

**COLLEGE OF ARTS & SCIENCES  
DEPARTMENT HEADS MEETING**

**Thursday, March 22, 2007**

**3:30 p.m. in Solms 106**

**Present:** Ed Wheeler, Jane Wong, Will Lynch, Ed Wheeler, Jane Wong, Will Lynch, Judy Awong-Taylor, June Hopkins, David Wheeler, Zaphon Wilson, Yassi Saadatmand, Tom Cato, Lorrie Hoffman, and Dick Nordquist. Jim Todesca sat in for Dr. Hopkins after 4:00.

**CONVERSATION: Departmental Assessment Plans**

Drs. Hoffman, Cato and Wong gave brief presentations on their departmental (major) assessment programs. At the end of each, Drs. David Wheeler, Nordquist and Awong commented on their presentations using the profound knowledge gained by reading *Assessment Clear and Simple: A Practical Guide for Institutions, Departments, and General Education*. Much discussion followed.

**AGENDA**

**1. Questions about pay sheets?**

Pay sheets are due next Monday. Question was brought up about evaluating faculty who just started Fall semester and have only taught for four months vs. those who have taught for the full year. Wheeler said that in the past he had treated them as if they'd worked a year, but different department heads have approached this issue in different ways.

**Important Note:** Wheeler wants to know by April 1 of any temporary faculty that **you know** will definitely be here this fall.

**2. Navigate Armstrong in Summer 2007**

Dr. Vickie McNeil, VP of Student Affairs, sent an email to everyone concerning CHAOS sessions. The good news for department heads is that there are only two Saturday sessions. Wheeler encouraged heads to read the email.

**3. Thinking more about advisement in late afternoons**

In our semester cycle, there are three times when departments need to have faculty members available for advising in the hour from 5:00 – 6:00 pm: The first four days of pre-registration, the day or days of walk-in registration, and the first three days of each semester. Some departments have not been seeing many students during these hours.

Before revisiting the policy of providing advising in these time periods, I would like for us to use the upcoming advising periods for careful experimentation. During the next several advising periods (April 2-5, May 31, June 1, 4-5, July 2 -5, August 14-15, 16-17, 20), I am requesting that

- Departments have advisor in place until at least 6:00 pm
- Departments place large white board at the departmental office giving location of “after five” advisor
- Departments communicate to Greg Anderson and to me
  - Location of “after five” advisor
  - Phone number of that location
  - May 31, June 1, 4-5, August 14-15, 16-17, 20, if “after five” advisor is not in until 7:00, name and phone number of an expert
  - I have asked Greg not to advise majors in the 5-6 window
- Keep careful statistics on after-five traffic

We will revisit our evening advising structure after this review is completed.

#### **4. Brignati guidelines on spending**

Spending guidelines were relaxed for departments with fees. For departments with fees, credit cards may be used until May 1 if receipts are provided to Brignati by May 1. For departments with fees, purchase orders may be used until June 1.

Respectfully submitted,

Diane Sellers