

**COLLEGE OF LIBERAL ARTS
DEPARTMENT HEADS MEETING
Wednesday, January 21, 2009
3:00 p.m. in Solms 106**

Present: Mark Finlay, Teresa Winterhalter, Yassi Saadatmand, Tom Cato, June Hopkins, David Wheeler, and Becky daCruz for Zaphon Wilson.

AGENDA

1. News

There is no news on the budget; still saying next year might be worse than this year. Tom Cato was at the last Faculty Senate meeting and gave the following updates:

- Bond was approved for the new student center and construction might begin around Feb. 1.
- We get \$139,000 for every 1% increase in enrollment.
- Cuts made last May were permanent cuts.
- Master's degrees to be continued at Brunswick. Finlay wants to know more about Criminal Justice at Brunswick.
- Liberal Studies is being phased out at Brunswick
- Budget might possibly be "live" in March.
- Next meeting is Feb. 19. Let Cato know if you have any questions you'd like raised.

Finlay made the following announcements:

- We have a new registrar, Judy Ginter, from Mary Washington University who will begin her new job in April.
- Saturday enrollments are up 35% from Spring '08. Heads should start finding backup instructors for session 3.
- Feb. 2 – retention votes for first year faculty due to Finlay.

2. Graduate Admissions Issues

There are many differences of opinion as to how the graduate program should be run. Joe Weaver was in charge of a committee, "Graduate Review Group," that raised several questions: How could the graduate application process be improved? Should deadlines and other policies be altered, enforced, or made variable? Should we have a graduate dean or could the four individual deans take care of graduate as well as undergraduate matters? Heads discussed graduate issues for Finlay to take back to the meeting next week. All agreed that masters level courses need direction. One fundamental question is: Does AASU care about its graduate programs?

3. Faculty Awards

The deadline is February 6 for the four faculty awards: Service to the academic discipline, service to the community, service to the university, and H. Dean Propst. Finlay needs to endorse these. Brockmier and service by a part-time faculty member awards come later.

4. Food for Searches

Departments are allowed to use state funds to purchase a meal for a candidate and one guest, who is supposed to be the chair of the search committee. No alcohol.

5. Travel to Teach Issues

Finlay has received statements from three departments. Heads should submit to him how much he should put aside for faculty who travel to teach. Dr. Whitford wants to reduce this travel money. Finlay feels this could have negative implications for off-campus programs that already need strong incentives to attract good instructors. For now she is requiring the first of these and contemplating the rest.

1. Making sure those getting money are legitimately supposed to receive it
2. Enforcing filing deadline
3. Ending additional pay for those who are teaching off-campus
4. Ending mileage reimbursements for all

6. Summer School Issues

College of Science and Technology will offer two new six week summer terms this year for a few of their lab science courses. This is in addition to the usual terms. Jim Anderson should be made aware of the idea for classes to start mid-May because it will interfere with the study abroad classes.

Maximum pay: Don't promise anyone 27% of pay. The budget situation may get worse before it gets better.

Trend in summer school enrollment – don't need to add new sections as they are about the same each year. Criminal Justice wants to add a third class online or in Hinesville.

7. Environmental Studies as a Minor

The College of Science and Technology will create an Environmental Science minor, and we would like to create a minor in Environmental Studies. Who decides what the minor should look like? Need input from faculty who teach it. Finlay would like to form a

committee among faculty who may be interested in this minor, including some faculty from the Department of Health Science. Also need someone to overlook interdisciplinary programs. Yassi Saadatmand said departments must have the manpower to teach the environmental classes. David Wheeler said that one person needs to be in charge of the minor, and we should use someone on the committee.

Attendance verification has been extended to tomorrow night (Jan. 22).

June Hopkins said that “Federal Writers Project during the Great Depression” is going on for several nights at the Jepson Center and said faculty should encourage their students to attend.

Respectfully submitted,

Diane Sellers