

**COLLEGE OF LIBERAL ARTS
DEPARTMENT HEADS' MEETING
May 9, 2011
3:00 p.m. in Solms 106**

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

AGENDA:

1. Summer Enrollments and Compensation

Decisions on course cancellation due to low enrollment will be made by May 18th at noon. Summer sessions A and B start on May 23th.

2. Salary adjustments

Dr. Barrett announced that there will be some faculty and staff salary adjustments. Staff raises are being evaluated by an outside firm. Faculty adjustments will be decided after the University's salary study is completed.

3. Student workers

Dr. Barrett circulated the student worker budget for each department and asked for corrections from the department heads.

4. Summer research grants for faculty

Dr. Barrett is hopeful that there will be some money that will be used for summer research grants for faculty. When Dr. Barrett finds out if funding is available, she will send an email to the faculty for proposals. The grants have to have outcomes, and faculty who are teaching three classes in the summer will not be eligible.

5. Independent study credit

Dr. Barrett and the group discussed the possibility of independent study credits for faculty. She is working with department heads to design a system that works for each department. The group would like each faculty member conducting an independent study to have a contract with the student outlining what is expected of the student and faculty during the independent study.

6. Student Learning Outcomes

The college is currently working on assessments for academic year 2010-2011 for student learning outcomes.

7. Enrollment Master Plan

Dr. Barrett circulated a draft of Enrollment Plan core strategies and outcomes.

8. Navigate

Dr. Barrett circulated the data from the Freshman Navigate on April 30, 2011. The data shows that Armstrong's best incoming freshmen are enrolling in fewer than 15 hours. Dr. Barrett asked the group to remind their advisors that students need an average of 15 hours a semester to graduate in four years. Armstrong's strongest academic students should be able to handle the 15-hour course load.

9. Hurricane Preparedness

Dr. Barrett asked each department head to collect emergency contact information for faculty and staff by June 1st. Each department needs to consider ways of making up courses if the campus is closed due to a hurricane.

10. End-of-year expenditures

Please let Dr. Barrett know by Friday, May 13, 2011 of any funds that need to be encumbered.

11. Commencement debriefing

The group discussed Spring commencement. They discussed ways to make the ceremony efficient. The group suggested having the majors sit together and to have the photographer only take one picture of each graduate.

12. Regents' awards: due date is June 3rd

Recommendation for the Regents' award is due June 3, 2011.

13. Announcements:

We have recently learned that, we can offer some money toward moving expenses for new faculty, pending availability of funds.

Respectfully Submitted,

Tori Falls