

COLLEGE OF ARTS & SCIENCES
DEPARTMENT HEADS MEETING
Wednesday, January 15, 2003
3:30 p.m. in Gamble 200

Present: E. Wheeler, M. Finlay, R. Wallace, Y. Saadatmand, T. Cato, S. Rhee for D. Murphy, B. Parham, K. Relyea, M. Price, J. Wong, D. Munson for J. Brawner and G. Anderson.

Discussion: Leadership – Dr. Sara Connor

The President's Initiative for Leadership Committee was formed to do a study on infusing leadership into the academic side of AASU. If AASU graduates students with leadership values and skills, it will be good for our image as it is felt that AASU lacks a sense of identify. The task force is to make recommendations back to the President. An email was sent to all faculty to introduce this study and ask for their opinions before it gets presented to the President. Dr. Connor may survey department needs later to compile an inventory of leadership activities in each department.

Comprehensive Program Review

Wheeler thanked those who endured the lengthy comprehensive program review at Savannah State University. In spring or summer, those who have programs slated for review should write a review document based on the 10 questions in the department heads handbook. In the fall there will be a review by a visiting committee. The committee will largely be comprised of on-campus folks, but if funds permit, it would be good to have one off-campus visitor. Department heads should give thought to possible invitees. The process must be completed at the departmental level and in the Vice President's hands by January 1, 2004

Positions in the College of Arts & Sciences

The only new positions in the college this year were in the Department of Biology. In this case one ad hoc temporary position will be continued as a regular line and one tenure track position will be created if no further financial disasters occur.

Evaluations of graduating students

At graduation students are asked to name faculty members who play a key role in their education. The results of this poll were handed out to heads to use as a tool when doing AFE's. As with all data, department heads must use this information wisely.

Offices for part-time instructors

Dr. Thompson wants to make sure that all adjunct faculty have office space when we occupy Hawes and Solms. Adjunct faculty can certainly share office space, but each adjunct faculty member should be assigned to some space. Heads should give priority to the use of vacant offices for their part-time faculty. Heads were given a handout listing each department, the number of adjunct faculty in fall 2002, and recommended office space.

Women's Studies

A suggested course rotation for women's studies courses was distributed. Department heads should attempt to offer the listed courses in accordance with these guidelines, and to inform the coordinator of women's studies of projected course offerings.

Promotion and Tenure Documents

Heads were given a draft handout that identified suggestions for probationary faculty when preparing for promotion and/or tenure and discussion followed. This was tabled for the time being and Wheeler asked heads to give it some thought. Please correspond by email if bright ideas occur.

Part-time Evaluations

Although part-time evaluations are due to the dean's office today, Wheeler is not asking for them. On the back side of the Southern Association visit, he wants part-time evaluations done at least once a year and filed in the department office.

Respectfully submitted,

Diane Sellers

