

**COLLEGE OF LIBERAL ARTS  
DEPARTMENT HEADS' MEETING  
December 9, 2010  
3:00 p.m. in Solms 106**

**Present:** Laura Barrett, Mark Finlay, Zaphon Wilson, Tom Cato, June Hopkins, David Wheeler, Richard McGrath, and guest Dr. Amy Heaston, Chief of Staff.

**Absent:** Yassi Saadatmand

**AGENDA:**

**1. Introduction of Dr. Amy Heaston, Chief of Staff**

Dr. Amy Heaston, Chief of Staff, inquired on ways she could meet the faculty and asked the department heads to inform her of what she needs to know about Armstrong, the departments, and the College of Liberal Arts. The department heads invited Dr. Heaston to come to department meetings. A couple of departments are in the process of faculty searches and will be inviting candidates to campus for interviews. The group thought it would be a good opportunity for Dr. Heaston to get to know the faculty and would be appropriate to have a member of the administration at the candidates' job talks.

The group stressed to Dr. Heaston the need for departments to attend their disciplines' conferences to conduct job interviews. Currently departments do not have budgets devoted to that purpose and many are depleting their travel money to attend.

The department heads stated that once a faculty member is hired, the university needs to do more to keep them at Armstrong. The group expressed the need for faculty diversity. The University needs a comprehensive policy and an atmosphere that is supportive towards minorities. The student population and community are not reflected in the faculty and staff at Armstrong. The group requested to see the University's Affirmative Action Plan and recruitment policies.

The department heads expressed their dislike of the new policy of job applications being submitted online.

The group would like to have departmental budgets accessible on-line and regularly updated. The department heads expressed the need for better use of end-of-the-year money.

A new room scheduling program is being considered to provide better communication between the different departments on campus.

The department heads stated the need for a better Final Exam and Summer calendar.

## **2. Spring semester course schedule**

Dr. Barrett reported that 1,000 students are still expected to register for spring 2011, 300 of these students are expected to be freshman. Department heads should hold off on canceling under-unrolled courses at this time.

## **3. Faculty diversity**

Discussed in the first agenda item.

## **4. On-line course development**

Cyber-Security will soon be an on-line program. Other on-line programs and courses will be created in the future. The group discussed incentives needed to create and teach on-line courses and their concerns regarding how to evaluate and guarantee quality.

## **5. Learning Management System (replacement of VISTA)**

The University is considering replacing VISTA and is currently examining other learning management systems.

## **6. Quality Enhancement Plan**

Dr. Barrett asked each department head to discuss with their faculty Quality Enhancement Plans that would incorporate the goals of the College of Liberal Arts. All faculty members are encouraged to participate when the committee calls for proposals.

## **7. Columnists for the *Savannah Morning News***

*The Savannah Morning News* would like to fill the guest business columnist position left vacant by Dr. Cebula.

## **8. Differential tuition for programs**

There are no programs or degrees in the College that require differential in tuition.

## **9. Annual Faculty Evaluations**

The Dean will now be signing all AFEs.

## **10. On-campus security**

The department heads were reminded to be careful with exams and confidential materials.

## **11. Trans-Atlantic Studies**

The future of the Trans-Atlantic studies program has not yet been decided.

## **12. Sick time for faculty**

The group discussed the issue of reporting sick time for faculty who are out for an extended period of time.

## **13. Graduate course numbering**

The department heads reported that they are in the process of finalizing all changes to the graduate course numbers.

## **14. Announcements:**

In the past, Admissions picked student ambassadors. As of next fall, a committee will be created to pick student ambassadors from the best and brightest of Armstrong students.

The new CORE goes into effect in Fall 2011, but the overlay requirements are not required in the CORE until Fall 2012. Armstrong will implement the overlay requirements when the university rolls out the new CORE in Fall 2011.

All part-time faculty need to complete Armstrong's on-line orientation and a background check, and receive an Armstrong e-mail address.

Pirate Preview is in the process of being reorganized. The students will stay in the same room and the speakers will rotate from room to room. The department heads will meet with their future students after lunch. The department heads noted that they would prefer to meet with the students in the morning.

During the summer session the university will begin renovations of two buildings on campus. The old CIS and Bookstore building will be renovated to become a learning commons in conjunction with the library. The Languages, Literature, and Philosophy department will be moved in summer 2011 so that Gamble Hall can be renovated.