

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

April 1, 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

AGENDA:

1. Retention initiatives (Complete College Georgia)

The group discussed the possibilities of supplemental instructors or tutors for courses with high DFW rates. Many in the group felt that additional researches would be helpful. More in-depth research on the courses with high DFW rates needed to be conducted to pin-point the exact reasons for the high rates.

2. Online Revenue Sharing funds

The College of Liberal Arts has been granted 50,000 for their share of the online revenue profits. The money will have to be spent in this fiscal year. The money can be used for research and grant-seeking opportunities or other programs or projected associated with online learning. The criteria for the grants will give priority to faculty who teach online, are on tenure-track, and did not receive funding last year. Faculty can teach two summer courses and still receive a summer grant stipend.

3. Budgets: end-of-year dates on B&F webpage

Dr. Barrett announced that the request for end-of-year-money needs to be made on the B&F website. Relocation expenses of new faculty may have to be taken out of next year's budget.

4. End-of-year College Luncheon

Dr. Barrett reminded the department heads of the April 26th college luncheon that each on them will present the accomplishments of their department to the college.

5. Announcements/updates

The group discussed the issues of faculty traveling in June. PeopleSoft will be shut down to all faculty entering in travel on June 19th. Daphne Burch will have access until June 24th for last minute submissions of expense reports.

Respectfully Submitted,

Tori F. Hatfield