

**COLLEGE OF ARTS & SCIENCES
DEPARTMENT HEADS MEETING
October 12, 2005
3:30 p.m. in Solms 106**

PRESENT: Ed Wheeler, Mark Finlay, Jane Wong, Yassi Saadatmand, June Hopkins, Tom Cato, David Wheeler, Zaphon Wilson, Judy Awong, Lorrie Hoffman, Todd Hizer and Dick Nordquist.

DISCUSSION: Pitfalls of Advising

- Ed Wheeler - if students complete any area (A-E) in the core at another USG institution, and do not change majors from non-science to science, we accept it. In Area F, we can only enforce those courses approved by the USG committees. Finlay has a list of these courses, and they are also on the web.
- Mark Finlay - has had students taking core classes they didn't need that should have been taken care of with a course substitution form. Even if a class says "ELEC" on the transguide, there is still hope that it can be substituted for one of our classes.
- June Hopkins - reminded heads that HIST 1111 and 1112 can be taken in any order.
- Lorrie Hoffman – must be careful in advising student to take MATH 1001. Has not yet been determined whether MATH 1001 will work for education majors.
- Judy Awong – has problems with nursing students regarding which micro class they should take.
- Tom Cato – digital photography is good for non-majors.
- Jane Wong – students take developmental psychology at another university and sometimes it transfers as CEUG 1010 (education course instead of psychology course), which makes the students unhappy.
- Todd Hizer – reminded advisors that the "minicore" will transfer from DTAE (technical schools in Georgia)

AGENDA

1. Four Day Week Proposal

Wheeler reviewed conversation with David Faircloth, Plant Ops: Faircloth envisions a three-day weekend in which the air conditioners of all buildings other than Lane Library, Science Center, Fine Art and the two gymnasiums would be controlled by humidity rather than temperature. This would probably result in temperatures of 78–82 degrees in buildings. The idea is for four 10 hour days to reduce energy.

Some problems with this plan are: It might not be the best way to serve the community and the four CHAOS weekends.

Note: In subsequent conversation with bosses, it is clear that this is not yet decided. Among other issues, we will wait on guidelines from USG on how to respond to the governor's request.

2. Budget Conversation

Each head should make a 30 minute appointment to meet with Wheeler about budgets. We're not having institutional budget hearings right now, but Wheeler doesn't want to lose departmental hearings. For this meeting, please think about personnel in the next two years and operational needs in the horizon. When arriving for your meeting, heads should have notes (prioritized) to leave with Wheeler.

Note: Yesterday it was decided to have budget hearings this year. The hearing for A&S has been scheduled for Friday, November 11. Wheeler will need to have meetings with each department head by November 9 in order to prepare for his presentation.

3. eCore

At the last department head's meeting, each head received a handout regarding the possibility of becoming an eCore institution. Wheeler asked if anyone had questions about AASU regarding this possibility. Wheeler then shared the following information about implementation if this should occur:

- Each semester we would publish eCore classes so students could sign up for them if they chose to
- We would have to accept eCore core as a substitute for our core in certain instances
- eCore doesn't preclude us from initiating our own web-based core courses

Curriculum committee members for each department should have many more details about this.

4. Flexibility on Classrooms

Each department has assigned classrooms. The department's ownership only extends to the first version of the schedule. Sometimes rooms have to be changed to accommodate class sizes. Dick Nordquist brought up a problem that occurs some at night with Continuing Ed classes in that no one knows where the classes are so they are unable to help people find out where they need to be.

Note: Wheeler checked on this and learned that specific locations were not published by continuing education intentionally because of problems with "non-payers" attending classes. Fortunately our involvement with this problem will be over next summer.

5. Effingham County Center

We will be sharing a facility in Effingham County with Savannah Tech in a one to three year window. The core will be rotated there in a two to three year period. AASU lost a lot of Effingham County students when we pulled classes out of the high school and this may offer an opportunity to recover them.

6. Curriculum Revisions

When curriculum changes are sent to the curriculum committee, they should be accompanied by a two-year course rotation showing: (1) where the new courses will be taught in the next two years and (2) a list of all courses that don't show up in the two-year course rotation.

7. Medical Benefits

Sometimes AASU hires temporary faculty for one semester at a time, and that person does not qualify for medical benefits. This needs to be communicated up front to faculty hired for one semester only. One year temporary faculty are eligible for benefits.

8. Miscellaneous

Heads were reminded that the first Friday forum in November will focus on a discussion of how to make the core curriculum meaningful for students.

There was a brief discussion of concerns about the new "honors in service" track in the honors program. Wheeler suggested that we watch this program develop and comment to the faculty committee that oversees the honors program if we have suggestions.

Respectfully submitted,

Diane Sellers