

**COLLEGE OF LIBERAL ARTS
DEPARTMENT HEADS' MEETING
December 12, 2012
12:00 p.m. in Solms 106**

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

Guest: Grace Fleming

1. Enrollment Plans

Dr. Barrett will meet with the President's Council and the Deans on December 17th to discuss enrollment plans. They will discuss recruiting ideas for traditional and non-traditional students with a focus on undeclared and stop-outs. Many students start Armstrong but cannot finish due to daycare issues, expenses, and fees. One solution to childcare issues is the increased options in online degrees.

Dr. Barrett met with Dr. Mitchell and they discussed changing the application so prospective students see a list of tracks and other majors they may not know Armstrong offers. The Liberal Studies degree can highlight tracks that Armstrong does not offer as a major; the tracks will be larger than minors, examples are Philosophy and Sociology.

Dr. Saadatmand handed out a list of proposed Business degrees. Two Economic tracks could be offered as degrees, B.S. in Business Economics and B.S. in International Business. The third option is a B.S. in Business Information Management, a joint degree offered from the Economics and Information Technology departments. The fourth proposal is a B.S. in Tourism Management, this degree could be more interdisciplinary. A fifth proposal that would help enrollment at the Liberty Center would be Associate of Science in Business.

2. Promotion and Tenure Guidelines: College and Department Guidelines

The faculty handbook will need to be adjusted to reflect the new position of lecturer. The issue will be addressed in the Faculty Senate in January. Dr. Barrett asked the group to begin to think about what the guidelines for promotion from lecturer to senior lecturer will be as it should not have any criteria of scholarship. Dr. Barrett would like each department to look over their Promotion and Tenure guidelines and would like to have some consistency in expectation among the departments. Dr. Finlay will go through each department's expectations and will let the group know of any inconsistencies that need to be addressed.

3. Community Outreach

The group discussed ways to increase community outreach. There are already current faculty within the college conducting lectures for the community. Dr. Barrett suggested having a

Lecture and Performance Series that could tie in the events that are already occurring and which the college could help organize and advertise. The college could also have an advisory board to help with the outreach. Ms. Fleming is working on a newsletter that would be circulated within the community of what is going on in the college. The newsletter will highlight opportunities for members of the community to sponsor scholarships. Ms. Fleming will also highlight distinguished alumni.

4. SACS/Report of the Reaffirmation Committee: Issues for the College

The University has a total of 40 non-compliance issues that were cited by SACS. The college has only minor problems to fix. A report with the solutions is due to Dr. Thompson by December 12, and she will turn in a full report the SACS. A SACS committee will be on campus in March.

5. First Class: Scheduling and Staffing, including Liberty Center

All of the full-time temporary positions requested have been approved. Many of these faculty will help teach the QEP.

6. Online course revenues

The college may see some profit from online course revenue. If there is any revenue, it will be used for summer research stipends.

7. College's Strategic Plan

Dr. Finlay will follow up on the progress of the creation of a College Strategic Plan. Once a draft is completed it will be sent to the college for review. A final draft will needed to be completed by the end of the academic year.

8. Athletics/College Competition

The athletics department is having a competition between the colleges in an effort to increase attendance and support for the University's athletic events.

Respectfully Submitted,

Tori F. Hatfield