

**COLLEGE OF LIBERAL ARTS
DEPARTMENT HEADS' MEETING
March 14, 2011
3:00 p.m. in Solms 106**

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

Absent: Mark Finlay

AGENDA:

1. Promotion & Tenure Guidelines

Dr. Barrett asked each department to review its departmental Promotion and Tenure Guidelines for any inconsistencies with the College's Promotion and Tenure Guidelines.

The group discussed the category for promotion to assistant professor. The group would like to see clear guidelines on how non-tenured track faculty receive promotion and a defined pay scale. Many issues will need to be considered regarding scholarship, degree requirements, and salary.

The department heads would like to know the university's policy on future faculty hires. How would needed faculty positions be filled, by tenure-track faculty or temporary faculty?

2. Annual Faculty Evaluations

Dr. Barrett would like the department heads to consider using the same three or four categories when evaluating faculty.

A faculty salary study is supposed to be implemented in the spring. The university will try to adjust inequities in salaries with available funds but that may take several years.

3. Tech Fee Proposals

The university has approximately \$125,000 to use for technology around campus that will need to be spent by June 1st. Technology proposals will be accepted until May 1st. Dr. Thompson will be prioritizing the proposals.

Dr. Barrett will find out whose financial responsibility it is to pay for software upgrades.

IT Services is currently working on a new contract with Xerox. Departments will be receiving new copiers and the contracts should decrease overall cost for each department.

4. Requests for data

Dr. Barrett met with John McGuthry, ITS, who asked the College to let him know of any data that would be helpful to the departments. Dr. Barrett asked the department heads to let her know of any suggestions.

5. I-Strategy

I-Strategy is now available. New software may have to be purchased for I-Strategy to work on MACs. There will be training sessions available.

6. Grade policies & advising:

- “W” policy—2nd withdrawal from a course is an automatic WF
- repeated courses: the grades will be averaged
- theoretically, both go into effect in Fall 2011.

At the last Academic Affairs meeting Dr. Thompson noted that there may be difficulty implementing the policies for fall 2011 and plans to bring it up at the Faculty Senate meeting. Department heads stressed the need for students to be aware of any new policies before they sign up for courses. They also felt that the policy should not be retroactive.

7. Announcements

As of July 1st the bookstore will be outsourced.

The Armstrong Center will be the new broadcasting site for Georgia Public Broadcasting.

Student interaction with the department heads will take place between 10 and 11 a.m. during the April 2nd Pirate Preview.

The department heads are worried about the core evaluations not working in S.H.I.P. It will be impossible for faculty to advise certain students without the report. Judy Ginter has been made aware of the situation.

Respectfully Submitted,

Tori Falls