

**COLLEGE OF LIBERAL ARTS
DEPARTMENT HEADS MEETING**

October 24, 2011

3:00 p.m. in Solms 106

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

Guests: Liz Wilson and Amy Fraser.

AGENDA:

1. Career Services

Liz Wilson and Amy Fraser, Director and Assistant Director of Career Services, spoke to the group about the upcoming Career and Graduate School Fair on October 27, 2011. The fair will give students the opportunity to talk to many different employers and graduate schools. Currently 120 students have pre-registered to attend the fair. Ms. Wilson also explained the many other services the office provides students. They currently administer three tests that help assess students' career paths. Career Services helps with resumes, mock interviews, applying to graduate school, and internships.

2. Liberty Center/Weekend Class

Dr. Barrett informed the group that low-enrolled courses affected the departments' productivity rates. If a weekend course or Liberty Center course has low enrollment, department heads should work with Don Stumpf to determine the viability of the course. Dr. Price asked the Dean to look into the possibilities of reinstating the Friday night timeslot back in to the schedule. In the past the timeslot worked very well for the history department.

3. Revised DIS faculty credit proposal

Dr. Barrett presented a proposal to grant credit to faculty members who teach credit-generating independent studies. Further discussion will take place with individual department heads.

4. Core course DFW rate

Dr. Barrett circulated the Fall 2010 DFW rates for core courses.

5. Announcement

Dr. Finlay is currently working on bringing two authors to campus who are participating in the Savannah Book Festival.

The group discussed advisement, which begins on October 31st. There was some question about whether this advisement session included summer as well as spring. The group asked Dr. Barrett to inquire how the advisement holds for summer will be lifted.

Respectfully Submitted,

Tori Falls