Department Head Council Executive Committee adjourned at 9:03am and entered closed session.