

**COLLEGE OF LIBERAL ARTS  
DEPARTMENT HEADS' MEETING**

**August 9, 2011  
11:00 p.m. in Solms 106**

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

**AGENDA:**

**1. Fall 2011 courses**

Class cancellation for fall should be decided by August 10<sup>th</sup> in order to give faculty and students time to readjust their schedules.

Dr. Barrett informed the department heads that she had met with Greg Anderson and the only class that needs to be added to the fall schedule would be a CRJU 2010 or ANTH 1102.

**2. Spring 2012 and beyond**

Dr. Barrett asked the department heads to start looking at course enrollment caps. Currently courses have a wide range of enrollment caps and should be more consistent.

The College's two-year course rotation needs to be updated every fall, in part so Mark can make sure that the interdisciplinary majors and minors are covered.

**3. Summer scheduling-**

**CIRs to DHs by 8/15**

**CIRs returned by 9/2**

**Proofs sent to DHs on 10/3**

**Proofs returned by 10/14**

**Corrections in Banner by 10/31**

**Advisement begins on 10/31**

The summer schedule will now be due at the same time as spring schedules. Dr. Barrett has asked the VPAA about the pay scale for summer and to be informed if there will be any summer research funds available.

**4. 2011-12 Budget**

There will be a 2% budget cut for this year and a 2% budget cut for next year. This year's budget has been adjusted to compensate for the 2 % cut. Dr. Barrett asked department heads to keep up with their departments' budgets. Travel money will be the same as last year.

## **5. Online course development**

Dr. Barrett and Dr. Finlay met with Kristen Betts, Director of Online Learning, to discuss online offerings through the College of Liberal Arts. If any faculty are interested in developing an online course they should contact Dr. Betts. Online core courses were discussed and department heads and deans agreed that additional full-time faculty should be hired before we can expand our core.

## **6. QEP**

The QEP will include components of First Year Experience and Information Literacy. Implementation of the QEP will occur in stages over the next several years.

## **7. FYE Director**

An interim FYE Director will be appointed while a search is conducted for a permanent director. The new director will start between January and July 2012.

## **8. Office space**

Dr. Barrett asked department heads to give her a list of all of their offices and their occupants so that we can establish growing needs.

## **9. Gamble – not offline until summer 2012**

Gamble Hall renovations have been postponed until summer 2012.

## **10. Armstrong's First Academic Writing Boot Camp**

Dr. Winterhalter, Faculty Development, will be hosting Armstrong's First Academic Writing Boot Camp.

## **11. P&T Committee**

The College's Promotion and Tenure Committee will consist of Drs. Hendricks, Toma, Bennett, Hampton, and an elected member from LLP.

## **12. Tracking of alumni**

Dr. Barrett asked the department heads to work with Tori to keep track of Alumni. The Alumni Association will send us their most recent spreadsheet.

### **13. Program reviews**

Dr. Barrett reminded the group to create a program review of their majors. The review will include the numbers of majors, graduates, and students enrolled in upper-level courses for the last three years.

The department heads brought up the issue of the amount of advisement that department heads are responsible for during the summer. The department heads could use some help with advisement in the summer.

### **14. GPB interns**

Georgia Public Broadcasting may have some internships available on campus. The Telfair Museum will also have internship opportunities.

### **15. Announcements to be made at College-wide meeting**

Dr. Finlay is working with a committee to create a proposal for an International Studies program.

Dr. Finlay is in the process of creating a committee to revamp the Liberal Studies program. The program is currently hard to access; a capstone course is being considered.

Dr. Belzer is the new director of Undergraduate Research for the college.

Dr. Finlay will form a committee to work on the College Strategic Plan.

Respectfully Submitted,

Tori Falls