

**COLLEGE OF LIBERAL ARTS
DEPARTMENT HEADS MEETING
Wednesday, March 11, 2009
3:00 p.m. in Solms 106**

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

AGENDA:

1. APAR Issues

Finlay commended heads and faculty for the good job on their APARs and for their accomplishments last year. It was humbling to see that so many people worked so hard in 2008.

2. Promotion and Tenure Issues

Finlay asked the college's P&T committee to meet as often as necessary to get a document ready that would reflect suggestions that were brought up at Dr. Whitford's forum in October. Priorities include a need to clarify pre-tenure review procedures, and to provide more guidance on the question of who votes on P & T issues.

Finlay also asked who should see the document after it is drafted? We propose to hold a faculty forum in April and offer all tenured and tenure-track faculty the opportunity to comment on the proposed changes. David Wheeler suggested that Laura Barrett does not need to be involved now but should be sent a copy for her to comment on.

The deans and VPAA went through about 20 hours of P&T meetings in February. Several issues arose in the realm of ethics, such as:

- claims of publishing in "first tier" journals that were not
- "peer-reviewed" conference presentations that were not or were required under the terms of a grant
- people listing their name first on the vita when in fact they were not first author
- people claiming to be major participants in grants when they were not
- claiming the same work as scholarship and service
- claiming custom published work as peer reviewed scholarship
- counting work toward completing a dissertation as scholarship
- claiming dunk tank as service
- claiming abstracts (some fewer than 200 words) as serious scholarship

Although some boasting may be a normal part of human nature, should a candidate bear some responsibility for excessive claims? Should department heads and departmental colleagues check claims more closely?

Teresa Winterhalter reported that P& T Committee has focused on teaching more for “associate” profs and “scholarship” more for “full” profs. The reality is that quality counts; it’s not simply a matter of quantity. David Wheeler likes the idea of the person up for promotion and/or tenure to be present to answer questions.

3. Budget Issues (white handout)

Bad news: The VPAA had to come up with another \$650K in savings recently; total of \$3.5 M or 10.5%; student workers a special area of concern; student fees remain in turmoil, yet progress has been made; the goal remains to hold operating budgets at no more than 75% of last year’s spending; 6% of the original operating funds are gone forever

Good news: Finlay still has some travel money, so if someone has a good conference to go to, please let him know about it. He also has a small amount of Foundation money and can dole out a little here and there.

4. Session 3 Issues

There is a breakdown in whose job is it to create and market these courses, although it does seem that a demand exists. Finlay did a survey with students in session 3 classes and might know more later.

5. Recruiting Issues

For every 1% (70 students), about three new sections of ENGL 1101 are needed. For this fall, the projected enrollment is up considerably. Applications are up 12%. How are we going to teach these students? The recruiting budget went up considerably this year.

Finlay is looking for a strategy to keep valuable temporary full-time faculty into a fourth year and perhaps beyond. Finlay is hoping to make some hires before real trouble hits on about August 1. There has been some talk of raising part-time salaries.

6. Alumni Issues

Finlay asked heads if they have any data on their alumni. He went to a meeting last week about the AASU website. Radical changes are coming to it that are geared toward the readers. All pages should have a similar appearance.

7. Miscellaneous

June Hopkins said that some mail of one of her faculty's had been opened by the mailroom. The mailroom's response was that it looked like a bill, and they wanted to make sure it was directed to the right person/department. Some discussion followed as to whether or not the mailroom should be practicing this procedure.

Respectfully submitted,

Diane Sellers