

Council of Chairs
Aug. 13, 2013

Present: Cathie Collins, John Adrian, Tom Costa, Robin Benke, Jeff Cantrell, Sandy Huguenin, Amelia Harris, Donna Henry, Rachel Tighe, David Kendall, Suzanne Adams-Ramsey, Margie Tucker, Bryan Hoyt

Absent: Alex Edwards

Funding for the Faculty Development Committee has been increased and is not restricted to travel. A faculty member may request reimbursement to accompany a student who is presenting at an undergraduate research conference. Faculty are no longer required to present at a conference to receive money; up to \$750 per conference to faculty who are not presenting and up to \$1250 for those who are. Faculty may request additional funding and should apply through their Department Chair.

A new fund is available for academic enrichment travel, such as a geology field trip, visit to a museum or Shakespeare performance. The activity must be value-added, and details for applying will be provided at a later date.

Three endowed professorships have been funded: in nursing, biology and business. It is hoped this will make it possible to hire senior faculty who will elevate a program. An offer has been extended to a candidate in Communication Studies.

The College is looking at ways to increase salary for adjunct instructors.

Summer College salaries will increase next year, and may go up to \$3500 for a three-credit course. A schedule will be created based on students' needs. Departments should determine what courses should be offered that will attract a minimum enrollment of 10-12 students, and will facilitate progress in a program or major. A wait-list for summer classes was discussed, and requiring students to pay tuition three days before the class begins. Adding a summer class late is problematic due to the fast pace of summer courses.

Asked about creating a four-year course schedule, several responded that faculty retention is an issue. Departments can easily produce a four-year plan, but have no assurance that faculty will still be here to teach the courses. It is difficult to recruit and retain faculty in a rural, isolated area. Other issues are the distance traveled for health care, and the lack of child care facilities. Chancellor Henry said the College is exploring solutions for child care.

Mr. Huguenin asked the Chairs to write a one-page academic plan for their departments and include what would be needed to earn accreditation in their disciplines. The accreditation process could be very instructive and give them leverage in seeking additional resources and positions.

Departments and their Chairs were asked to write the definition of undergraduate research for their disciplines, to be given to the Academic Dean by the end of September.

It was noted that the Institutional Review Board needs to meet on a regular basis, including during the summer.

The semester's first faculty social will be held Friday, Aug. 30, and will celebrate the 2013 class of nursing students who had a 100 percent pass rate on their board exam.

Chancellor Henry invited comments on whatever the group wanted to discuss.

- Could construction workers be asked not to park on the sidewalks, forcing people to walk in the mud to get around them? Maintenance vehicles do this as well.
- Flower beds are full of weeds and need attention.
- The grounds look worse than they ever have, and it isn't all due to the construction. The chancellor noted she is working with Sim on this issue.
- The condition of Darden Hall is shocking.
- The data projector does not work in at least three classrooms in Zehmer Hall.
- Someone should be appointed to make a walking tour of the campus and academic buildings and take notes.

Higher education is still trying to define the 29-hour work week for adjuncts. If it is 29 hours per agency, we could share adjuncts with MECC and Pikeville College.

The cost of pre-med test preparation courses can be prohibitive for our students. The Undergraduate Research Committee now has funds to pay up to 80 percent of the cost for a student to take a course. Students should apply to the URC no later than October 1. Requests should be addressed to the URC in care of the Academic Dean. At least one recommendation from a UVa-Wise faculty member must accompany the request. The student has up to one year to use the money for a test prep course.

The College has requested funding from the legislature to develop an academy for area high school students. A group of high school juniors and seniors would take college classes as a group, and live on campus. Four faculty and one recruiter would be hired. The faculty would teach two classes for the academy and two for the College. The application process would be competitive; there would be no spaces slotted for children of faculty members. These classes would not count as dual enrollment but would be for college credit.

SACS requires that all adjuncts receive teaching evaluations, as well as any administrative and professional faculty who teach. These evaluations are needed for academic years 2011-12, 2012-13 and 2013-14.

Mr. Huguenin will send an instrument for evaluating Department Chairs to the Chairs for review.

SACS will review faculty personnel files. Before next spring, Department Chairs need to make sure their faculty files, including adjuncts, all contain official transcripts and three letters of recommendation. All faculty must hold a graduate degree in their subject, or a graduate degree plus 18 credit hours in their field. Faculty who have neither must be justified; speak with the Academic Dean for assistance. Contact Darlene Moore to arrange to review the files.

Our SACS report is due in March 2015. The QEP is due six weeks before the on-site visit in fall of 2015.

At the next meeting Mr. Huguenin will have feedback regarding each department's assessment reporting. Most are complete other than closing the loop.

Fall Convocation will move to the Prior Center; all students and employees are invited to march in the processional.

Commencement will be one week earlier, on May 10. Grades are due May 14. Plans for the awards ceremonies are under discussion.

Chancellor Henry's inauguration is set for April 22.