

**COLLEGE OF ARTS & SCIENCES
DEPARTMENT HEADS MEETING
Tuesday, September 11, 2007
3:30 p.m. in Solms 103**

Present: Ed Wheeler, Mark Finlay, Lorrie Hoffman, Tom Cato, Yassi Saadatmand, Bob Gregerson, Will Lynch, Zaphon Wilson, David Wheeler, June Hopkins, Jane Wong, Dick Nordquist, Joe Weaver, Jonathan Roberts, and Teresa Winterhalter.

Conversation with Dr. Whitford: Dr. Ellen Whitford took time to explain the reorganization of the College of Arts and Sciences and the School of Computing. It was said that the reason for the reorganizing is the current imbalance between the two schools as far as faculty to dean ratio, as well as the funding each school receives. The entire purpose is to provide those benefits for both schools. Dr. Whitford foresees this entire process as being completed by June/July, including the resolving of budget and other issues, and the hiring of the new dean. The dean search is to begin this upcoming October.

After Dr. Whitford finished talking, the floor was opened for questions.

Brief Reports:

Jonathan Roberts

The Honors Program is growing quickly, with over one hundred newly enrolled students during the fall semester alone. Eight honors classes are being offered this semester, and six courses are to be offered during the spring semester, with hopefully a global perspectives course on the way.

Teresa Winterhalter

Very healthy GWST enrollments in entry-level GWST courses, and an additional introductory level course was added for Spring.

Joe Weaver

Joe discussed passionately how much he needs faculty who can teach *day classes*. He also discussed that fact that arrangements have been made to add more space to the AASU Liberty Center

Greg Anderson

Information can be found in the **Early Alert** section of the minutes. Thursday, December 13 is the scheduled day for new student orientation, with the goal of rolling at least 200 through on that day alone. In other news, the board has decided that all students will need to take the Regent's Exam during their first semester of enrollment.

Mark Finlay

Phi Kappa Phi induction ceremony will be held on November 4, 2007. He also reported on his effort to make sure that courses supporting our various interdisciplinary programs do not overlap one another.

Dick Nordquist

The deadline for next fall Advanced Academic Leave is February 1, 2008. Dr. Wheeler reminded department heads that it might be easier to grant professors research leave for the spring semester.

AGENDA:

1. September 17: Constitution Day

Specific times and information will be emailed to faculty in the near future.

2. Background Checks:

We had a rousing discussion about a new USG requirement that we do a background check on all persons who are hired by the university including faculty. Wheeler presented the proposal on how this will be handled and several department heads raised objections. Subsequent to that meeting, we have had several communications with Rebecca Carroll and the implementation is being revised (at very least, we will not need to ask candidates to fill out the security questionnaire until they are hired). We will schedule a "special called meeting" with Ms. Carroll as soon as she has had time to reflect on department head concerns and consult with USG lawyers.

3. STEM Initiative*

4. Continuing Education Opportunities

The upcoming seminars for effective supervision were announced and discussed. David Wheeler requested a more academic specific program in the future.

5. Phone System

The latest intel is that we will be receiving a new phone *before* we get new phone numbers, which means we will not have two phones at any time. The new phone numbers will be assigned next March/April.

6. Early Alert

Dr. Wheeler requests that faculty please be encouraged to use Early Alert to let the Academic Advising Center know about students who are struggling in their courses. This alert is especially important for first semester freshmen who have not yet understood the university culture.

7. Advisement Issues*

8. Summer Student/Faculty Collaborative 2008

Dr. Wheeler hopes to see more proposals during this upcoming year because he is sure that he can provide the grants for a few more proposals than the five he funded last year. Please tell faculty members that chances are excellent of their proposal getting funded. Two new features this year: differential stipends for Assistant and Associate Professors, Department heads can apply for grants—however, only the student will be offered the stipend, not the department head.

9. Mini-semester Beginning in October*

10. Environmental Science/Studies*

11. Secondary Certification Programs*

*** These topics were included in an email continuation of this meeting. The content of this email follows:**

Agenda:

1. September 17: Constitution Day
2. Background checks
3. STEM initiative: *USG has made substantial amounts of money available to be awarded competitively to institutions who pledge to increase number of majors in Science, Technology, Engineering and Mathematics and the number of graduates getting teaching certification in these fields. We responded to the RFP with proposals seeking:*
 - *Funds to run a summer camp to attract students to math/science with emphasis on math/science education*
 - *Funds to continue a PRISM-lite... program to continue PRISM mini-grants*
 - *Funds for new STEM positions**Our success on the third bullet is very important to the whole college since success there would enable us to focus any available university resources to develop positions in our non-STEM disciplines.*
4. Continuing education opportunities
5. Phone system
6. Early alert: *Though I discussed this briefly, let me once again encourage you to encourage your faculty to participate. From my own experience in teaching College Algebra, I have seen interventions by the Advising Center turn students around... moving "sure F's" to the "C-D" range.*
7. Advisement issues:
 - *When I analyzed your reports from Fall 2007, I found that the patterns for Fall late afternoon advising were very similar to the patterns from the rest of the year. So we will move to plan B for all advising periods.*
 - *Plan B: Each department will prepare a plan for how to encourage advising connections with students who are primarily here in the evening and send a copy of your plan (3-5 sentences) to me. Presently I have heard from math, biology, chemistry/physics, psychology, and history on this issue. (If I have heard from*

*others, I apologize for misplacing the communication and request a resend.) Their plans range from continuing to have someone available one or more late evenings to email blasts and careful use of signs. **I will be pleased to hear from other department heads.** [Dick, I know the situation in liberal studies]*

- *In the past several years we have announced a three week advisement period but have kept web registration open four weeks. When students registering in that fourth week found they needed advising to get the hold lifted, they went to their faculty advisor, creating an effective four week advising period. The Faculty Welfare committee asked that the Council of Deans address this issue, and we did so. This Fall, web registration will not be open for any work days beyond the end of the advising period. This will mean that the last minute rush will occur the last week of announced registration rather than a week later.*
- 8. *Summer Student/Faculty Collaborations 2008*
- 9. *Mini-semester beginning in October: Those of you with classes in the Session 3 Mini-Mester notice that maxes are 10-15 seats smaller than usual. These extra seats are held for Greg Anderson to use in registering new students who appear in the month of September.*
- 10. *Environmental Science/Studies: I am asking Mark Finlay to convene a committee to talk about possible interdisciplinary minor(s) in Environmental Science or Environmental Studies. More on this later.*
- 11. *Secondary certification programs: Chemistry, Biology, History and English need to request the curriculum committee to remove the Major with Certification program from the university master curriculum. (These majors have already been removed from the catalog.)*

Respectfully submitted,

Sherry Cortes