

Council of Chairs  
Feb. 3, 2015

Present: Sandy Huguenin, Amelia Harris, Robin Benke, David Klocek, Kathy Still, Jewell Worley, Tabitha Smith, Bryan Hoyt, Tom Costa, Rachel Tighe (for Amy Clark), Margie Tucker, Alex Edwards, David Kendall, Jeff Cantrell, John Mark Adrian, Suzanne Adams-Ramsey

Absent: Cathie Collins

Jewell Worley and Tabitha Smith gave an update on Title IX and the sexual misconduct policy.

- The Office of Compliance and Conduct was created last fall to comply with federal mandates, with Ms. Worley serving as associate vice chancellor. Stephanie Shell is the Clery Compliance and Student Conduct Administrator, and Tabitha Smith is the Title IX Coordinator and Director of Compliance Programming. Ms. Smith will continue to serve as a personal counselor in the office of Student Development on a part-time basis.
- This unit also houses the Threat Assessment Team.
- The position of Dean of Students is currently vacant; student conduct was at least 50 percent of that position. Rusty Necessary oversees the office of Student Life.
- Asked about the difference in Title IX and other forms of harassment, Ms. Smith replied that complaints related to sexual misconduct are covered under Title IX and reported to her. Other forms of harassment are handled through Human Resources and should be reported to Stephanie Perry. Title IX covers all employees, as well as students.
- Policies and other information may be found on the Compliance and Conduct web site at [www.uvawise.edu/compliance](http://www.uvawise.edu/compliance).

Kathy Still sought recommendations on the best way to encourage faculty to let her office know of their accomplishments, so she may publicize them. It was agreed she would create a form they could submit online. Ms. Still encouraged the group to visit the College's main web page for news about faculty and students. This page should be set as the default home page in order to see all announcements and news.

Tom Costa, chair of the QEP Committee, asked that faculty send him papers from juniors and seniors. The QEP Committee will take student papers at all skill levels and use a rubric to create a benchmark on student writing. Names and grades may be removed or blacked out, and they will accept papers in any format (electronic or hard copy). Papers should be from upper level courses offered in 2013-14 and 2014-15.

Rachel Tighe shared an overview of the program review recently completed by the Department of Communication Studies. She noted it was particularly helpful for all department faculty to participate in a brainstorming session led by an objective facilitator outside the department, and to have someone record notes. This frees up the faculty to share ideas and talk through the process. Following this workshop the Chair, Amy Clark, obtained needed data from the office of Institutional Research and produced a draft. The faculty then reviewed the draft and offered input for the final document. Mr. Huguenin praised the report, saying he was impressed with the department's vision and goals.

Mr. Huguenin asked the group what they thought of devoting a day to work through this process, perhaps during the week in August reserved for faculty workshops. He will provide trained facilitators and note-takers for each department. They would leave the workshop with a template, which someone else would enter into WEAVE. All agreed that this is a good idea.

Mr. Huguenin noted the need for full-time academic faculty to teach freshman seminar sections this fall and asked for volunteers. Student mentors will continue to assist the instructors. A one-day training will be held the Monday following Commencement (May 11). The seminar could be linked to a class, for example a section on French culture for students enrolled in FRE 1010. There will also be general humanities sections. All seminars will include critical reading and writing, and academic skills such as studying, taking notes, and using the library.