

**COLLEGE OF ARTS & SCIENCES
DEPARTMENT HEADS MEETING
Tuesday, October 9, 2007
3:30 p.m. in Solms 106**

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

AGENDA:

1. Kudos

Wheeler began the meeting with an explanation of some of the materials found at each seat:

During the first week of the semester I was working the phones and emails talking to various department heads about the usual flotsam and jetsam of starting the semester: classes that were too small, classrooms that needed more desks, classrooms without air conditioning, office with too much air conditioning, classrooms with leaks in the ceilings,.... In the middle of one call one of your colleagues said, "Wheeler, you should be giving us KUDOS for what we are making happen this week." I grabbed my pocket dictionary and learned that to award KUDOS means to bestow *glory* and *fame*. Though I agreed that KUDOS were appropriate, I happen to be really short of those two commodities, glory and fame, so I began to cast about for a substitute. Rather than offer Kudos, I will have to ask you to be content with my heartfelt appreciation for a job well done ... and a bag of candy.

2. Area F: Retention, six-year graduation rates, Liberal Studies

Wheeler then launched in to an extensive diatribe about Area F. Here are some key points.

- If a course listed in Area F of the major is taken in Areas A-E, this adds free elective hours to the program of the student; hours they could use to complete a second major, a minor, or take more upper level hours in your discipline. No specific replacement can be/should be specified unless it is specified in the catalog.
- Review the replacements you require. Make sure the replacements you specify are really necessary to the success of your major. Again, by requiring specific 2000 level courses you are (a) depriving students of the options of taking upper level courses, (b) making it more difficult for students who choose your major late in the process or who are transfer students, and (c) hindering opportunities for students to earn minors.
- Make sure each of your advisors knows that if student transfers from an USG institution with Area F complete for your major, you must accept it in toto.

- Three groups that Area F requirements impact in a serious way: persons who change their major late, persons seeking a second major or minor, transfer students with lots of hours. Here are the negative consequences for those students:
 - May discourage them and lead them to leave (retention)
 - May delay graduation (six year graduation rate)
 - May cause them to inappropriately seek the major in Liberal Studies because their hours can be used more effectively in that major
- Remember, you have the discretion to waive Area F requirements for your majors. Think about using this discretion to lower barriers for these three groups of students. Consider too that talented students might be better served by taking upper level courses as substitutes for lower level requirements.

3. Student Success Corridor

Decision on building a new dormitory has been delayed for a year. It will be revisited next summer. An expanded student center is still being planned to be financed by an increase in student fees.

4. Statistics on New Students

AASU hoped to have 2-3% growth rate this semester, but ended up with only 1-1 ½ %. First time, full time students declined slightly. When we looked at the data more carefully, we found a surprise. The number of first time, full time students from outside Savannah/Chatham County increased from Fall 2006 to Fall 2007; the number of first time, full time students from inside Savannah/Chatham County decreased markedly (much more than normal fluctuation.). We are making a number of adjustments to address this issue in the recruiting side of things. However, historically many of our bridges to local schools were the result of strong ties that our academic departments had with those schools, with their teachers, and with their counselors. *In thinking about the outreach activities of your department, please give extra attention to outreach to our local schools.*

5. Agreement with Georgia Perimeter College

Georgia Perimeter College is a large, (40,000 student) metropolitan two-year college with five or six campuses. The story is that they polled students about where they might like to continue their baccalaureate studies, and Armstrong came out high on the list. As a consequence, we have signed a special transfer MOU with Georgia Perimeter. I cannot tell that the MOU differs markedly from what we guaranteed all USG transfer institutions, but the existence of the MOU gives us the opportunity to reach out to their students in special ways. Please:

- Exploit all disciplinary connections you have to make sure Georgia Perimeter students are aware of our interest in their attending Armstrong and studying your discipline.
- In particular, at your next USG Advisory Committee meeting, I would appreciate your contacting the Georgia Perimeter representative.

6. Veterans Day observance, November 9

Veterans Day observance on campus this year will be Friday, November 9. A memorial to Capt Edward Korn, an AASU alumni who was killed in action in Iraq, will be unveiled.

7. International Baccalaureate

The Chancellor will likely roll out a System policy directing institutions to give credits for students who complete the International Baccalaureate Diploma. At the same time, we will be asked to expand our policies on how we deal with completion of individual IB courses and to advertise this policy widely. Please give attention to whether there is credit your department might make available for IB students. If you wish to add new credits to our policy (which was distributed) or modify existing credit, please pass the information along to Wheeler.

- Note that Wheeler can provide detailed syllabi for IB courses if that information is necessary for your decisions.

8. Miscellaneous

Dr. Lynch raised the question of "when are retention recommendations for second year faculty due." He pointed out that there is divergence between the date circulated from the office of the VPAA and the faculty handbook. Wheeler promised to sort this out.

Wheeler's Sorting: Currently there are two dates in print:

On page 42 of the *Faculty Handbook*: "Retention recommendations ... must submitted to the appropriate dean no later than November 1"

In August 21 memo from VPAA Office: "are due in the Vice President's Office no later than October 24."

How can this be? USG regulations require that letters of non-retention be issued by November 7 this year. The process of issuing a letter of non-retention is a very time-sensitive process fraught with many complications. Consequently, the VPAA allows two weeks to make it happen. Clearly, however, we need to bring the language of the *Faculty Handbook* in line with the needs of the Office of the VPAA. In the short run (for this year):

- If you have any notion that you may recommend *non-retention* of a second year faculty member, call me now (5279)
- If you have not already committed to an evaluation process that will take until late October to complete, please make every effort to get retention recommendations to my office by October 22 so I will have two days to process before I deliver to the VPAA on October 24.
- If you have already committed to an evaluation process that will take until late October to complete, continue with your plans, but please get your retention recommendation to me as soon as possible after the process is complete.
- Next year, if there is still a divergence between the date in the *Faculty Handbook* and the date given by the VPAA office, please use the date given by the VPAA office. Each year a master personnel memorandum is published during the first month of the academic year that should have that date.

Respectfully submitted,

Diane Sellers