

**COLLEGE OF LIBERAL ARTS  
DEPARTMENT HEADS MEETING**

**December 1, 2011  
1:00 p.m. in Solms 106**

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

**AGENDA:**

**1. College of Liberal Arts Summer 2012 research stipends**

With the college's summer profit there will be summer research stipends for summer 2012. There will be 13 stipends of \$4000, each disseminated at the departmental level. Stipends were distributed to departments on the basis of: 1. Summer 2011 productivity; 2. Summer 2011 credit hour production; 3. Number of eligible faculty members. Art, Music and Theatre received two stipends, Criminal Justice, Social and Political Science received three stipends, History received four stipends, and Languages, Literature and Philosophy received four stipends. The group discussed the guidelines for the awards. These awards will be available for tenure track faculty. The consensus was that faculty awarded should teach a maximum of one course in the summer with special exceptions made by department heads. Awards will be competitive and dispensed within each department. Dr. Barrett asked each department head to submit their criteria and expected outcomes to her. Dr. Barrett will check with Dr. Thompson to see if taxes would be withdrawn from the stipend.

**2. Promotion to Assistant Professor**

The group discussed the developing departmental and college guidelines for promotion of instructors. The group agreed that for an instructor to be promoted to assistant professor the candidate should hold a terminal degree, with special exceptions. For promotion to associate or full professor, the candidate must be eligible for tenure. The group also discussed changing Instructors to Lecturers, who would be eligible for promotion to Senior Lecturer.

**3. USG Adult Learning Consortium**

Dr. Barrett announced the Criminal Justice certificate was accepted by the USG Adult Learning Consortium. The certificate is a 12-month certificate consisting of 18 credit hours. The certificate will go through the curriculum process.

**4. Student Learning Outcomes for Liberal Studies Degree**

Dr. Finlay circulated a handout regarding the "Liberal Studies Assessment Conundrum". Dr. Finlay wanted feedback from the group regarding ways to assess Liberal Studies currently because the majors do not have a common course or a way to be assessed. The group felt the

best way to assess liberal studies is to have graduating seniors submit a portfolio containing a paper they had written and a survey.

### **5. Savannah Book Festival**

Dr. Finlay announced that two authors participating in the Savannah Book Festival will speak at Armstrong. Twenty Armstrong students will be selected to participate in a creative writing workshop with Steven King.

### **6. Student Success stories for spring convocation**

Dr. Barrett asked the department heads to email her any student success stories that can be used for the spring convocation. The group suggested that Tori could send an email to all COLA faculty asking for student success stories.

### **7. Announcements**

1. Dr. Barrett announced that there are white boards available if any department has use for them.
2. Some of the department heads inquired on the lack of enrollment at this time in lower division courses for Spring 2012. Dr. Finlay and Dr. Barrett will look into the issue.
3. Dr. Barrett informed the group that there are proposed dates for Navigate for Spring 2012: April 21<sup>st</sup>, every Friday in June, and June 26<sup>th</sup> for non-traditional students. There will also be new Navigate sessions created for late July and early August.
4. Dr. Kraft will be sending out Online Class Inventory forms to each department.

Respectfully Submitted,

Tori F. Hatfield