

ARTS & SCIENCES COUNCIL MEETING
Wednesday, February 7, 2007
3:30 p.m. in Solms 107

Present: Ed Wheeler, Mark Finlay, June Hopkins, Jane Wong, Yassi Saadatmand, Tom Cato, David Wheeler, Lorrie Hoffman, Judy Awong-Taylor, Zaphon Wilson, Joe Weaver, Dick Nordquist, Teresa Winterhalter, Barbara Tanenbaum, Greg Anderson, Jonathan Roberts, and Sabrina Hessinger.

Brief report from non-department heads:

Teresa Winterhalter

- Celebrated the fact that the campus voted to pass the new GWST major
- To celebrate new major, big event coming up on March 23 with former Secretary of State, Cathy Cox, as speaker. She will speak at 7 p.m. and faculty and students are invited.

Joe Weaver

- Liberty Center enrollments are strong
- Took one classroom and turned it into a Student Success Center
- About 1/3 of LC's new students need Learning Support classes
 - Judy Awong-Taylor asked about making Liberty Center classes more visible in the schedule when students are registering. A lot of students enroll in LC classes and don't realize it.

Greg Anderson

- Working hard to coordinate things with Student Affairs
- He and Jonathan Roberts will have a joint enrollment informational session on March 6, 6:00-7:15 pm in UH 156, and an advisement workshop on March 21, 12:00-1:30, in Solms 110
- Hopes to have degree program worksheets ready next month
- He will email each department's specific sheet to be reviewed

Jonathan Roberts

- Honors program going well as this is its biggest year as far as enrollment
- If recruiting goes well, might need another class or two
- Took students to the Kennedy Space Center a few weeks ago
- Sherry Cortes working with Honors 10 hours a week

Sabrina Hessinger

- Deadline coming up for Scholarship and Learning Grants for PRISM
- Handed out sheet containing info on newly approved Board of Regents policy that crosses all disciplines
- PRISM will have a dinner on March 28 to discuss this policy

- Has over 50 faculty participating in PRISM; many of them are new
- Thanked biology, history and chemistry because their faculty are working on developing an intro disciplinary course called “Human History and Life Science of Ossabaw Island”
- In March she will talk to Mike Price about funding for sustainability for key PRISM initiatives

Barbara Tanenbaum

- First year experience is coordinating a group looking at what a successful student is (looking at data and making short term and long range plans)
- Judy Awong-Taylor setting up tutorial for intro biology classes and will track student’s grades. Jane Wong is doing the same in psychology as is Delana Nivens in chemistry.
- Looking at 199 students from Fall first-time, full-time cohort who are below a 2.0 gpa and trying to find ways to help them

Dick Nordquist

- Friday is deadline for faculty service awards
- End of term awards ceremony is Friday, April 27
- A bench in honor of Patrick Brennan is being placed on the bocce court
- Probably will not be money available this year for leadership awards
- Faculty development is providing 4 or 5 new display boards
- Open house for MALPS several weeks ago was well attended

Mark Finlay

- Has a student appealing to congressman Jack Kingston over a grade change
- Needs AASU students to attend Creative Mind seminar at a reduced price of \$10 (from \$50), Robert Kennedy, Jr. will be there.
- Has a speaker coming at 12:15 on March 7 to talk about “How to get published in an academic journal.”

Agenda

1. Conversation about CHAOS is Summer 2007 (Greg Anderson)

Tentative thoughts: Greg is working with Bill Kelso on ways to redo the summer orientation program for those 18 and under. Advisors come and sometimes don’t have any majors to advise. He wants to break students into groups of 15 to 20. Groups will be lead by three student leaders, one faculty and one student affairs person, and leaders will spend the whole day with one group. That one faculty member would advise everyone in the group, regardless of student’s major. Greg wants to have the same, trained faculty do this all summer for compensation (cash and/or travel money) and wants 15 faculty (one from each A&S department, plus a few others) to work with him in spring for training and orientation sessions. Music majors need to be handled differently.

David Wheeler mentioned that he is concerned about English and foreign language majors being advised correctly as to which foreign language to take. Greg said he can print schedules of those advised and send to heads to screen for errors. David Wheeler said he has a 30-minute on-line exam that could be given to students when advised to help with their foreign language placement.

Dick Nordquist said that each advisee should be given a contact person in his/her major in case they have questions. Department heads should be in their office to receive problem calls.

They are also looking at weekdays for CHAOS instead of Saturdays and pulling transfer and non-traditional students out.

2. Changes in College of Ed programs and shakeout for Arts & Sciences

College of Ed lives in an unusual environment. Board of Regents (EPAAC), State Board of Education (PSC), and National Accrediting Agency (NCATE) have a critical impact on our College of Ed. These three external agencies have combined to necessitate major curriculum in education. Every education course on campus will change to accommodate the changes. Because Arts & Sciences is a partner with Education in preparing teachers, we are also affected by these changes. Last Fall the various programs leading to certification in the College had to make decisions about how they will respond to the changes. Here are decisions for various programs, effective for students beginning in Fall 2007:

- Political Science: will not offer path to teaching certification
- History and English: will aim for a Master of Arts in Teaching in Fall 2008, will use post-baccalaureate certifications for this year
- Biology and Chemistry: Will watch progress toward MAT in history and English and will use post-baccalaureate certification until decision on direction is made
- Mathematics, Art, Music, and Spanish will continue to offer undergraduate certification opportunity

Students who are already attending Armstrong have the option of completing the certification program described in their catalog of admission (with appropriate substitutions using the new education courses). However, in order to avail themselves of this opportunity, students must be accepted into the teacher education program by **May 15, 2007**.

3. Office hours for faculty

Wheeler asked heads to encourage faculty members to post office hours at their office, and if hours must be missed, to leave an explanatory note on the door as to when you plan to return.

4. Student research initiative

Dean discussed past success in student independent research and discussed Dr. Delana Nivens' appointment as a Special Assistant to the Dean to research this area for a year. She will provide a report suggesting directions forward in Spring of next year.

5. Assessment: a primer

Last spring Wheeler asked heads to reactivate major assessment. He talked to Kathy Bennett and some departments are in good shape, and some aren't. Here are three critical components of a successful assessment program.

- 1) 2-4 learning goals for the program
- 2) Assessment mechanisms to measure progress toward attaining goals
- 3) Annual narrative reporting assessment results and indicating changes made in view of data collected from (2).

This needs to be operational in all majors, and we will begin a series of conversations to move us closer to this goal. Drs. Hoffman, Cato, and Wong volunteered to give a brief (5 minute) presentation of their assessment systems at the March department heads meeting. Drs. Nordquist, D. Wheeler, and Awong-Taylor volunteered to read *Assessment Clear and Simple* (chapters 1 and 3) before the next meeting in March and to comment on the presentations by their peers.

8. Email changes

New Novell product called GroupWise being installed on campus. CIS will add 100 more users in the next two months then will move the whole campus to the system in the Summer.

9. Miscellaneous

The Vice President has scheduled an event for Thursday, March 8, so the next department heads meeting needs to be moved to Thursday, March 22.

Respectfully submitted,

Diane Sellers

