

COLLEGE OF ARTS & SCIENCES
DEPARTMENT HEADS LUNCHEON/MEETING
Wednesday, August 21, 2007
12:15 p.m. in Solms 106

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

AGENDA:

1. Welcome

Dr. Wheeler introduced our two new department heads: Dr. Bob Gregerson, biology, and Capt. Patrick Jones, Military Science, and welcomed them to our college.

2. Fall Event

The College of Arts & Sciences has had a fall event for the past three (?) years. Wheeler asked heads to think about if this is something they want again this year. Wheeler is looking at a low country boil at the Railroad Museum. The general consensus was that everyone has enjoyed them in the past and would like to see them continued. Jane Wong added that attendance will probably be better if children are included.

3. Reorganization of University

Beginning Fall of 2008, the School of Computing and the College of Arts & Sciences will be linked together and with new names: Science and Technology and Liberal Arts and Social Sciences (ck). If head would like her to, Dr. Whitford will attend a department heads meeting to address questions about this change. She is trying to balance the existing units a little better with regard to the number of faculty. Wheeler will get a written version of Whitford's _____ and send to heads.

4. Meeting time for Fall 2007

We will be meeting the second Tuesday of each month at 3:30. September 11 and November 13 will be Arts & Sciences Council meetings and October 9 will be just department heads.

5. Travel Funds from Wheeler's Office

Wheeler provides funds to faculty going to meetings to present papers and will continue to do so this year. He can't promise, however, that the funds will last the whole year. Last year they dried up in March. Heads complained that they are 1 ½ months into the new year and have not received their budget figure for the new year. Wheeler will try to get an answer regarding this in the next 48 hours.

6. Savannah State Cooperation

Wheeler is sad over the tension between AASU and SSU. The Presidents pledged to do a better job about this. There are a couple of Arts & Sciences things that Wheeler wants to see happen:

1. Make every effort to communicate with peers at SSU about events of interest. Our office will provide SSU contact information to heads in the next day or so.
2. When thinking about grant writing, some might be stronger if they are between AASU and SSU. Wheeler thinks this would do wonders for the morale (?) between the two universities. Lorrie Hoffman suggested a teacher exchange and Zaphon Wilson wants to see "seamless" registration between the two institutions.

On October 2, there will be a reception at the AASU Center for our new faculty and new faculty at Savannah State. Heads should encourage new faculty to attend, and if you have no new faculty, please send reps from your discipline.

7. Faculty Absence from Class

Faculty should be in attendance at all classes they teach. Excuses for absence include jury duty, personal leave (3 a year), sick day or attending a professional meeting. Paperwork needs to be filled out. This applies to part-timers also. Faculty do not have personal days during the summer. Heads should inform faculty that Wheeler wants these rules adhered to.

8. Late Advisement/Advisement of Evening Students

An advisor should be present from 5:00 to 6:00 during walk-in registration, the first week of pre-registration, and the first three days of classes. Wheeler wants heads to provide him with a 1/3 page statement of how his/her department wants to deal with student advisement in the evening. Mail or email this statement to Wheeler.

9. Miscellaneous

Jane's comments about August 3. (I don't know what this was about ☺)