

**COLLEGE OF LIBERAL ARTS
DEPARTMENT HEADS' MEETING
November 2, 2010
3:00 p.m. in Solms 106**

Present: Laura Barrett, Mark Finlay, Yassi Saadatmand, Zaphon Wilson, Tom Cato, June Hopkins, David Wheeler, MAJ Dandrell Pernell, and guest Scott Joyner, VP of Advancement.

AGENDA:

1. Scott Joyner, VP of Advancement

Scott Joyner reported on Armstrong's advancement office plans and its approach to fundraising. Mr. Joyner plans to work with individual colleges and departments and use their resources to fundraise for their specific needs. Mr. Joyner explained that unrestricted funds given to the university would be earmarked by the president's cabinet with priority given to the strategic plan. The department heads requested the data on where fundraising money has been directed in the last couple of years and expressed the need for reports on donors and the amount given to specific accounts. Dr. Joyner stated that he would get the information for the department heads.

2. Retention/Progression/Graduation meeting and recommendation

Dr. Barrett reminded the group that the College's RPG meeting would be held on Wednesday, November 3, 2010, at noon in University Hall 158. Each college will have a meeting and each faculty member will have an opportunity to give feedback. Additional information on the RPG plan will be placed on a shared file on the L drive. A report is due to President Bleichen on December 12th, and the final report is due to the President at the end of January.

3. DFW rate review by college

Dr. Barrett asked each department to examine DFW rates and let her know if they have any problematic courses and suggestions on how to increase the success rate of students in those courses.

4. Communication Plans for recruitment

Dr. Barrett distributed the 2010-2011 Communication Plans to the group. Dr. Barrett asked the department heads to examine the plan and make sure no critical point in the recruitment process is missing. The department heads would like to receive a list of potential students interested in majoring in their department.

5. Quality Enhancement Plan/SACS

Armstrong is in the beginning phase of creating a quality enhancement plan as part of SACS accreditation. Dr. Barrett asked each department to begin talking about possible plans. A steering committee will be formed to create the plan and another committee will be formed to manage the plan.

6. Religious Studies

The group discussed the scheduling of religious studies and other interdisciplinary program courses. Dr. Finlay will coordinate with the programs and the departments to schedule these courses. The departments would like to know what classes they need to staff by September for the following year's fall Semester and by December for the following year's spring semester.

7. Trans-Atlantic Studies

Dr. Barrett discussed the Trans-Atlantic Studies program presented earlier in the week by Dr. Arens. The prevailing sentiment is that the program is unlikely to be popular with Armstrong students. In addition, department heads are uncomfortable staffing the courses as overloads.

8. Announcements:

- a. Please contact Dr. Peter Mastopoulos, Director of the Liberty Center, to lift holds for students who want to take a course offered through the Liberty Center.
- b. On November 12th, the faculty senate will host a faculty forum to discuss the summer semester.
- c. On November 5th, there will be a faculty forum to discuss Ecore.
- d. Dr. Barrett and Dr. Finlay will be attending the Armstrong Open house in Atlanta. Each department head was asked to provide promotional material for their programs/department.
- e. A new branding website has been created. New letterhead/business cards will be available through Mr. Carson's office.
- f. During advisement please let students know that attendance verification will begin on the first day of class. If a student does not attend the first day of class, the professor can drop the student.
- g. SPARC, Strategic Planning and Resource Council, will roll out on January 26th.

9. Topics for future meetings

The group would like to discuss faculty diversity at the next meeting.

10. Other business

Dr. Wheeler expressed his belief that the most important factor facing the university is faculty salaries. The university is losing faculty members to higher-paying teaching jobs. Losing professors will cost the university more financially and educationally in the future.

The college was given a catering budget by Academic Affairs. Dr. Barrett asked the group for ways the college could use the money.

The group discussed the need for the university budget to be publicly accessible.