

**COLLEGE OF LIBERAL ARTS  
DEPARTMENT HEADS' MEETING  
November 30, 2012  
11:00 a.m. in Solms 106**

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

Guests: Peter Hoffman and Grace Fleming

Absent: David Wheeler

**AGENDA:**

**1. Peter Hoffman, Director, Liberty Center**

Peter Hoffman, the director of the Liberty Center, gave the history of the Liberty Center and his hopes for its future. The enrollment for the center has dropped in recent years due to the building of an Education Center in Fort Stewart offering courses from five different colleges, as well as the 2010 rumors that the center was closing. The Liberty Center is not closing and has plans to grow. Liberty County has donated land and will pay for road construction for a new center to be built. A 4.7 million dollar building proposal is being reviewed by the Board of Regents and the Governor's office. The center has the potential to grow and serve the community. There are currently 16,000 active duty military and their families stationed at Fort Stewart. There are also non-traditional students living in Liberty County that could benefit by the center's expansion.

The military has the MyCIA program that gives military spouses \$2000 a year for certain associate degrees. Dr. Hoffman is working on getting new associate degrees at the center. He is also working with the Army Medical Hospital to offer educational opportunities for their employees and offer internships at the hospital. There are also two labs currently not being used at the Fort Stewart educational center. Dr. Hoffman is trying to work with the Army to let Armstrong use the labs to better help their military personnel and increase Armstrong's relationship with the soldiers.

In the past Liberty Center students and Waycross College students could take courses at either college. Waycross College professors teach the English course at the Liberty Center. Waycross is becoming a part of South Georgia College and with the new merger the status of the arrangement is uncertain.

Dr. Barrett asked department heads to start thinking about a way to assess the part-time instructors from the college who teach at the Liberty Center. Currently Dr. Hoffman observes each professors teaching by sitting in on one of their classes.

## **2. Grace Fleming, Advisor and Student Success Coordinator**

Ms. Fleming is working with Stephanie Whaley, Director of Recruitment and Admissions, to create a list of prospective students who are interested in majors offered through the College of Liberal Arts. Once Ms. Fleming obtains the list, she will send the students promotional materials on the majors and the University.

Each department has a list of their students who have not been advised. Ms. Fleming offered to call each student to introduce herself and direct the students to the Department Heads for advisement.

Ms. Fleming would like to meet with all new transfers within the college to conduct an orientation with each of them.

Ms. Fleming will also be creating a newsletter, a Facebook page, and a blog to let the community know what is going on with the college and the students. All three avenues will also be used for fundraising purposes.

## **3. Enrollment Plans**

Dr. Barrett will meet on December 17th with the President's Council and Deans to discuss the enrollment plans. During the meeting they will discuss ideas for recruiting traditional and non-traditional students, and how to retain and best advise the university's current students.

## **4. Advancement**

Currently the departments are not receiving reports on their foundation accounts. Dr. Barrett asked the department heads to work with Cam Reagin to gain access to these reports. Raiser's Edge is a new program that advancement is using to track alumni. Each department can request reports of their alumni. For foundation opportunities the department heads can contact Kaitlyn in advancement.

## **Announcements**

SACs found 40 non-compliance items in our report. Dr. Finlay reported on the recent meeting of the Institutional Effectiveness and Assessment Committee. A revised version of our 2011-12 report on assessment of the core will due in mid-December. To ensure its accuracy, Dr. Finlay asked department heads to be sure that all the assessment measures that were promised to take place in Fall 2012 have actually been completed.

Respectfully Submitted,

Tori F. Hatfield

