

**COLLEGE OF LIBERAL ARTS
DEPARTMENT HEADS MEETING
Tuesday, December 02, 2008
1:00 p.m. in Solms 106**

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

AGENDA

1. Budget news from Donahue

Because of declining value of its investments, the AASU Foundation is short on funds available to cover scholarships for the spring semester. Thus VPEA Donahue is taking back funds defined as “temporarily restricted.” Generally speaking, these accounts are followed by the letter F. For the College of Liberal Arts, this means that about \$5500 of the budgeted amount of \$6000 is no longer available. Expenses for the Learning Communities, which amount to about \$500, probably will be covered. Other promises, e.g. to AMT for its Jenkins Hall reception, to Dr. Fertig for her Ossabaw Island field trips, and the like, may not be covered. “Restricted” funds will not be affected.

2. Promotion, tenure, and retention issues

The report from the college’s P & T committee included some surprises and blunt language for the candidates. Heads discussed when candidates should know their status. David Wheeler suggested that the candidates should know as much as possible as soon as possible. On the other hand, Wheeler said that if the committee makes negative comments about the candidate, and Finlay concurs with them, the candidate should be notified at this point so he/she could have the option of withdrawing before their portfolio goes forward to Ellen Whitford. To help resolve this issue, the various college P & T committees should consider developing somewhat standardized procedures across the university. For this year, the plan will be to inform the candidates of the committee’s and dean’s recommendations in tandem, following the model of how results from the department level are delivered—the departmental committee and the department head’s recommendations are shared in common. Department heads also requested that they should be informed of the dean’s decision about the candidates.

Ed Wheeler, former dean, made a visit to each candidate to inform him/her of the university’s decision regarding promotion, tenure, and retention. Discussion followed regarding this procedure being the best way to inform candidates.

3. News from Arts & Sciences deans

Finlay gave each head a copy of the Arts & Sciences meeting notes from a conference call on November 21. He said there were 35 educators on the line. The main focus of the conference call was the franchise program, which is part of the Chancellor's vision to expand USG capacity by 100,000 by 2020 (a conservative estimate). Finlay said more research is needed on this topic.

4. MALPS updates

John Kraft will be in a temporary role of directing the MALPS program when Dick Nordquist retires. John is enthusiastic about the opportunity and has ideas about both curricular development and new types of promotion. Yassi Saadatmand suggested that the name MALPS be changed. Finlay is talking with librarians about increasing their role in this program.

5. Major change procedure

The change of major procedure is cumbersome, but there are reasons: some departments must carefully control who is accepted into their programs, and people in the registrar's office must be sure that a change in major would not violate the terms of the student's financial aid package. Student may be required to repay scholarship money.

A significant change in this procedure is not likely in the near future, but we will make these changes: pre-dental, pre-forestry, etc/ will be handed over to the College of Science and Technology; Dr. Winterhalter will have control over approvals for GWST; and we will make another effort to ensure accurate reporting of those with double majors.

6. Curricular issues

The college curriculum committee meeting will be postponed once again because few items are vital at this time. The next meeting will be January 23.

7. Brunswick Center

Peggy Williams and Mark Finlay will meet with the Brunswick Center advisement staff to ensure that those majoring in the B. A. in Liberal Arts will have a sensible way to complete their majors or find another alternative. AASU will be looking for reduced travel and teaching costs as it phases out its commitments to the new College of Coastal Georgia, but heads should schedule classes for Brunswick for spring and summer unless notified differently.

Respectfully submitted,

Diane Sellers