

**COLLEGE OF LIBERAL ARTS  
DEPARTMENT HEADS' MEETING  
September 26, 2011  
2:00 p.m. in Solms Hall, Room 106**

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

**Guests:** John Kraft, Kristen Betts, Judy Ginter, Lee Ann Kirkland, and Kelly Woodruff

**AGENDA:**

**1. Phi Kappa Phi announcement**

Mark Finlay distributed the lists of those students who have been identified for membership in the honors society Phi Kappa Phi. Typically, the computer program does indeed capture all eligible students (the top 10% of the seniors, and the top 7.5% of the juniors, by college, among students with at least 72 hours earned, at least 24 of which must be at AASU). Moreover, each student on the list has already been vetted by Bill Kelso and the Office of Judicial Affairs.

It is possible, however, that the list is imperfect, so department heads should examine this list, and within a week or so, report back whether any potentially-eligible students have been left off the list, or if any of the students on the list are judged to lack "good character."

**2. Online courses and programs**

Kristen Betts, Director Online Learning and John Kraft, Interim V.P. Academic Affairs joined the meeting to make a presentation outlining the Online Programming efforts. The PowerPoint presentation emphasized that terminology and consistency are paramount throughout the university in order to comply with the U.S. Department of Education Program Integrity Rules so as not to jeopardize funding sources. In particular, Dr. Betts stressed that online teaching requires active engagement from the professor; instruction that resembles a "correspondence course" is not eligible for financial aid.

Lee Ann Kirkland, Director of Financial Aid, Judy Ginter, Registrar and Kelly Woodruff, Director of Disability Services all provided information about how online learning can impact their departments' point of view. Questions were asked regarding attendance verification, instructor pay and if offering online learning will draw on a different student market. Coding for these courses will be required by fall 2012.

**3. College hiring plan**

Mark Finlay announced that Career Services Office would like to know what that office can do to place Liberal Arts students in the career pipeline. Laura Barrett asked if each department wanted career services to visit and suggested the possibilities of coordinating some internship programs with that office. The consensus was to invite representatives from that office to visit a department heads' meeting, preferably before the Career Fair scheduled for October 27.

**4. Program development**

Dr. Barrett announced that the Chancellor will be on campus this coming Wednesday and meeting with a few people. Dr. Barrett indicated that an upcoming "summit" of community leaders is scheduled for Thursday. Dr. Barrett indicated that new programs would have to indicate evidence of student need. All program proposals should be directed to Dr. Finlay.

With regard to proposed programs; Dr. Barrett said that a proposal for a B.A. in Philosophy has already gone through the College Curriculum Committee

### **5. College hiring plan**

Dr. Barrett told the group that it may be possible to convert temporary full-time instructors to permanent instructors or add new permanent full-time instructors. To justify such a request, department heads should present evidence of the use of (and difficulty in hiring) part-time instructors and the anticipated student demand. She also requested that department heads submit PRFs for tenure-track positions.

Dr. Barrett asked the group about the possibility of having a professional advisor and recruiter. Most of the department heads expressed some reservations about this idea.

### **6. Study abroad program**

Dr. Barrett said that the college must pay better attention to study abroad payments. For a few faculty, the combination of summer school and study abroad pay approached 33.3% of their annual salary. She asked the department heads to make sure that their instructors are not teaching a study abroad course that overlaps with an on-campus course.

### **7. Undergraduate research**

Dean Barrett presented the draft of a proposal to grant credit to instructors who are engaged in independent study courses with an undergraduate research component. The department heads offered a few suggestions, and a revised proposal will be presented later.

### **8. SACS questions**

Dean Barrett presented a document from Mary Anne Brock, asking for certain programs in the College that might be highlighted in the SACS document. The group discussed appropriate programs. Dr. Barrett proposed that core level English courses be featured for Core Requirement 2.5; that the BFA in Visual Arts be featured for Standard 3.34.1; that the Political Science degree be featured for Core Requirement 2.7.1; that the economics degree be featured for Core Requirement 2.7.2.; and that the History program be featured for Core Requirement 2.9.

### **9. Other business: Announcement**

Dr. Barrett asked that all faculty handbook comments be sent to John Kraft. She said that the October meeting will be rescheduled.

Meeting adjourned 4:05 p.m.

(Jane Krause)