

**COLLEGE OF LIBERAL ARTS
DEPARTMENT HEADS MEETING
Wednesday, April 8, 2009
3:00 p.m. in Solms 106**

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

Report from David Wheeler

He got an email from Megan Morris about the background check form. For departments that have certification process, candidates must sign the background check. This is a new procedure from the College of Education. In order to administer the background check, the person must attend a training program and pass a test. Tom Cato went through the training and scored the highest in his class.

Wheeler said there were two procedures you could choose from:

- 1.) Remove the background check consent form from the program admission packet. Treat it as a separate matter, involving only the candidate, a notary public, and whatever office receives the consent form.
- 2.) Prepare envelopes for the consent forms (HR has such envelopes for employee background check consent forms), have the student complete the form, have it notarized, place it in the envelope, seal the envelope, and return the sealed envelope to the application packet before it goes to the department head for a signature.

Currently, the form asks if you have ever been arrested. Wheeler said it should be changed to, "have you ever been arrested since you turned 18" because, before that, it's considered juvenile records.

AGENDA

1. Budget News

The picture is bleak as always. FY10 budget that passed last Friday was 12% below the 09 budget, so everything next year will be slightly less. There will be a significant increase in tuition in Georgia on incoming new students. President Jones is pessimistic that 12% might not be the end of it. When Arts and Sciences split last year, many thought that Liberal Arts would be the "poor" college, but that hasn't proved to be the case—the College of Science and Technology has been especially hard hit due to the USG's elimination of the Yamacraw Project.

2. Promotion and Tenure Document

The Promotion and Tenure committee has worked long and hard on revising the old document. A copy of the new document was passed out. Additions and insertions are “bolded.” A lot of it is fine tuning the language in initial pages. Everything about third year review is new. Department heads will still make a recommendation. A whole section has been added regarding promotion and tenure for department heads.

Finlay wants to have an open forum in about two weeks to discuss it. Faculty would be sent a copy of the document to review before the forum.

3. Fall Enrollment Projections

Georgia Tech is recruiting for us as well; about 70 of the students at the last Navigate were there because of engineering. Twenty-eight percent in the last Navigate were not locals. Fall '09 enrollment is up 32%, but this is not a totally realistic number. Another question is whether or not we are teaching at Brunswick this fall.

4. Navigate – April 18

We discussed the possibility of department heads rotating duties at upcoming Navigate sessions to advise freshmen with their core. This way all heads aren't tied up for each session. June and Yassi have worked out a way to split duties at the first two.

5. Session 3 Survey Results

It is mostly full-time, traditional students who are taking session 3 classes, and they would like to see more of them, plus simpler registration procedures, more logical scheduling, and better promotion.

6. Session 3 Registrar/Faculty Issues

David Wheeler would like to see us have online registration for session 3. Finlay is meeting with the new registrar, Judy Ginter, tomorrow and asked heads what problems they would like him to address. Some were:

- Heads should be able to enter their schedules on the computer instead of on paper with corrections in red ink.
- Double majors
- Degree changes (adding 2nd degree)
- The difficulty in degree assessment for courses like HIST 1112, which can be assigned to Areas B2, E2, E4, or F.
- Tom Cato would like to see art and music graduate post-bac students listed with designation that identifies them as art or music rather than Teacher Certification –

Graduate; needs to have them directed into the area on Pirates Cove where he can review what students are in each of those two programs.

7. Foundation Reports

Finlay asked head is any of them are getting Foundation reports with their balances, and none are. He asked is any are getting announcements of gifts, and none are. According to Finlay, everything about this is suspicious.

8. Awards Convocation

Finlay encouraged those who are getting an award to please show up to receive it. President Jones is disappointed that so many recipients are not there to receive their award.

9. Rental Agreements Thought McNeill

Tom Cato's are specific to the Fine Arts auditorium. There is a need to have contracts in order to protect space, equipment, etc. He is now the decision maker as to who can or cannot rent the auditorium.

10. Email Idea From McGuthry

John McGuthry wants to centralize all internal spam to appear in emails at 4:00 each afternoon. Heads said "no" to this idea.

Respectfully submitted,

Diane Sellers