

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

March 4, 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.

Guest: Grace Fleming, Stephanie Whaley, Raven Jones, Steven Milley, and Jessica Tuttle.

AGENDA:

1. Enrollment & Programs

a. Admissions/Recruitment

Stephanie Whaley, Jessica Tuttle, Raven Jones, and Steven Milley from Admissions and Recruitment attended the meeting to discuss college programs. They also gave feedback on what the group could do to help promote the college's majors and minors. The admissions group suggested having brochures on all the majors, as well as detailed information on certificates and concentrations. It would also help the recruiters to know about notable graduates in the college.

Dr. Barrett updated the recruiters on the pending changes within the college. The college hopes to add an A.S. in Business, a minor in environmental studies, and tracks in Liberal Studies. Dr. Barrett also informed the recruiters about the Master's in Professional Communication and Leadership.

The group discussed ways to make Pirate Preview more appealing. Ms. Whaley suggested adding tours of some of the departments, particular Cyber Security.

b. Evening Flex term/evening/online A.A. degree- Handout

The group reviewed and approved the alternative delivery schedule for core and A.A.

c. Tourism minor/certificate- update

Dr. Finlay and Dr. Barrett met with members of the downtown tourism community to discuss the possibilities of a minor or certificate in tourism. Resulting from the meeting it appeared that a certificate would be the best avenue to pursue.

d. Promotional material- need for brochures

Dr. Barrett asked the department heads who do not have program brochures to work with Joan Lehon in Marketing to create them.

2. Summer courses

a. Enrollments

Enrollment for the summer is doing well. Dr. Barrett asked the group to watch each course's enrollment to see if any new courses need to be added.

b. Revenue sharing for summer 2013

Depending upon summer enrollment, there may be revenue to share for summer 2013..

3. Research & grant-seeking opportunities

a. Stipends from operating budgets

It is possible to use operating budgets funds to support stipends for research. If a department is interested in doing so, it can have money transferred to the Provost's office, and Carol Cox will issue the stipends.

b. Online course revenue

The college should be receiving revenue from the success of their online courses. Dr. Barrett would like to support faculty research and grant-seeking opportunities. Once the money is released, the group will discuss how to divide the money and develop the criteria for stipends.

End-of-year College Luncheon

a. Possible dates

The College will be holding an end-of-year college luncheon. Dr. Barrett asked the group for possible dates. The group agreed that a Wednesday or Friday at noon in April are the best times.

b. Agenda

The agenda for the luncheon will be similar to last year. Each department head will give a summary of the accomplishments of the department, faculty, and students.

4. Announcements/updates

a. Faculty searches

Faculty searches are going well and many offers have been extended and accepted.

b. A Moveable Feast

Six faculty members have agreed to participate in the lecture series, A Moveable Feast, and most of the locations have been secured.

c. Meeting with Houston Davis, Executive Vice Chancellor, USG

Dr. Barrett attended a meeting with Houston Davis the Executive Vice Chancellor to the USG. Dr. Barrett asked Dr. Davis where Liberal Arts disciplines stand in the future for the USG. He stated his commitment to Liberal Arts.

d. Articulation agreements with Savannah Tech

Dr. Barrett asked about the articulation agreements with Savannah Tech. Dr. Davis suggested that the students should be tracked to make sure that the agreements are working and students are transitioning well into the college's majors. If not, agreements need to be revisited.

Announcements

On March 14th at the next Academic Affairs meeting, the proposed language on the Annual Faculty Evaluations will be discussed.

Respectfully Submitted,

Tori F. Hatfield