COLLEGE OF LIBERAL ARTS
DEPARTMENT HEADS MEETING
January 30, 2012
2:00 p.m. in Solms 106

Present: Laura Barrett, Mark Finlay, Zaphon Wilson, Tom Cato, Michael Price, David Wheeler, and Yassi Saadatmand.

AGENDA:

1. College of Liberal Arts Summer 2012 research stipends

The group updated Dr. Barrett regarding their individual department's process of awarding their allotted summer research stipends. The group discussed what would be the best way to spend the remaining $5,500, suggesting that the money should be used to fund four or five student research assistants.

2. End-of-year luncheon for CLA faculty and staff

In late March or early April the college will hold an end-of-year luncheon for all faculty and staff. During the luncheon, each department head will report on faculty and student successes.

3. End-of-year spending

Dr. Barrett asked the group to send her an email with their request for funding for departmental needs.

4. USA Adult Learning Consortium: Criminal Justice certificate

The Criminal Justice certificate passed the College Curriculum Committee but will be sent back with a change in the credit hours needed to obtain the certification. The certificate will be changed to a 30 credit certificate rather than 18. The additional hours will increase the core component to the certificate. Armstrong is working with Columbus State University to offer the core classes online. All of the 30 credits can be obtained online. Columbus State University offers the complete core online.

The group discussed the development of online courses at Armstrong. The group suggested that a semester-long workshop be created to teach professors how to create an online course. The outcome of the workshop would be a functional online course and the professor would receive a course release.

5. Interim Director of Liberal Studies: Dr. Jack Simmons

Dr. Jack Simmons will be the Interim Director of the Liberal Studies program. His primary function will be to work on the program reviews for the Liberal Arts Bachelors and Associate degrees.

6. Savannah Book Festival

Melissa Fay Greene will be on campus on Friday, February 17 at noon to give a lecture on "Capturing Georgia History: Incredible True Tales are all Around Us."
Twenty students for Armstrong will have the opportunity to meet with Stephen King. An essay contest will decide the twenty students.

7. MALPS replacement: Mark

Dr. Finlay circulated the Substantive Change/Program Modification form that will be submitted to the Board of Regents once it passes the Graduate Affairs committee. If Approved, The Master of Arts in Liberal and Professional Studies will become the Master of Arts in Professional Communications and Leadership.

8. Gamble Renovation update

The group discussed the renovation of Gamble Hall. The Language, Literature and Philosophy department will be relocated during the process. The university is still working on finding storage for the department's furniture.

9. QEP- Pilots for Fall 2012; Plans for full implementation in Fall 2013

The group discussed the pilot QEP plan for Fall 2012. The classes will be maxed at 25 students. There will be a Saturday workshop for the professors teaching the courses, and they will receive $250 in research/travel funds. The course will also count as one and a half credits towards the professor's workload. The course can also be taught as an overload. The University will require all incoming freshmen to take the seminar in fall 2013.

10. Announcements

Dr. Wheeler reported for Dr. Howells on her meeting with the English Advisory Council of the Board of Regents. Beginning in the summer of 2012 Core A will have to be completed within students' first 30 hours.

The group discussed the use of Humanities 1101 in the core when it transfers in from a technical community college.

The group discussed the issues of using the smart room technology in the classroom. Some faculty are having trouble logging in.

Respectfully Submitted,

Tori F. Hatfield