

**COLLEGE OF ARTS & SCIENCES
DEPARTMENT HEADS MEETING
Tuesday, January 15, 2002
Hawes 209, 2:30 p.m.**

Present: Deans E. Wheeler and H. Harris, Drs. K. Bennett, Y. Saadatmand, G. Martin, T. Cato, K. Relyea, R. Williams, M. Price, J. Brawner, S. Jodis for R. Greenlaw, B. Howells for B. Parham, M. Finlay, and D. Nordquist; also LTC J. Hanley and G. Anderson.

DISCUSSION:

**Technology Services and the College of Arts & Sciences
Guests: Dr. Lucretia Parham and Pam Culberson**

Dr. Parham explained many of the services that CIS provides and urged department heads to contact faculty support services as soon as a need arises. This area deals with application support. The desktop support extension is 5518. If they don't answer the phone, it is better to e-mail them with your problem rather than leaving a voice mail message. CIS can also get price quotes on any computer equipment your office needs. Laptop computers are for academic use only and only by AASU employees. CIS now resides in four different buildings around campus

1. Questions/Conversation about DEANotes

It was commented that the deadline reminders in DEANotes are very helpful.

2. Comments on scholarship

Wheeler affirmed the importance of departmental documents describing what constitutes scholarship in the department.

3. Evaluation of teaching

Wheeler reminded department heads of the importance of using multiple measures in thinking about evaluation of teaching. FACE evaluations continue to be an important though imperfect tool. Other measures with relevance are judgments of peers (based on classroom visits, conversation, public lectures, and other data), grade distributions, accessibility to students, ability to involve students in "out of class learning experiences," willingness to experiment with innovative teaching strategies, general effort spent on teaching, ...

4. Good work:

Wheeler thanked the department heads for their good work in eliminating under-enrolled classes and using teaching resources efficiently. He did remind department heads that he would like to have conversation with heads who:

- (a) appear to have a class that will enroll 5 or fewer students that they wish to keep in the schedule
- (b) appear to have several classes in the 6-10 category

The appropriate time for this conversation would be at the end of walk-in registration (before classes start).

Dr. Price reminded us that our current habit of enrolling too many students after classes start is complicating the enrollment management problems for department heads.

5. Dealing with disruptive students

A draft handout regarding disruptive behavior in the classroom was passed around. After discussion, it was agreed to revisit the issue. A subcommittee will meet to discuss this issue at a date/time that has not yet been determined.

6. Equipment money

Wheeler still has equipment money available and asked heads to contemplate what their equipment needs for the future will be because the money may not be here next year.

7. Future meetings for this semester

The next three meetings will be February 12, March 19 and April 16. Please mark these dates on your calendar since they are not necessarily on the same Tuesday each month.

Respectfully submitted,

Diane Sellers