

**COLLEGE OF LIBERAL ARTS  
DEPARTMENT HEADS MEETING  
March 16, 2010  
1:00 pm in Solms 106**

**Present:** Laura Barrett, Tom Cato, Zaphon Wilson, David Wheeler, Yassi Saadatmand, and June Hopkins.

**AGENDA:**

**1. New Attendance Policies**

Judy Ginter sent everyone an email on March 9 regarding Ws, WFs, and Hardship Withdrawals. If a student withdraws for a hardship, he/she must also withdraw from the university. Hardships include transfers, military deployment, and medical issues. It is felt that hardship withdrawals need to be more flexible. David Wheeler would like to see students be able to drop classes online until midterm.

It is in the plans to change drop/add from 3 days to 5 days.

**2. Computer Labs**

The group discussed the use of and responsibility for various computer labs on campus. Also discussed was setting up a class fee for classes held in Solms 102.

**3. Graduate Assistants**

Departments can apply for a graduate assistant even if the department has no graduate program, but the position must be a legitimate learning/research experience. A sheet was given to all heads outlining the procedures to acquire a graduate assistant. Dr. Barrett asked for recommendations for someone to sit on a committee. It was decided that she would ask Mark Finlay if he would be our representative.

**4. Comprehensive Program Review Timeline**

A sheet was given to each head containing a tentative timeline for when each department's next CPR would come up. Our next ones are in 2011 with CJSPS and LLP. Department heads should review the timeline and make recommendations to Laura Barrett.

## **5. Post-Tenure Review Process**

Post-tenure reviews are done every five years after a faculty member becomes tenured. Only tenured faculty should vote. The guidelines should be made clear in the faculty handbook.

## **6. Miscellaneous**

Dr. Whitford has requested that department heads cancel any summer classes that they feel won't have a large enrollment.

Dr. Bleicken has requested nominations for community leaders to serve on the Strategic Planning Committee.

The dean's office will have some operating money left over this year, so department heads can make requests to Dr. Barrett to purchase necessary supplies, equipment, etc.

Respectfully submitted,

Diane Sellers