

**COLLEGE OF ARTS & SCIENCES  
DEPARTMENT HEADS MEETING  
Wednesday, April 16, 2008  
3:30 p.m. in Solms 106**

**Present:** Ed Wheeler, Mark Finlay, Jane Wong, Bob Gregerson, June Hopkins, Lorrie Hoffman, Yassi Saadatmand, David Wheeler, Will Lynch Zaphon Wilson, and Dick Nordquist.

**CONVERSATION: Issues around the transition to two colleges.**

Wheeler collected questions that Department Heads wished to have resolved vis a vis the division of the college. Questions follow:

- Where will Dean of Science and Technology be located? *Most recent answer, in the space currently held by the Unix/Linux computer laboratory?*
- In which office/offices will questions about the “core” be answered?
- When will we do the internal search for Liberal Studies leadership?
- Will the sponsored research post be filled?
- Who will monitor flex term and weekend college rotations?
- Where will the Honors Program be located?
- Will new computers be provided to new faculty? *Pam Culberson is currently working on this issue.*

**AGENDA**

**1. Report on trip to Georgia Perimeter**

There is a memo of agreement between Georgia Perimeter and Armstrong that if students maintain a 2.5 GPA, they will be guaranteed admissions into four year universities. Enrollment at Georgia Perimeter’s five campuses is 25,000 – 30,000. Zaphon Wilson and Jane Wong were part of the Armstrong group that visited GA Perimeter and reported good connections at the meeting. Since we guaranteed admission to GA Perimeter students before the agreement, the primary payback of the agreement to us is to raise our visibility with the GA Perimeter students.

**2. Good news from partnership with Georgia Tech**

This year instead of rejecting a pool of 200 students with average SAT of 1200+ and average GPA of 3.5+, they invited them to apply to Armstrong. Thus far (May 2) 32 are accepted. This will most directly affect Calculus I and Chem I in the Fall and Calc II, Chem II and Phys I in Spring.

### **3. News from our Admissions Office**

Wheeler has received reports from the Admissions Office, and although the information is ambiguous, it looks like enrollment is up. Wheeler asked that each department head plan for 10% increase in key courses for freshmen (in some cases this requires no additional seats over those that were available last Fall, eg MATH 1113). It is not necessary that these additional seats go in the schedule, but it is good to have faculty to provide this seating capacity. If you find you finding it difficult to plan for this increase, please contact Dean of A&S in the first week of June.

### **4. Summer Schedules**

We could also see healthy enrollments this Summer. If you are able, develop a contingency plan for the summer semester so that you could offer an additional section in highly subscribed courses if the need develops.

### **5. New budgets/mission critical hire memo.**

The word is that we will have part-time budgets for next year that are semi-realistic. This is good news for the budget process, but may make it more difficult to respond to unanticipated needs.

There has been a decline in state revenue collection so only critical hires can be made at this time.

### **6. Miscellaneous**

Computers for new tenure track hires should be automatic, but Wheeler will check on it.

Student evaluations (FACE) were discussed. In one department students are upset because they can't say what they'd like to on the evaluation because they have to sign it in order for the department head to see it. Department heads can always remind students that they can send a letter directly to him/her.

Will Lynch asked that we work on policies that will benefit the department when a grant "buys out" faculty time. Otherwise, the departmental effort is damaged to make the grant happen.

AASU has lost faculty in recent years because a spouse remained unemployed after the faculty member moved to Armstrong. It will be wise to develop a spousal hire policy.

Respectfully submitted,  
*Diane Sellers*