

**COLLEGE OF LIBERAL ARTS
DEPARTMENT HEADS MEETING**

August 17, 2012

11:00 a.m. in Solms 109

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

Guest: Allison Belzer, Jonathan Roberts, and Patrice Mitchell

AGENDA:

1. Undergraduate Research: Allison Belzer & Jonathan Roberts

Dr. Belzer and Dr. Roberts explained to the group the importance and benefits of undergraduate research. Undergraduate research increases academic achievement and graduation rates. The Complete College of Georgia program awarded Armstrong 50 student worker positions, 12 students will serve as research assistants for the faculty in the college this academic year. Faculty and students are encouraged to promote, support, and participate in the Student Scholars Symposium, April 24, 2013.

2. Enrollment

Changes in Federal Pell Grant this summer caused a decrease in summer enrollment for University System of Georgia institutions. Armstrong was down 8.3 percent; many other state institutions were down even more. Summer 2012 enrollment indicates that online and 5-week courses were very popular.

Fall undergraduate enrollment as of day 145 was down 2.91 percent. More core courses will be offered in session three in hopes of increasing enrollment.

3. Associate Vice President of Enrollment Services: Patrice Mitchell

Patrice Mitchell, the new Associate Vice President of Enrollment Services, joined the meeting to introduce herself and answer questions. The group expressed the need to post transcripts and have access to transcript evaluation sooner. Dr. Mitchell will be looking into the issue and announced that the Complete College of Georgia has made it possible to hire another transcript evaluator. The University will also be acquiring the software Degree Works that should also help with transcript evaluations.

4. Spring/Summer Scheduling

The Armstrong Challenge is a summer program for students who did not meet Armstrong's admissions requirements. By invitation, students took part in a learning community consisting of

three classes this summer. The program was a success and will continue on a larger scale in the summer 2013.

Dr. Barrett asked the department heads to keep online courses and flex-term course in mind when planning the department's spring schedules.

5. Book orders

Dr. Barrett reminded the group of the HEOA Textbook provision. The provision is a federal law that mandates that students have knowledge of what textbooks are required for each course by the time of early registration.

6. People Admin Software

All job searches and hiring will be performed through the new software People Admin. Paper Personal Request Forms are no longer needed.

Respectfully Submitted,

Tori F. Hatfield