

**COLLEGE OF LIBERAL ARTS
DEPARTMENT HEADS MEETING
April 30, 2012
2:00 p.m. in Solms 106**

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

Absent: Zaphon Wilson

AGENDA:

1. G1 lines

Dr. Barrett circulated G1 lines to the Department Head. The lines should be correct as of July 1, 2011. Dr. Barrett asked for the group to let her know if anything was incorrect.

2. Enrollment Management Issues

The elimination of the summer Pell Grant may result in lower summer enrollment. Department heads were asked to keep an eye on their summer enrollments and cancel any classes as needed.

Registration for continuing undergraduate students has been extended to May 31st when it will close for a month and reopen on July 1st.

Dr. Barrett will be sending the departments a list of students who have not been advised. Please contact appropriate students regarding fall registration.

Updated course rotations should be sent to Judy Ginter.

Liberty Center is continuing to grow and will be working with department heads to map out its own course rotations.

Departments offering flex-term courses should follow course sequences to make planning schedules easier. Advisement check sheets should be updated to include new course offerings.

3. Faculty Handbook

Changes to the handbook regarding promotion to assistant professor have been delayed so that the Faculty Senate can discuss it.

4. Admissions criteria

Armstrong is currently conducting a search for AVP for Enrollment Services. Criteria for admissions are undergoing review. The group believes that a combination SAT score (with a minimum for each category) will offer a better portrait of potential student success.

5. Online vs. seated course as percentage of programs- SACS definition

Dr. Kraft offered another way to calculate percentage of online and course for programs; however, the department heads felt that it was too complicated.

6. Full-time temporary faculty and computers

The college is working with the VPAA's office and ITS to create funds to purchase computers for new temporary faculty and temporary faculty with computers over five years old.

7. End-of-year spending

Dr. Barrett asked the group to let her know of any requests for end-of-year spending.

8. Announcements

Dr. Barrett will be on vacation May 10-20, 2012.

Dr. Barrett inquired about ways to increase participation of students in the annual Scholars Symposium.

Respectfully Submitted,

Tori F. Hatfield