

**COLLEGE OF LIBERAL ARTS
DEPARTMENT HEADS' MEETING
June 10, 2011
12:00 p.m. in Solms 106**

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

AGENDA:

1. Curriculum Committees/course approval

Dr. Barrett stated that the college needs to examine new courses that are being brought to the University Curriculum committee to make sure there is not considerable overlap or duplication with courses already taught in Liberal Arts.

2. Online learning

Kristen Betts will be the new director of Online Learning. There are stipends available for faculty who would like to develop an online course. Faculty will need to submit a proposal containing information on how the course will be developed in order to be considered for a \$3,000 stipend. Departments should begin discussing the possibility of developing online core courses.

The group discussed the Cyber Security program. Dr. Barrett will inquire about the process of accepting students into the program.

3. Liberal Arts Scholarship – June

Dr. June Hopkins discusses the draft of the Liberal Arts Scholarship that is being created to assist in the education of women with children. She will craft an announcement that department heads can forward to faculty. The dean will sit on the selection committee with Dr. Hopkins. Two additional faculty members and/or department heads will also serve on the committee.

4. Pay dates for session B- Zaphon

Dr. Wilson informed the group that the pay dates for summer sessions B and C are eight days later than they have been in the past. Dr. Barrett has asked Dr. Thompson to inquire why the pay dates have changed.

5. Summer research grants

Dr. Barrett noted that there were many proposals for summer funding. Dr. Barrett discussed the rubric with the department heads and requested feedback. She will make the final decisions by June 22nd.

6. Salary adjustments

Salary adjustments will be made by the end of June. As previously discussed the priorities are faculty who have been here for three years or fewer and those affected by inversion/compression.

7. End-of-year budgets

Dr. Barrett informed the group that IStrategy is not up to date on encumbered items. Dr. Barrett asked each department head to keep up with their budgets and let the Dean's office know of any items that are not showing up as encumbered.

8. Ideal course schedule for first-year students?

Greg Anderson has created an ideal schedule for first-year students from discussions he had with department heads. Dr. Barrett will be sending this schedule to the group and asked for their feedback.

Students will now be allowed to take 18 credit hours a semester without special approval.

9. Other business/announcements

The group expressed their thanks to Dr. June Hopkins, who will be stepping down as Department Head of History. Dr. Hopkins will continue her tenure as Professor of History at Armstrong.

Respectfully Submitted,

Tori Falls