

**COLLEGE OF LIBERAL ARTS  
DEPARTMENT HEADS MEETING**

**March 26, 2012**

**2:00 p.m. in Solms 106**

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

Guest: Brenda Forbes and Emily Belford.

Absent: Mark Finlay

**AGENDA:**

**1. Marketing**

Brenda Forbes, Director of Marketing and Communication, introduced Emily Belford the new public relation manager. Ms. Belford expressed her interest in working with the department to promote their programs and student success stories. She would like to expand the Expert Guide which is located on the University website. The guide's purpose is to help the media identify experts at Armstrong by topics.

**2. Faculty Handbook**

Dr. Barrett had previously circulated the new draft of the Faculty Handbook to the department heads for the purpose of discussing it during the meeting. The group looked at changes from the last draft that they have not previously discussed. Dr. Barrett will take any concerns or suggestions to the next Deans meeting.

Respectfully Submitted,

Tori F. Hatfield