

COLLEGE OF ARTS & SCIENCES  
DEPARTMENT HEADS MEETING  
Wednesday, March 12, 2003  
3:30 p.m. in Gamble 200

Present: E. Wheeler, M. Finlay, K. Relyea, R. Wallace, D. Murphy, M. Price, B. Parham, J. Brawner, J. Wong, T. Cato, Y. Saadatmand, and D. Nordquist.

DISCUSSION QUESTION: What issues have arisen around the post-tenure review process?

AGENDA:

Evaluations of Department Heads

Wheeler commended this high performing group by expressing appreciation for their efforts in many different directions including: enormous amounts of detail work, wisdom shared with the Dean, and success at defusing difficult situations at the department level. Wheeler then outlined the process for conversations and sign-offs around the annual evaluation process.

DEANotes

Finlay needs more student achievements for DEANotes. If someone is presenting a paper, it should be announced AFTER the presentation has taken place.

Substitutions of Courses in the Core Curriculum for Transfer Students

Dr. Finlay discussed new procedures for facilitating the substitution for required courses in the core. He made the following observations:

- Eighty to 90% of requests are ultimately signed by Finlay.
- On the other hand, students often have to contact many persons before getting to him and achieving their goal.
- He is suggesting that the Registrar's Office do most evaluations (pertaining to core A-E) and send the problem ones directly to him (without going through department heads.)

Dr. Finlay asked heads if they needed to have more input. They agreed to let Finlay handle the substitutions but agreed to be "on call" if he needed questions to be answered.

**ENGL 1102 Policy**

Dr. Parham passed out a handout listing which Georgia universities require: 1) a C or better in ENGL 1101 and 1102; 2) a C or better in 1101; and 3) those that had no grade

requirement. At the present time, students must have at least a “C” in 1101 to go into 1102. Parham asked heads for their reaction to making a “C” a requirement to pass 1102 also. Some felt it is not in a student’s best interest to retake classes in which they’ve received a “D.” Some felt the “C” requirement should only pertain to English majors. This issue may be revisited in a later meeting.

**Question: Do we have unresolved “large issues” that will need to be addressed this year?**

Wheeler requested heads e-mail him regarding this question.

**Miscellaneous Arts & Sciences issues resolved this year: Fees in laboratory courses, black box theater, and large class size policy.**

- Fees have been added in some courses in biology, chemistry, physics and psychology with high lab expenses to help offset these costs.
- We expect the creation of a Black Box theater in Jenkins Hall in the near future
- Under Dr. Thompson’s leadership, we have in place a policy for large class sizes in the social sciences.

### **Leadership Activities Survey**

Wheeler handed out an example of a survey that he wanted heads to complete by May 1 for their respective departments. Please be sure and include an estimate of the number of students involved in each activity mentioned.

### **Part-time Evaluations**

Wheeler handed out a copy of an e-mail he sent to Dr. Thompson regarding supervising part-time faculty. He asked heads to be sure to adhere to it.

### **New Department Head in CJSPS**

Dan Skidmore-Hess will be filling the position vacated by Dennis Murphy.

**Final Note:** If you are going to exceed your summer budget, let Wheeler know. Though we will be watching every dime closely, we will try to avoid leaving students unserved at the lower level.

Respectfully submitted,

Diane Sellers

