

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

**April 20, 2010**

**1:00 p.m. in Solms 106**

**Present:** Laura Barrett, Mark Finlay, Yassi Saadatmand, Zaphon Wilson, Tom Cato, David Wheeler, and June Hopkins.

**AGENDA:**

**1. Role of search committees in faculty searches**

The group discussed the various departments' search processes and addressed the following issues:

- Only search committee members have access to candidates' materials.
- Department heads make recommendations to the dean.
- Search material has to be kept for seven years.

**2. Funding for undergraduate research**

In an effort to increase undergraduate research, Dr. Barrett will provide some funding for students for summer and fall 2010. The funds will come from the gift that Skidaway Community Institute made to the college this year. Information will be sent to department heads.

**3. Summer schedule and salaries**

The department heads discussed the difficulties of working with the current summer salary formula, including classes with enrollment limits due to equipment limitations. The group discussed potential problems for students who might need classes to graduate or progress in their majors. Laura Barrett requested a list of courses that must be taught in order for students to graduate.

**4. Fall 2010 enrollment**

As the weekly reports indicate, fall 2010 admissions are 20% higher than they were this time last year. Department heads were asked to consider how they might meet the demands of fall enrollment.

## **5. Requests for equipment, training, etc.**

Dr. Whitford has requested a list of items/services that are necessary for departments to function. Those items are likely to include computers, video equipment, studio equipment, and on-line training.

Dr. Wilson noted that faculty should receive compensation for developing on-line courses in addition to stipends for teaching on-line courses because of the additional time commitment.

## **6. Miscellaneous**

Yassi Saadatmand announced that she is hosting an end-of-the-year party on May 8.

Respectfully submitted (for the last time),

Diane Sellers