

**COLLEGE OF ARTS & SCIENCES
DEPARTMENT HEADS MEETING
Tuesday, March 19, 2002
Hawes 209, 2:30 P.M.**

Present: Dean E. Wheeler, Drs. T. Cato, G. Martin, D. Murphy, K. Bennett, J. Brawner, Y. Saadatmand, K. Relyea, M. Price, B. Parham, R. Wallace for R. Williams, M. Finlay, D. Cross, D. Nordquist; also LTC J. Handley and G. Anderson.

Two Important Questions:

Question 1: What is the first thing you do when you receive confirmed information about a possible instance of sexual harassment on campus? **ANS: Call Dr. Murphy (5680)**

Question 2: What should be your first step if you should get second or third hand information about a possible instance of sexual harassment on campus? **ANS: Call Dr. Murphy (5680)**

Note: Each department head and faculty member should read this web site on a biweekly basis <http://www.hr.armstrong.edu/harasspolicy.htm>

Note: In an instance when you have confirmed information, Wheeler also wants to be informed.

1. Questions/comments about DEANotes

2. Comments on Budget Struggles: It looks as if we may lose another 2.9% in addition to the 5% we lost earlier on the 2002-2003 budget. In coping with these additional cuts, Mr. Stegall has been successful thus far at avoiding additional position cuts on the academic side beyond those we learned about six weeks or so ago. However, be prepared for some if not all of the following:

- cut in travel funds
- cut in operating expenses
- 3 month or more delay in filling empty staff positions

3. After-hours advisement during first two days of class – an experiment

Wheeler wants to run an experiment in the fall and focus on 5:00 p.m. to 7:00 p.m. the first two days of class.

- *While advisor available:* Post the location of this advisor in a prominent place near the departmental office and provide Greg Anderson with contact information.

- *When an advisor is no longer available:* Post the location of the Advisement Center in a prominent place near the departmental office and have an “expert” advisor on call. Provide Greg with a home/cell phone number for this advisor.

4. Part-time faculty luncheon on April 6

Jill Miller, who is working with part-time faculty, will have a short session with lunch on Saturday, April 6, noon to one o'clock, for all faculty teaching part time at AASU. Department heads are cordially invited to this event. Dr. Miller would like to eventually integrate the part-time faculty award with this lunch. Dr. Cato urged everyone to support Jill as she has put a lot of effort into this endeavor.

5. Other

Dr. Cato informed everyone (from experience) that if the fire alarm goes off in your building, someone needs to call Plant Op or Public Safety (921-5555) and let them know because otherwise no one will respond.

The deadline for faculty award nominations is April 5. Heads should send these to Dr. Wheeler.

Discussion Questions:

What are the critical elements of support that we need to give to new faculty members?

Lively discussion included the following observations:

- In providing mentoring services, we want to avoid “forced friendships”
- In addition to any information provided in first week of employment, we must be careful to also provide same information as needed during the year
- We need to give careful attention to the kinds of “nuts and bolts” issues outlined in Dr. Guillou’s memorandum

Careful notes were taken not only by the deans but also by Dr. Nordquist who will be leading a discussion on mentoring in the Teaching and Learning community.

What are the critical elements of support that we need to give to new department heads?

After some discussion, Drs. Bennett, Saadatmand, Brawner, Cato, and Price were charged with the responsibility of providing additional commentary to the deans as it occurs to them.

Submitted by
Diane Sellers