Department Heads Council Executive Committee

Minutes 05/06/2014

Executive Committee Members in attendance: Joe Eska (co-chair), Mary Leigh Wolfe (co-chair), Jim Tanko, Brenda Winkel, Eric Paterson, Anne Khademian, Robert Denton, Greg Daniel, Kevin Concannon, Tom Thompson, Kevin Carlson, Janaki Alavalapati, Beth Grabau, Steve McMullin, Richard Perdue

Rapporteur: Katie Snead

Vice Provost Jack Finney

Guests: Wendell Vest, Associate Controller, Accounting; Leisa Shelor, Payroll Manager; Ken Miller, Controller, Dr. Timothy Sands, Incoming President of Virginia Tech

Part I. Meeting with Vice Provost Jack Finney

1. Faculty Merit Process to start July 1
   a. FACSAL will be open for about six weeks.
   b. Once open, no opportunity for faculty salary changes until closed.
   c. Everything slated for August 10 will be processed.

2. Discussion of class and lab fees
   a. Every department has a different policy
   b. Certain programs have fees, other colleges have class and lab fees.

3. Summer School
   a. Projections for summer school enrollment - down about 500 students compared to this same time last year
   b. Two proposals for short sessions
      i. Potential for short session starting August 1.
      ii. Not certain that this would be attractive to students
   c. Have there been analyses done on the success of Winter Session?
      i. Under study
      ii. Did winter session affect summer session?
      iii. There were 1000 plus students in winter session which could be part of the summer pool.
   d. Summer offerings are largely online.
   e. Summer academy grew this year. Participating in summer academy associated with participating in winter session. Not sure if participation in summer academy associated with participation in summer school.

4. Online Courses
   a. TLOS very helpful in building the online course.
   b. Out-of-state students still have to pay out-of-state tuition.
      i. Huge competition with prices.
   c. Board to discuss and approve online tuition in June.
   d. Tuition based on true costs for teaching online course.
1. Same number for in-state and out-of-state students (tuition will go up for in-state and down for out-of-state).

5. Dean of CLAHS
   a. Dr. Elizabeth Spiller has accepted offer.

6. SPOT Surveys
   a. Low percentage of students filling out SPOTs (25%)
   b. Pilot for moving the survey online had 75% participation.
   c. SPOT Teaching evaluations included in P&T packets have little meaning.

Part II. Meeting with Dr. Timothy Sands

1. Introductions

2. Dr. Sands’ view of Virginia Tech
   a. A lot of things are going really well.
      a. Very open minded. Trajectory of institution is good. Disciplines working together very positively.
      b. National Capital Region is asset.
         i. Challenges with housing and distance.
   b. There are a few obstacles to be addressed.
      a. More can be done with regard to creating a more diverse population here at Virginia Tech.
      b. Can see a lot has been accomplished with regard to inclusion, but the numbers don’t show it.
      c. Seems to be a resource issue. Aspirations at Virginia Tech are high, but funding paths are not clear.
   c. The alumni network is huge and should be tapped.
   d. Met with student leaders
      a. Very impressed with the students.
   e. Using summer and fall to learn more about the institution.
      a. Really want to know more about what others feel are university issues.

3. Department Heads’ view of Virginia Tech
   a. Need a clear vision for expanding online education.
   b. Want to increase participation in study abroad and exchange programs
      i. Cost issue
   c. Reduced federal funding of research
      i. Tangible increase in faculty stress levels.
      ii. ICTAS provides special funds for interdisciplinary research activity. They have done a good job at finding and utilizing funding.
   d. Faculty need to be protected as the institution makes changes. Work should not be pushed down to faculty.
   e. Academic departments would like to be involved in institutional decisions.
i. Opportunities to have a voice and be aware of the decision making processes welcomed.

f. P&T process seems to work well. Process has appreciation for interdisciplinary work.

g. Virginia Tech recruits great junior faculty.
   i. But they get here and we load them up
   ii. Expectations for research and publications and teaching loads are high.
   iii. Tend to lose a lot because we can’t find ways to support them.
       1. Competition with other institutions has increased.
       2. We do very little hiring at associate and full level.
   iv. Salary is often a limitation.
   v. We don’t have tuition remission for faculty children, which restricts recruitment.

Part III. Meeting with Controller’s Office

1. TimeClock Plus –
   a. System was chosen because seven (non-academic) departments already using it (and those seven departments make up over 60% of the wage workers on campus)
      i. Those departments were happy with system.
   b. Problems when employees work in two or more departments.
      i. Working on making sure the employee can get paid for their approved hours, even if only one department has approved his/her hours.
   c. Employees can’t correct their own missed punches.
      i. Looking at changing this with the vendor. No resolution yet. It was designed as a control.
   d. Not all departments have the same “work” culture.
      i. Dining services and academic departments are fundamentally different.
      ii. May be best to move from punch system to electronic time sheet, which would act as a replica of the older paper version.
      iii. Stipend may be an option for some undergraduate research student positions.
   e. Time to approve hours limited
      i. Working to add more time for supervisors to approve hours.
   f. Speed of processing
      i. A second server has been added to increase loading speed on the TimeClock Plus website.