

**March 25, 2004**  
**Leadership Team Minutes**

**Present:** Ron Cervero, Diane Cooper, Bill Wraga, Randy Kamphaus, Penny Oldfather representing Lauria Hart, Kirk Cureton, Mark Wilson, Rob Branch, Joel Taxel, Pat Wilson, Cliff Smith, Paul. Schempp, Linda Labbo, John Dattilo, Katheleen deMarris, Ron Butchart, Cecil Fore representing John Langone, Jeri Benson, Bill Stauff, Cheri Hoy, Kent Gustafson, Dorothy White, Faculty Senate Representative.

**Absent:** Louis Castenell

Cheri Hoy called the meeting to order. The first topic that was discussed was the request of Open Records. The AJC requested copies of syllabi and final examinations. The State Attorney General has said these are subject to the Open Record Act and we must supply them. Another item that is subject to the Act are email and cell phone records (if the bill is paid by a UGA account).

**Revised Summer Budget Forms – Bill Stauff**

Bill passed out the Faculty Payment Worksheet that is being used by the Business Office. You can find this form on the Business Office's website. The due date is Tuesday, March 30 for Summer 2004 – state funded monies request.

**Administrative Compensation Update – Cheri Hoy**

Dr. Hoy said there is not a new draft at this time. The Faculty Senate discussed the draft at their meeting on March 1. The Committee will meet again April 7 to make final revisions to the draft. The Senate Committee members are: Richard Hayes, Jim McLaughlin, Helen Hall, and Roy Martin. If you have questions or concerns talk with your Senators so they can voice their concerns at the next Faculty Senate meeting. **This item will be placed on next month's agenda for LT review and comments.**

**Revised COE Mission, Vision, Conceptual Framework – Cheri Hoy**

The Mission, Vision, and Conceptual Framework handout was distributed with changes from the last meeting. After some discussion and minor changes the Leadership Team voted to accept these statements as amended in the meeting. **The revised Mission, Vision, and Conceptual Framework will be shared with all faculty.**

**Process for Department Name Changes – Cheri Hoy**

Dr. Hoy distributed 2 handouts: Procedures for Changing Names of Majors, Departments, School/College and General Procedures for undissolution of Academic Units. These are from the Academic Affairs Policy at UGA. Dr. Hoy explained each form and how her office would be helping to streamline completing these forms for

the 6 new departments that have merged. **Each department head (within the new departments) will need to write a letter of dissolution which includes a faculty vote (according to the guidelines) and send that letter to Carolyn Taylor in G-4 Aderhold by April 20<sup>th</sup>. Carolyn Taylor is developing the name change form for each department and will send it to the department head for review.**

The Office of Academic Affairs will assemble the packets and make sure all information is included. The Dean will write a cover letter to accompany these packets and then they will be sent to the COE Curriculum Committee for their last meeting of the year. If you are changing the names of your degree program/s please let Dr. Hoy's office know as soon as possible. There will be additional materials needed for this process.

#### **Personnel Needs for FY05 – Jeri Benson & Bill Stauff**

Dr. Benson asked that each department inform the Cabinet what their instructional needs are and their costs for FY05. An example of a chart that includes Type of Instructional Personnel, Courses to be Taught, and Cost was in the handout distributed. **This is due to Dr. Benson by April 30, 2004.**

Questions were asked about the number of graduate assistants and department heads were told that it would be the same number of state funded GAs as last year minus the anticipated cuts as discussed earlier in budget meetings.

Staff Support needs were also discussed. Bill Stauff distributed a Proposed Organizational Model for New Departments. This model allows for expansion or contraction of positions depending on the size, need, and complexity of the new departments. All new departments will have at least an Office Manager and Financial person, which will be posted within the college. This will allow anyone within the College to make an application. The new departments will have a committee to review the applications and forward their recommendation to the new department head. The new departments heads will make the final decision on who is hired for their unit. The new departments should let Bill Stauff know what their staffing needs are beyond the office manager and financial position for next year. **This is also due by April 30, 2004.**

Dr. Cooper distributed the memo from the interim SRG (Staff Representative Group) Committee. Some of the questions had already been discussed.

Several members asked that all processes of hiring staff and any other information be posted or sent out. The minutes from the office managers and business office meetings should include more detail about the approved COE process. Bill and Jeri will look at the minutes each time to see if they are reflecting what is taking place

in the college. It was suggested that the personnel request for the new departments be made public.

The Dean's office will put together the time line for getting jobs approved, jobs posted, and application deadline for the office manager and financial position for the new departments.

### **Revised "Changing Role and Desired Characteristics of Department Heads" – Kent Gustafson**

Kent Gustafson distributed the revised role of department heads. Desired General Characteristics of all COE Department Heads were also distributed. These are characteristics that the Dean will be looking for in the new department heads. **These should be shared with all faculty members in your unit.**

### **Process for Identifying COE Department Heads – Kent Gustafson**

This handout explains the process for applying for the department head position. Faculty and staff will vote by secret ballot on the acceptability of each of the applicants. All names with the votes will be sent to the Dean. The Dean and his Cabinet will interview all applicants. The recommendation will be sent to the Provost and President for consideration. A member of the Implementation Team will be present when the voting takes place. The Leadership Team voted to accept this process. **These should be shared with all faculty members in your unit.**

### **Proposed Outline for Department By-Law Structure – Kent Gustafson**

This handout is just to provide departmental faculty with a list of what some departments have in their by-laws. Once departments are merged should starting working on these. It will probably be Fall before departments complete this task. Kent has some examples of by-laws from other department in and out of the college. **These should be shared with all faculty members in your unit.**

### **Procedure for Faculty Making Application to Change Departments Following Reorganization – Kent Gustafson**

Faculty in merging departments are not changing departments, therefore they do not need to make application. There may be some faculty who will want to move from one department to one of the other new units. This handout outlines the procedures for making that application. This is being viewed as a one-time procedure in the college. Although it is consistent with the process outlined by Faculty Affairs for any such move on campus, department heads felt that it was good to have an explicit policy like the one going forward, beyond the reorganization, so that faculty know what options exist. There was some discussion as to what happens to the department that the individual leaves as far as faculty lines and monies. The receiving department must vote on whether to accept this person in their unit. Others thought that the department losing the faculty should also vote while others felt this was not appropriate. All votes are advisory to the

Dean. Joint appointments were also discussed as possibilities. This document will go to the Faculty Senate for consideration. **These should be shared with all faculty members in your units.**

### **Dean's Council Update – Jeri Benson**

Jeri Benson attended the Dean's meeting because the Dean was out of town attending state educator meeting. The topics discussed were:

- 2% raises – no decision had been made as to when the raises would be effective. The cap on raises had not been decided either.
- The tuition increases will cover any other cuts for this year.
- The 5% cut for next year was discussed. Dr. Mace thinks the BOR will intervene and the 2-year colleges may get more funds for positions thus cutting funds to Research I institutions.

### **Information Items:**

1. The new P&T proposed guidelines were discussed briefly. Pat Wilson will be sending information about the link and some of the major changes to the new guidelines.
2. Karen Watkins distributed copies of the booklet that has the COE AERA Conference Participants listed. Copies are available through Julie Sartor for faculty and students.
3. Karen Watkins also announced that Dr. Mace had approved the search for the Endowed Chair for Goizueta and agreed to fund the position as a senior level.
4. Additional Leadership Team Meetings were added:

May 27, 2004  
June 24, 2004

**NEXT Meeting:** April 8, 2004 in G-23 Aderhold Hall