

ARTS & SCIENCES COUNCIL MEETING
Wednesday, April 11, 2007
3:30 p.m. in Solms 107

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

Brief Reports from Non-Department Heads

Teresa Winterhalter

- Her GWST major event went well with speaker, Cathy Cox. She wished there had been more people present, but the after-effect has been great, including several new students who have declared a GWST major.

Jonathan Roberts

- Ten students went to the Southern Regional Honors Conference in Charlotte, NC, where our Honors students topped those from other institutions.

Dick Nordquist

- Faculty Development involved in the Big Read this week with several events planned
- Revamping the Teacher and Learning Symposium. If anyone has suggestions to make the symposium a better fit with initiatives, let Sabrina or Dick now.

Sabrina Hessinger

- Had change in BoR policy dinner that went well
- Extended an invitation to everyone present to attend the PRISM faculty luncheon on Monday, April 23, 12:15, in the university dining room, but RSVP is required. Passed out a flyer containing agenda items.
- She is looking for grant funds to sustain PRISM type activities.
- For anyone looking to go to a conference this summer, Sabrina passed out a flyer on the 8th Science in Savannah Symposium on July 26-27, 2007, to be held at the Savannah International Trade & Convention Center.

Greg Anderson

- Navigate Armstrong is new
- At CHAOS sessions, a team of students, faculty, and student affairs staff will meet with students in the morning with a 1 to 4 ratio, giving students info on expectations of college students, how to be successful, etc.
- When students leave morning session, they should have advisement sheet filled out. Wants heads to send him a sample schedule for a generic student with no AP or transfer credit, 500V, and 500M to take first semester.
- There will be seven sessions for freshmen and two sessions for transfers

One More Conversation on Assessment

David Wheeler gave heads a handout titled “Assessment Plan for B.A. in English.” and gave an interim description of the assessment plan his department is putting in place.

AGENDA

1. Hiring non-citizens: Two important issues

- When interviewing candidates for whom it may be an issue, it is important to ascertain their ability to be employed in the United States. There are many questions that cannot be asked, but one legitimate question that can is, “Are you eligible to teach in the United States?”
- At point of offer, indicate to perspective employee that he/she will be responsible for the fee for their visa, which is roughly \$3000. Communicate this because some may assume it is covered by AASU. Jim Anderson is a good reference for both the department head and the candidate on this issue.

2. Middleton compliment

Wheeler passed on compliment from Christie Middleton in Business/Finance Office that the Arts & Sciences department heads do a good job of keeping up with their budgets. Dick Nordquist warned heads to be sure to look carefully at budget items to make sure that all expenses charged are valid.

In response to question about which budget lines need attention, Wheeler suggested that only those lines that are in your direct control need attention. Because Wheeler routinely loses his index that describes each of the budget line, he is including a brief version of the list below for your edification:

| | |
|--------|--------------------------|
| 511000 | Faculty salaries |
| 512000 | Part-time salaries** |
| 513000 | Summer salaries** |
| 521000 | Professional salaries |
| 522000 | Salaries staff |
| 524000 | Student assistants* |
| 640000 | Travel* |
| 712000 | Motor Vehicle Expense* |
| 714000 | Supplies and Materials* |
| 715000 | Repairs and maintenance* |
| 719000 | Rents non-Real-Estate* |
| 727000 | Other operating expense* |
| 733000 | Software* |

| | |
|--------|-----------------------------------|
| 742000 | Publications* |
| 743000 | Equipment purchase – small value* |
| 751000 | Per-Diem and Fees* |
| 771000 | Telecommunications |

* These are the budget lines to which department heads need to give the most attention.

** We give attention to these lines each semester and in the summer as we make sure that the offerings efficiently serve student needs.

3. Winding up the semester: In response to the question, “To what issues does the group need to give attention as we prepare to wind up the semester,” Wheeler was reminded of a set of meetings that he and Dr. Winterhalter need to have to firm up plans for the new major.

4. Looking to the fall: Several items were mentioned as we look forward to Fall 2007.

- Continue to do good record keeping on advising appointments in the late afternoon (5:00 pm to 6:00 pm). Of particular interest are the periods just before and just after the semester begins for Summer and Fall.
- In planning for Fall 2007, please prepare contingency plans for enrollment increases of up to 5%. If as the summer unfolds, it becomes clear that this is not going to be possible, please give Wheeler a call.

5. Miscellaneous

Dr. Hoffman requested a review of the desired way of handling a faculty request for personal leave. From Rebecca Carroll: When taking personal leave, fill out a Leave Request Form and write at the top, “Faculty Personal Leave” and mark out Vacation/Sick portions of the form. After signatures are obtained, please send form to Human Resources.

Respectfully submitted,

Diane Sellers