

**COLLEGE OF ARTS & SCIENCES
DEPARTMENT HEADS MEETING
Wednesday, January 11, 2006
3:30 p.m. in Solms 106**

Present: Jane Wong, Mark Finlay, Yassi Saadatmand, June Hopkins, Keith Douglass, Zaphon Wilson, Lorrie Hoffman, Judy Awong-Taylor, Tom Cato, David Wheeler, Todd Hizer, Dick Nordquist and Jane McHaney (guest).

CONVERSATION TOPICS:

Faculty searches in the College this Spring

- 15 searches this semester: two for department heads (history and chemistry/physics) and 13 faculty positions
- For faculty positions, the department head should call finalists before the interview to tell them the salary range. The chair of the search committee can also make this call as long as he/she is an administrator who does not teach (e.g. the Head of a Search Committee in CJSPS) in the department.
- When feasible, the new person coming in should not earn more than someone who is presently in the department. Dr. Wong gave a handout to each head that included recommended salary ranges for faculty positions in his/her department.
- If candidate agrees to salary range, he/she pays for airline or gas, hotel and meals and is then given a reimbursement form for travel expenses after the interview
- Faculty searches – usually three candidates are interviewed, four at the most
- Department Head searches – usually four candidates are interviewed
- Dr. Wong and Dr. Ed Wheeler meet with faculty candidates for 30 minutes. For department head candidates, Dr. Wong will meet with them for 30 minutes and Dr. Wheeler for an hour.

Learning communities plan for Fall, 2006

At least seven learning communities are planned for this fall

- One “artsy” learning community (art history combined with Civ II and English, plus option to take 2-D Design)
- One for those who need extra help through MATH 099

- One for those interested in Education as a career; will include COMM 2280 with Dr. Colas
- New international “HOLA” learning community, with focus on English as Second Language and World Politics
- Health Professions has asked for two for those interested in Health Professions as a career. One of these will utilize one half of a BIOL 1107 class, with a lab dedicated to health students.
- One for those interested in careers in science; will combine one half of a BIOL 1107 class, with a dedicated lab, plus a Civ II course that focuses on history of science.

Finlay feels learning communities are gaining momentum, but wants them to be more coherent in the future.

AGENDA

1. College Curriculum Committee issues

- Catalog deadline is approaching
- Next meeting is February 3; submissions due by January 27
- Finlay will send out info on eCore

2. First-year faculty evaluations

First year tenure track retention recommendations are due by Friday, January 20. Call Dr. Wong if you have a deadline problem.

3. APAR and AFE dates

Faculty APARs due to department heads; department head APARs due to dean by Tuesday, February 7. Since they are for the 2005 calendar year when Ed Wheeler was dean, Dr. Wong will consult with Dr. Wheeler about them.

4. Promotion and tenure process

Heads cannot just fill out a form for tenure track faculty they do not want reappointed. You must first talk to the dean and present justification. It

then goes to the VP for Academic Affairs, then to the President. If the three concur, the dean will go with the department head to discuss the matter with the faculty member.

5. Announcements/reminders

- Dr. Wong introduced Dr. Keith Douglass, new interim department head of psychology, and thanked him for his service to the department.
- Send Academic Recognition Day nominations to Jane Wong, not Tom Daniel, by this Friday. She will send them on to the Vice President.
- Susie Carpenter, Teresa Winterhalter, June Hopkins and Todd Hizer are past participants in the Governor's Teaching Fellows program. Hizer referred to it as a "academic spa" and Hopkins complimented the presenters. Please make this opportunity known to your faculty.
- Heads are invited to meet with Dr. Wong to discuss your unit (faculty, programs, needs, triumphs, etc). She is particularly interested in meeting with heads who have a search going on now.

6. Meeting times for subsequent meetings

The choices for department heads meetings this semester are as follows:

4:00 p.m. – Tuesday (before Academic Council)

2:00 p.m. – Fridays (1st or 2nd)

Please email Dr. Wong which one works best for you.

7. Structuring an educational unit that supports programs to prepare future teachers – Dr. Jane McHaney, guest speaker. Dr. McHaney distributed detailed handouts about the following and highlighted more salient points as follows:

A new educator assessment program called the Georgia Assessments for the Certification of Educators (GACE) will replace the praxis tests this fall. A survey related to GACE will be sent to AASU this Friday (Jan. 13) for distribution to educator preparation faculty in the Colleges of Education and Arts & Sciences.

There are many areas of accreditation. A professional unit is needed at AASU as well as a unit head (dean of the CoE).

Requirements for program reviews have changed. System needed to be in place a long time ago. Specialized Professional Associations – guidelines are stringent and middle level programs have to be reviewed by the discipline.

Ed Wheeler, Lorrie Hoffman, Carol Andrews and Jane McHaney recently went to a NCATE workshop. Reviews were conducted on a 5 year cycle but may now be on a 7 year cycle. AASU went through a review in 2002, so it is unclear whether our next one will be in 2007 or 2009. The question has not been answered yet.

This semester the College of Ed is piloting a new instrument for assessing student teachers in all programs.

Assessments need to be conducted at four assessment points: at entry, at three points during the program, and two years after being in the program.

Faculty members of the Professional Education Council (PEC) should be chosen by a university committee or appointed by the President.

Discussion followed Dr. McHaney's presentation:

- AASU may need a Master of Arts in Teaching.
- More and more students are opting out of Education and going into General Studies.

Respectfully submitted,

Diane Sellers