

**COLLEGE OF LIBERAL ARTS
DEPARTMENT HEADS' MEETING
September 7, 2010
3:00 p.m. in Solms 106**

Present: Laura Barrett, Mark Finlay, Yassi Saadatmand, Zaphon Wilson, Tom Cato, June Hopkins, and guest Greg Anderson, Director of Academic Orientation and Advisement.

Absent: David Wheeler

AGENDA:

1. Greg Anderson- Advising & Enrollment Management

Greg Anderson reported the EMC's short-range plans to increase the retention rate of Armstrong students.

1. Insure all students have an assigned advisor in banner. Each semester, departments will need to update their student advisement list. Updating a student's advisor is processed through Banner. Please let Greg Anderson know which faculty/staff members from each department need access and training in Banner. An updated advisement list can be submitted to Greg Anderson for this semester.

2. Establish a standardized degree worksheet for all academic programs and keep copies in a centralized location. This will be helpful for students, recruiters, and advisors. Greg Anderson distributed a degree worksheet to the group. The department heads made suggestions on how to improve the format to help fit their departments' needs. Greg Anderson stated that the format might not work for Liberal Studies. Dr. Cato inquired about the possibility of keeping digital forms on a database to allow all members of a department to have access. The group discussed DegreeWorks, a degree audit program, and its benefits.

2. Retention votes & non-retention forms

The Board of Regents only requires non-retention forms. Retention votes are optional this year.

3. Annual Evaluations-shifting calendar to academic year.

The Deans' Council discussed shifting to an academic year for evaluations. The department heads discussed some obstacles, including the difficulty of getting faculty to review and sign their evaluations before contracts are issued. Dean Barrett will take the concerns back to the Deans' Council.

4. Ethics courses- faculty to teach from AMT, History, and CJSPS.

Cindy Costa (AMT) will be teaching one of the modules for the interdisciplinary ethics course. Dean Barrett announced that the course still needed a professor from either History or CJSPS.

5. Promotion and Tenure Guidelines status

Dean Barrett distributed the current draft of the Promotion and Tenure guidelines. She asked the department heads to review them once more.

6. Faculty Handbook- status & process

The faculty handbook is in the process of going through its final revision in the VPAA's office.

7. Department Strategic Plans/College Strategic Plan- process

Dean Barrett asked each department to create a strategic plan for their department this semester. The college will use the departments' strategic plans to create a college strategic plan.

8. Future hires- Should we consider lecturers in some cases?

The group discussed hiring non-tenured permanent faculty members. The Board of Regents allows for 20% of a college's faculty to fall into this category. Non-tenured permanent faculty members primarily teach core courses.

9. Inauguration

The faculty members of the College of Liberal Arts will meet in the Faculty Development Office in Solms Hall to change into their regalia for the Inauguration of President Bleicken and process to Fine Arts.

10. Course Planning for spring 2010

The department heads would like for Dean Barrett to ask the registrar for an online copy of the departments' 2009 spring semester to use for course planning for spring 2010.

11. Budgets

The amount of travel that money each department is to receive has already been allocated, even though it was not reflected on the 2010-2011 budget that each department received.

Miscellaneous

Dean Barrett reminded all departments to delete all inactive graduate courses. The college graduate committee will be meeting to discuss the courses whose numbers will need to be changed to fit SACS regulations.

Dr. Cato distributed a pamphlet and a poster of fall 2010 events that will be presented by Art, Music, and Theatre.

The current part-time pay rates are being examined.

Respectfully Submitted,

Tori Falls