

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

**August 6, 2010  
1:30 p.m. in Solms 106**

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

**AGENDA:**

**1. Enrollments for Fall 2010**

The enrollment for fall 2010 has increased from last semester. Dean Barrett reported that the university is working on a plan to manage enrollment in order for departments to better plan the number of course offerings and hire adequate numbers of instructors.

For the fall semester there was an August 1 deadline for applications.

Due to the larger enrollment of full-time students, it may be possible to have professors teach 5/3 in order to fill the demand of courses needed. This option would be best suited for full-time temporary professors who have no scholarship obligations. Part-time professors can teach 3/3/2.

**2. Enrollment Management Council**

Dean Barrett and the members of the Enrollment Management Council are in the process of writing a report for the Board of Regents regarding retention and graduation rates at the university. The current report recommends a faculty and staff task force that will address advising, academic resources, and first-year experience. The university is looking at slowly raising admission standards.

**3. 2011-2010 Budget: travel/operating**

Departmental budget and travel money will be the same as last year. Department heads should receive a printout of the department 2010-2011 budget on August 15. The budget office is still reconciling the end-of-the-year budgets.

**4. Promotion & Tenure**

John Kraft, Interim Assistant Vice President of Academic Affairs, is revising the faculty handbook, and we need to reconcile the college's P&T document with the handbook. Dean Barrett will be sending out the recent draft of the Promotion and Tenure guidelines.

## **5. Faculty salaries**

The 2008 Armstrong Faculty Salary Study and the subsequent salary adjustments have resulted in salary inequalities for the most recently promoted faculty. Dean Barrett raised this issue with Dr. Thompson, who will be looking into the issue.

Currently, the university does not consider counter-offers. The college department heads would like counter-offers to be considered on a case-by-case basis. Dean Barrett will bring up the issues of new faculty salaries and counter-offers at the next Deans' Council.

## **6. Deactivating Programs:**

MALPS is not accepting any new students starting fall 2010. The university will offer courses for the next two years. After two years, the university will make a final decision on the program.

The Heritage Tourism program, which currently has no students, will most likely be eliminated. Dr. Hopkins will discuss the issue with the history faculty at the department's next monthly meeting.

## **7. Core Curriculum meeting on 8/12 – departmental representatives**

There will be a Core Curriculum meeting on August 12, 2010, at 1:30-3:00 in University Hall. Dean Barrett asked each department to have representation at the meeting.

## **8. General Education Committee formation**

A committee will be formed to discuss General Education. The group discussed their thoughts on representation within the college and university.

## **9. Study Abroad Programs – salary & scheduling**

Faculty pay for study abroad is likely to stay the same. Currently, different study abroad programs are traveling to the same locations at different times of the summer. Dean Barrett will not change the current policy but would encourage professors to have interdisciplinary study abroad programs. The dean would like to work with the community to create scholarships for students to partake in study abroad.

## **10. Summer classes**

Susan Hacker, the university's internal auditor, is working on a report assessing revenue generated in the last summer session. The summer full-time faculty pay policy is under review. The new summer salary plan should be announced by October.

## **11. New program coordinators:**

Dr. Liz Colas will be the new African-American Studies coordinator for a two-year term.

## **12. Graduate course numbering system for SACS**

Dean Barrett has asked all departments to delete all inactive graduate courses. All master's courses listed as 8000 will need to be changed. 8000-level courses will be used for doctoral courses. Regarding cross-listed 5000-level courses, a professor cannot teach graduate students if he/she does not hold a terminal degree. Exceptions may be made on a case-by-case basis for faculty in certain fields with years of relevant work experience. The dean will verify that it is not a SACS violation for a professor without a terminal degree to teach a 5000 U course if no graduate students register.

## **13. CUR/CCAS Undergraduate Research Conference**

The Grants office has offered to help fund two faculty members to attend the "Creating a culture of Research on Campus: A Seminar for Deans, Faculty, IT Specialists, Librarians, and Research Officers." The seminar will take place on October 15-16, 2010 in Williamsburg, VA.

## **14. NEH Grant for teaching**

National Endowment for the Humanities Teaching Development Fellowships applications are now being accepted until September 30, 2010.

Drs. Ella Howard and June Hopkins, along with the Massie Center, received a Teaching American History grant from the U.S. Department of Education.

## **15. Retention forms**

Last year, the deans and VPAA were considering a new policy on retention forms. Dean Barrett has asked each department head to poll their faculty regarding the policy of retention.

## **16. Staffing Ethics 2000**

Dean Barrett asked Drs. Wilson, Cato, and Hopkins to inform the Dean's office of two faculty members from their departments who can teach Ethics 2000 each academic year, beginning in Spring 2011.

## **17. Temporary Full-time faculty – course assignment**

Currently COLA temporary full-time faculty teach 4/4 due to larger class sizes and writing-intensive courses.

## **18. Alumni profiles on website**

Dr. Finlay asked for the department heads to submit pictures of alumni to go along with alumni profiles. Dr. Finlay is working on the alumni profiles for the COLA website.

## **19. Office space issues**

Dean Barrett and the department heads discussed how to accommodate the entire COLA faculty with office space.

## **20. Inauguration events: Marshall/Banner Carrier**

President Bleicken's Inauguration will be held September 17, 2010. Each college will have a Marshall and a Banner Carrier.

## **21. Communication within the college**

Dean Barrett consulted the department heads regarding different ways to communicate within the college.

- Dean's monthly breakfast meetings with faculty.
- A Faculty Advisory Council consisting of one member from Economics and two members from the other COLA departments.
- A COLA faculty meeting once per semester and a COLA junior faculty meeting once per year.
- The dean's attendance at department meetings, if invited.

## **22. College Advisory Committee**

The college is exploring the possibility of organizing an advisory board to forge stronger relationships with the community.

## **23. Departmental and college strategic plans**

Dean Barrett would like the college to have a strategic plan. The plan would be in line with departmental and university strategic plans.

## **24. Honors Program**

The Honors Program has a low retention rate. We plan to ask the Faculty Senate committee to consider a proposal that would increase the retention rate and rigor of the program.

## **25. Campus campaign**

The group discussed the importance of the upcoming campus campaign and to encourage faculty and staff to give, regardless of the amount.

## **Miscellaneous**

The college will need to replace the seat left vacant by Dr. Kalenda Eaton on the Multi-Cultural Affairs Committee.

Dean Barrett asked department heads to submit personnel request forms for faculty lines that must be replaced.

Dr. Hopkins stated concerns regarding the length of time it takes for background checks to clear. A faculty member cannot teach until his or her background check is approved.

Respectfully Submitted,

Tori Falls