

**COLLEGE OF LIBERAL ARTS  
DEPARTMENT HEADS MEETING  
Tuesday, November 4, 2008  
1:00 p.m. in Solms 106**

**Present:** Mark Finlay, Beth Howells, David Wheeler, June Hopkins, Tom Cato, Yassi Saadatmand, Zaphon Wilson, Dick Nordquist, and Teresa Winterhalter.

**AGENDA**

**1. SACS – learning outcomes due November 15**

Finlay attended a meeting this morning with Andy Clark. Clark praised David Wheeler's work on the learning outcomes and assessment document, which could be a model for others. A blue handout was given to everyone present listing all degrees and certificates offered at AASU. Andy Clark needs something for everything on this list. Finlay thinks the list can be trimmed. Someone questioned why certificates are even part of the list. Andy wants the most important ones in first, and they are due on November 15. Those who direct programs, including department heads, also need to submit a vita and a Faculty Roster Form by that date. Clark needs time to send back those that are not quite good enough. Certificates will not require as much work. This information is for the Interim SACS report that goes out March 15, 2009.

Annual reviews are due on November 28, presuming that accurate data is available by then. This process is continuing to evolve, and will increasingly be based more on assessment than head count. Since faculty input is to part of the assessment process, they probably will not take place in the summer anymore.

Comprehensive Program Reviews are due in January.

**2. PeopleSoft and setting up proxies for travel to teach**

Finlay wrote an article in the October DeaNotes addressing PeopleSoft issues. Department secretaries are asked to complete online travel request and travel expense authorizations for part-time faculty and a list of those she will be responsible for should be given to Daphne Burch.

Since this meeting, Dr. Howells has obtained the following additional information regarding Travel to Teach policies:

1. All departments should continue to submit all "travel to teach" claims to the assistant dean. These claims should include the name of the department, the faculty members' names, the teaching destination, the estimated number of trips and miles per trip, the total mileage, the current mileage rate, and the total requested. These should be in a Word or excel document. Once these requests are compiled, the assistant dean will send the combined memo

forward to have a standing authorization approved by the VPAA and submitted to the business office.

2. Upon approval, all proxies (those must be approved and set up by Daphne) should submit travel requests for each faculty member in PeopleSoft.

3. Claims should be made at least every 4 weeks in PeopleSoft. Proxies/Faculty members should not wait until the end of the term to make requests.

### **3. Master Plan updates**

Master planners came in to show what Armstrong could look like in the future. When enrollment reaches 12,000, the target is to house 25% of the students on campus. Heads discussed where the 3,000 beds would be put. Dick Nordquist thought 25% was a high percentage and a departure from previous USG rules that limited on campus housing at smaller universities. Building dorms was the biggest issue in the master planners' meeting. Down the road, Ashmore Hall should belong to the College of Liberal Arts, since a new Health Professions building is the current highest priority. Another idea was to move the eastern entrance to the campus and its traffic light.

### **4. Promotion, tenure, and retention**

Departments recommended that candidates should be notified about promotion and tenure along the way, and suggested that AASU should simplify the retention process for tenure track junior faculty. The third year pre-tenure should be a more rigorous process than it is currently.

Finlay wants APARs to include more reflective analyses of teaching, faculty to become more open for classroom observations, and less reliance on FACE as the measure for teaching effectiveness. Sooner or later, FACE will go online and there will be fewer responses to it. In order to facilitate meaningful peer evaluation, we discussed the possibility that this become a role for the university's Faculty Development Office, or for a College of Liberal Arts Faculty Observation Committee. After the meeting, Dr. Howells supplied some forms and guidelines that have been used for peer evaluation in the LLP department.

Finlay also asked department heads about their role in the retention process and if faculty were just voted on or if there was open discussion. In some cases, faculty members fill out a form or ballot with their recommendation, but there is no open discussion. In other cases, there is. In all cases, department heads do not play a direct role in deliberations over retention candidates, but they do use the faculty or committee's recommendation, plus his/her own observation, in evaluating candidates.

We also discussed the ambiguous role of the assistant dean in the retention and promotion and tenure processes. Some suggested that the assistant dean could sit with the committee as a non-voter. It was thought that the dean should keep the assistant dean in

the loop concerning retention, but that the assistant dean could not have a vocal role in both the department and in the dean's office.

Many of these issues will be addressed in the revised College of Liberal Arts Promotion and Tenure Guidelines, a document currently in the hands of the P & T Committee.

## **5. Graduate School vision**

Since the School of Graduate Studies will not be leading submissions for new graduate programs, department heads have a lot of freedom to think about the vision for graduate school. Let Finlay know your ideas.

## **6. Travel Funds update**

If no money is involved in faculty travel, just submit the old paper copy so that insurance will be in effect. There is no need to fill out the PeopleSoft forms or trouble the Business Office.

## **7. Brunswick Center**

Dr. Whitford and Sara Connor will have more meetings regarding the future of AASU's relationship with the College of Coastal Georgia. In general, AASU will try to advise the remaining students and find ways to get them through their degree programs—at AASU, CCG, or elsewhere—but there will need to be an exit strategy. Enrollments for Brunswick courses will need to be relatively high because of the high travel costs.

## **8. Part-time orientation**

A new orientation session for all part-time faculty is scheduled for Wednesday, Jan. 7, 4:00- 5:00 p.m. College breakout sessions will be held 5:00 – 6:00 p.m.

## **9. Succeeding Beth**

In all likelihood, the college's new dean will not arrive before July, so Finlay has three choices: 1) dole things out to Beth a little at a time while she's on maternity leave (for 12 weeks), and handle the rest himself; 2) issue an open call for a new assistant dean to serve while Beth is away; or 3) some combination of the two. A new assistant dean's duties and workload could be adjusted somewhat based upon interest and abilities. Finlay would like to hear your thoughts on this.

Respectfully submitted,  
Diane Sellers