

**COLLEGE OF LIBERAL ARTS  
DEPARTMENT HEADS' MEETING**

**August 11, 2009  
3:00 p.m. in Solms 106**

**Present:** Laura Barrett, Mark Finlay, Yassi Saadatmand, June Hopkins, Zaphon Wilson, David Wheeler and Tom Cato. Guests included Brenda Forbis, Marketing and Communications and Jenn Taylor, CIS.

**AGENDA:**

**1. Website**

Brenda Forbis, Marketing and Communications and Jenn Taylor, CIS presented an overview of the new AASU website, explaining its new features, including the new location to log onto SHIP, Pirates Cove and others. She explained how each department will be able to add features on their individual website and heads were able to suggest changes they would like to see happen.

**2. Operating and Travel Budgets**

- Operating budgets will be ready on Thursday of this week and have been cut 6%
- Each department head will have control of a travel budget for their faculty members and have discretion in its allocation
- Until further notice, heads should not spend more than 75% of budget
- Still no word on furlough
- Board of Regents is meeting today and tomorrow
- This year, all monthly employees will be paid on the last calendar day of December
- No word of layoffs at the present time
- Furlough days count in the 4, 6 and 8 percent budget cuts

**3. Representative for VP Whitford's meetings of Department Heads**

June Hopkins was chosen to represent the College of Liberal Arts.

#### **4. Hiring Plan**

Ellen Whitford has asked us to come up with a hiring plan. Dr. Barrett asked heads to make a case for position(s) in their departments to be presented to Dr. Whitford. Priority will be given for positions that can serve the expected surge of residential freshmen in fall 2010.

#### **5. ADP**

Heads must approve all faculty's sick time monthly. Due to a legal issue, faculty must fill out their own sick/personal day requests.

#### **6. Council on Undergraduate Research**

Dr. Barrett asked if anyone was interested in getting involved in this. CUR is trying to be more inclusive of the arts and humanities. There is a conference in February in Arizona that will focus on "Mentorship, Collaboration, and Undergraduate Research in the Social Sciences and Humanities." Mark Finlay is going, and Dr. Barrett is looking for more representatives.

#### **7. Grants and Sponsored Research**

Susan Arshack is the first Director of Grants. She wants to help our college develop grants and would like to meet with individual departments.

#### **8. Liberty Center**

Dr. Barrett has a meeting with Joe Weaver on Thursday. Currently, there is no incentive for full-time faculty to teach at Liberty Center. Does it make sense to give a course release for every 3 to 4 courses taught there, given the time it takes to travel?

#### **9. Miscellaneous**

Dr. Saadatmand expressed concern about mileage being eliminated for part-time faculty two weeks before classes begin, when faculty had been told they would be receiving it. She fears that one of her professors will not want to teach now, which will cause the class to be cancelled.

The Writing Center was discussed; is it not necessarily part of LLP and its place in the budget is not clear.

Finlay expressed concern about enrollments; said there are too few seats in many core classes.

Respectfully submitted,  
Diane Sellers