

**COLLEGE OF LIBERAL ARTS
DEPARTMENT HEADS' MEETING**

**January 7, 2013
1:00 p.m. in Solms 106**

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

AGENDA:

1. Fall 2013 Scheduling

Dr. Barrett asked the group to create a predictable rotation of evening flex-term courses. It should be possible to complete the core online. The group reviewed their core online offerings and are making arrangements to create new online courses to make completing the associates online possible.

Dr. Bruce is working with the department head's to identify instructors for the QEP courses.

2. President's Enrollment Management Retreat – post mortem

The group discussed the possibility of a new program in the college. Some of the suggested programs are an Associate's in Business Economics; Bachelor's in International Business and/or Tourism; minor or certificate in Graphic Design. The group discussed the pros and cons of each program and agreed that more research needs to be done on each program.

Grace Fleming will be attending Open Houses, creating a newsletter, and working with first-time students and high school counselors to increase undergraduate recruitment and retention. The coordinators for the Graduate programs will meet this semester to discuss ways to increase recruitment and retention. Funding needs will be raised at the next graduate council meeting.

Advising

The group agreed that Ms. Fleming would advise all first-year students in the college except for music major, which will help decrease the load on the departments and provide more intrusive advising for first-year students.

3. Budgets

Dr. Barrett asked the department heads to let her know of any end-of-year purchase or travel expenses that they may need.

Dr. Barrett circulated to each department heads their budgets for foundation accounts.

4. Full-time Temporary Faculty Contracts

5. Updates on searches

The group updated Dr. Barrett on the progress of each department's searches.

6. Announcements

Dr. Barrett reminded the group that online program reviews are due next week, there should be a review for each program.

Respectfully Submitted,

Tori F. Hatfield