

**COLLEGE OF ARTS & SCIENCES
DEPARTMENT HEADS MEETING
Tuesday, February 12, 2002
Hawes 209, 2:30 p.m.**

Present: Dean Ed Wheeler, Drs. G. Martin, Y. Saadatmand, K. Relyea, M. Price, R. Williams, J. Brawner, B. Parham, M. Finlay, D. Nordquist and D. Cross; also LTC J. Handley and G. Anderson.

DISCUSSION TOPICS:

Should we give more guidance about the volume of material submitted for promotion/tenure and post-tenure review decisions? (No more than 4 inches?)

Conversation suggested that using a somewhat artificial measure (like 4 inches) might be counter-productive. On the other hand, department heads (and the deans' offices) might give more guidance to those who must prepare such portfolios.

Note: Subsequent to this conversation, Dr. Nordquist provided two web sites that department heads might like to visit where the content of teaching portfolios is discussed.

president.scfte.nwu.edu/newports.html
utexas.edu/academic/cte/teachfolio.html

What is the most efficient way to cover advisement during late registration?

After vigorous discussion, Wheeler promised to return with a policy addressing this issue that will be tested in fall 2002. More to come.

1. Sad News/Glad News

The sad news is that Dr. Henry Harris will be retiring in June of this year after many years of service. The glad news is that Dr. Mark Finlay will be joining the Arts & Sciences team as Assistant Dean and Director of the Honors Program.

2. Large Classes (>50)

Wheeler talked a bit about the use of large classes. He asked that department heads who use large classes or plan to use large classes

- (1) be sensitive to impact on student retention, student learning, and connecting students to program and university
- (2) have a brief conversation with him this spring on their use and associated work load issues

3. Part-time Faculty

Pay increases for part-time faculty level off after they have taught for ten or more years. Further, the current pay schedule does not give any special attention to part-time instructors who have served Armstrong as opposed to other institutions. Wheeler is discussing these issues at the university level, but in the interim, here is a College of A&S policy:

For part-time instructors who have taught 10 or more years at Armstrong*, add \$75 per 3-hour course to the stipend provided in the Vice President's annual memorandum.

*10 or more years in which at least one section is taught in each year

4. Disruptive Students

A handout "Some Thoughts on Disruptive Students" was given to each head. Wheeler asked if this information should be printed in DEANotes or just used as information by department heads. It was suggested that if it is printed in DEANotes, feedback could be received from other faculty members.

5. Miscellaneous

- Michael Donahue will not be returning to the CJSPS department; Kathy Bennett declined the honor of department head for next year; Dennis Murphy has agreed to be interim department head.
- Dr. Cross asked heads to consider offering more classes for the weekend students in those circumstances in which they believe they will have substantial enrollments.
- Dr. Nordquist informed everyone that Jill Miller is working with the part-time faculty as a Faculty Teaching and Learning Associate and that she will hold a teaching and learning event for them (part-timers) on Saturday, April 6, following the major Teaching and Learning event on April 5.

Submitted by

Diane Sellers

