

**COLLEGE OF LIBERAL ARTS
DEPARTMENT HEADS' MEETING
October 19, 2012
11:00 a.m. in Solms 106**

Present: Laura Barrett, Mark Finlay, Tom Cato, Michael Price, David Wheeler, Daniel Skidmore-Hess, and Yassi Saadatmand.

Guest: Robert Howard

AGENDA:

1. Robert Howard, Chief Information Officer

Robert Howard, Chief Information Officer, discussed the improvements that IT services is implementing to make internet usage more efficient. New wiring and wireless equipment will help in efficiency. Improvements to Banner are in the works to meet the needs of the Armstrong community. ITS is also working on making the login process much easier by decreasing the number of user names and passwords for each employee and student. In the future, classroom upgrades will be done automatically when needed.

2. Three-year hiring plan

The group reviewed the three-year hiring plan that Dr. Barrett will submit to the Provost's office. Dr. Barrett asked the department heads to let her know if they have any questions or concerns before she submits the plan.

3. Accelerated bachelor's/master's programs

The group discussed the pros and cons of introducing accelerated bachelor's/master's programs. The decision will be left to each individual department. If a department decides to implement the program, the proposal will need to be approved by the College and University curriculum committees.

4. DFW rates & student success

The university is in the process of completing the DFW work plan for Complete College Georgia. Dr. Barrett asked each department to look at their DFW rates and talk to their faculty about ways to improve courses with higher-than-expected rates (e.g. through supplemental instruction).

Data for annual and comprehensive program reviews

a. From Institutional Research

Data will be more readily available from Institutional Research. Much of it will be available on google drive, but feel free to contact Abby Wilcox if additional data is needed. Carey Adams will introduce a more comprehensive workload form which will be used in the future. We will also consider retention in programs.

Delaware Study

Dr. Barrett will email each department their Delaware study report. Not all the information is correct. Dr. Barrett asked the group to let her know if they have any questions or corrections.

Fully online course registration: W – reserved for fully online students; V – anyone can take it

Fully online courses will be divided into two sections. Fully online students will have access to the W session of the class. All other students can register for the V session of the course.

5. Searches for part-time faculty: Mark

Currently Dr. Finlay does not have access to the part-time faculty People Admin job search. Each department is encouraged to add Dr. Finlay as a search committee member, granting him access to the applications.

6. Potential interest in:

a. Residential learning communities: Mark

Residential Life has offered to assist the College in hosting Liberal Arts learning committees in the dorms. The group discussed potential ideas, including incorporating the residential learning community into a QEP.

b. Convocation: Mark

There has been discussion about planning a convocation for students the day before classes start in the fall. The group felt that instead of having a convocation it would be nice to have an informal event for students, parents, and faculty.

7. Ethics Refresher

The USG is requiring that all employees take the Ethics refresher. All staff are required to complete the refresher by November 1st.

8. Online course development program in spring

A Teaching Fellows workshop will be held in the Spring. Please inform Dr. Barrett of any faculty who may be interested.

9. Updates & Reminders

a. Searches: faculty and staff

Dr. Barrett would like to know who is on the search committees for all the faculty and staff searches that are being conducted this semester.

b. Study Abroad programs

Dr. Anderson will be monitoring the study abroad program for this year. There will be more challenges in the future. Each study abroad program will need a way to be assessed.

c. Majors/Minors Fair

The Major and Minor fair will take place on November 9th. Dr. Finlay has created a form for the university's minors that he will hand out at the fair.

d. Four-year plans of study

Dr. Barrett reminded the group that four-year plans of study need to be posted on each department's website.

e. Part-time and overload budget forecasts; template from Carol Cox

Carol Cox is the new Director of Financial for the Provost's office. Ms. Cox will be sending out a new template to forecast the budget for part-time faculty and overloads.

f. Lecturers, senior lecturers, instructors – will be asked to share with your faculty; feedback by end of November

The draft revisions will be sent to department heads, who should discuss changes with faculty and report feedback to Dr. Barrett.

g. Complete College Georgia

Work plans have been created, and we will report back on our progress by early December.

10. First Class Forum

There will be a First Class Forum on November 2 at noon in the Science Center room 1402.

11. Announcements

Dr. Barrett will send out an email to each department head explaining the incentives for teaching QEP courses.

Respectfully Submitted,

Tori F. Hatfield