Minutes
Executive Committee of the Department Heads Council
325 Burruss Hall
8-9:30am
September 3, 2013

Attending: Joe Eska (co-chair), Mary Leigh Wolfe (co-chair), Kevin Concannon, Bob Denton, Beth Grabau, Steve McMullin, Eric Paterson, Richard Perdue, Jim Tanko, Tom Thompson, Brenda Winkel, Provost Mark McNamee, Vice Provost Jack Finney

Rapporteur: Katie Snead

1. Welcome: The Co-Chairs welcomed attending executive committee members and described planned structure of meetings – 30 minutes at the start for the provost, 30 minutes with the guest, and 30 minutes reserved at end for committee discussion.

2. Provost’s Introduction: The department heads council was put in place to increase communication between the Provost and department heads. Provided a place for department heads and Provost to discuss strategies for moving plans forward as well as a place for Provost to gather information. An example cited from the past was the shift of a portion of CNS charges from departments to students.

3. Provost Announcement: Open forum for faculty on Friday, September 6th, with the Presidential search committee at 9 a.m. in Haymarket Theater.
   a. Comment: Faculty attendance at first open forum was low. In general faculty feel in “the dark” in regards to the search and profile for the Presidential search, especially in regards to the corporate model by which the search firm is working. Possible reasons for low attendance discussed: Open forum is early, 9 am, it is a prime teaching time, the first open forum overlapped with information session on Translational Biology and Medicine PhD program. Hope to see an increase in attendance at this next meeting.

4. Provost Update: The Provost’s Office is looking forward to moving forward with the new Vice Provost Team. Dr. Rachel Holloway is slated to start the week of September 9th. The reorganization of Learning Technologies and IDDL as TLOS (Technology enhanced learning online strategies) was announced.

5. Update regarding COACHE Survey: The results are summarized and available at provost.vt.edu→ faculty affairs → coache link. Deans will be providing college level data to the departments. The Provost has given an assignment to deans to pick three areas in their college
where changes may be introduced to improve or address problems to be reported back in the next year.

In general, results are suggesting associate professors are looking for more feedback. Associate professors appeared in the “least” column most often. Would like to break the report down between associate professors that have been in their position for a long versus short time. Still determining the right cut. Provost invested in mentoring program for all new tenure track employees. Trying to figure out some program that would serve associate professors. What kind of support could be provided to associate professors? Have to target funds so that a program would be successful.

6. **Update on Faculty Research Incentive Program results**: Fifty-two faculty signed up to participate. Four have hit the mark thus far. Application for current fiscal year will go out this week (if on time, due October 1st).

7. **Update on New Academic Leader series**: got off to a good start. There will be sessions in September, October, and November. The spring is TBD but will likely open it up to department heads.

8. **Update on New Faculty Welcome**: The welcome day was changed and updated for this year. In general new faculty and staff like learning about the university. The New Faculty Welcome was composed of film presentations, discussions and individualized breakout sessions and welcome delivered by President and Provost.