

**COLLEGE OF LIBERAL ARTS
DEPARTMENT HEADS' MEETING
Tuesday, November 17, 2009
2:00 p.m. in Solms 106**

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

AGENDA:

1. Graduate Programs

Procedures regarding theses are changing due to the termination of a graduate office. The colleges will sign off on theses, but checking them will have to be done at the department level. The Graduate Affairs Council is in the process of discussing provisional admissions and redefining probationary status.

Department Heads suggested that graduate faculty status should just be established by departments, perhaps conferred at the time of hire.

The assignment of graduate assistants will be determined by a committee. Departments and programs will be able to apply.

2. Budgets

The USG has instituted an 8% budget cut for the year, which may rise to 10%.

3. 2010 – 2011 Faculty Lines

Many of the approved lines are awaiting signatures in Burnett. Requests for new positions are still under consideration, and we hope to have an answer within the next few weeks. Department Heads asked why some faculty positions get advertised more quickly than others. The College is planning to have one large Chronicle ad for its multiple positions.

4. Study Abroad and Summer Classes

Susan Hacker, AASU's internal auditor, is exploring study abroad programs. When scheduling study abroad and summer classes for faculty, please keep in mind that the summer income shouldn't be more than 33.3% of a faculty member's nine-month salary.

The upcoming summer schedule will be announced by VP Whitford. It is likely that the minimum class size for summer classes (not study abroad programs) will rise.

5. Departmental Peer Review

It was decided that departmental peer review programs will be tabled until the College's T&P Guidelines have been established.

6. Library expansion

Approximately one million dollars is being spent for plans to expand the Lane Library. Study rooms will be added, as well as additional computers and printers.

7. Two-year schedule of courses

Please send these to Dr. Barrett. She needs the semester, course number and title of courses.

8. SACS assessment and general educational outcomes

We are waiting to hear how we should approach the assessment of general educational outcomes for our College. Please consult the email from Anne Thompson for resources regarding such assessments.

Respectfully submitted,

Diane Sellers