Minutes
COAH Chair’s Meeting
June 4, 2014
Prepared by Clint Samples

- Attendees: Randy Hendricks, Clint Samples, Kevin Shunn, Kevin Hibbard, Steve Goodson, Denise Overfield, Pauline Gagnon, Mark Tietjen, David Newton
- Minutes approved from April
- Debra MacComb QEP Update:
  - Issues:
    - We (COAH) need to decide how to assess Area C for the new QEP.
    - There is no single course in Area C that all students have to go through.
    - First decision: All in C1 or all in C2 or all of C?
    - Not sure foreign language is a good fit
    - An Area C common rubric will be created similar to the one used to assess Engl 1102
    - QEP Target: "Write in standard English". We (COAH) could keep this for C1 or C2.
    - Target can change by department or college.
    - Most classes (in area C) have writing of some sort—no need to add additional assignments to assess
    - II and III in the rubric could be good for specific discipline targets
  - Concerns:
    - Concern for large classes (Kevin H.)
    - Do humanities lend themselves to writing more so than the arts? (Randy)
    - Workload concerns especially for part time-limited term faculty
    - Writing center will be there for support. Recommended to provide the writing center with copies of assignments and what the targets are.
    - Writing Center can come to talk to instructors about learning outcomes.
    - David Newton- USG Core—no writing recommendations listed.
    - Debra MacComb—Are students getting the opportunity to write and are they getting feedback?
    - Pauline—Online courses, would this work? Debra-Possibly, but discussion sessions would have to be modified. Could work because of prompt.
    - Talk to students about rubric prior to grading.
  - QEP will be institutionalized in Fall 2015.
  - QEP data will be reported with SACS data in 2015.
  - Only gathering baseline data for Fall 2014—this will not be entered with SACS.
- QEP is every semester. Could it be yearly and more logical to do in Spring? (Debra to clarify with Cathi Jenks)
- In 2015, there will be attention paid to one brief assignment (midterm question/journal entry) and pre/post assessment to give students the opportunity to improve over the course of the semester.
- Randy-Adapt what we are already doing rather than creating new things.
- Denise—Regarding a test question: This is the one question on this test that will be used for QEP grade.
- Language in the SACS assessment is same as QEP.
- Kevin Shunn: Question on exam or assignment—will the same be given at the end of the semester for consistency?
- Debra MacComb--Grades should be aimed at items on rubric—not the content of the assignment. Question does not need to be identical.
- English—Provide examples of student writing.
- New Area C rubric—All of C1 is overkill. Area C2 involves another college. XIDS could be problematic.
- Decision by chairs to focus on C1. Learn and revise as needed.

- **COAH Strategic Plan:**
  - to be reviewed at August COAH meeting and August leadership retreat if possible.

- **Survey Rollouts:**
  - Bring survey rollout and action plan for possible presentation at August leadership retreat.
  - No pressure but not good to talk to faculty until Aug. 23rd when school resumes.
  - Begin talking and get feedback.
  - Randy:
    - Chairs should begin with email to department faculty.
    - Modest action plan for first year.
    - Make faculty feel engaged.
    - Begin conversations.
    - What can we do with our budgets to help faculty?
    - Randy to meet individually to discuss evaluations.

- **Equity Merit Raises**
  - No info on merit increases yet.
  - Can’t do “across the board”.
  - Pool money to go towards lines being vacated.
  - Money may be used to help with retention.

- **Other Business**
  - Barriers Team/Denise
    - Leave Issues (two possibilities):
      - Bank of retirees that can be hired temporarily
      - Create a pool of money and compensate faculty member helping with extra workload.
• Extended sick leave for faculty is difficult to track because it’s done manually while staff is easier because they are tracked electronically.

○ Transient Forms:
  • Sounds unnecessary for chairs to sign and seems like a registrar requirement. Denise to consult Myrna for clarification.
  • Signature on transient form does not have to be automatic. Understandable if a student lives hours away but not if the school is 2 miles up the road. (UWG/WGTC as example)

○ End of Year Spending:
  • Upgrades in Music, Theatre after sweep of funds.
  • Purchase of a printer for Ceramics.
  • Truck for COAH/Theater
  • Upgrades to TLC 1201 and old auditorium project.

○ Holiday Schedule
  • Hardship for some departments.
  • UWG will close Christmas week to help alleviate staff from having to use vacation days during this time.

○ New lines/COAH Strategic Plan
  • What do departments want to do? Think strategically about how to use new lines.
  • Crunch for seats—not going to meet targets for core sections.
  • Two goals:
    • Faculty to meet core requirements
    • Talk to faculty—where to grow?

○ David Newton—Office space needs.

○ Reminder to discuss Austin Peay visit-School of the Arts visit

○ Chair contracts:
  • Drafts of chair contracts going to 12 months.
  • Looks good in most cases.
  • Possible classes in the summer—concerns about taking a class away from other faculty if chairs are required to teach.
  • More of a need for chairs to be administrators not teachers.