

**COLLEGE OF ARTS & SCIENCES  
DEPARTMENT HEADS MEETING  
Wednesday, March 9, 2005  
3:30 p.m. in Solms 106**

**Present:** Ed Wheeler, Mark Finlay, Todd Hizer, Yassi Saadatmand, Zaphon Wilson, Erik Nordenhaug, Lorrie Hoffman, Ken Relyea, and Tom Cato.

**AGENDA**

**1. Stops Along the Road to Promotion and Tenure**

Each head was given a copy of *College of Arts and Sciences Guidelines for Promotion and Tenure* and following points were discussed.

- Heads should make sure there is some kind of portfolio available for the annual retention vote for probationary faculty and strongly encourage faculty members who are voting to review the portfolio.
- The portfolio for both retention and tenure and promotion at all levels should give attention to the “teaching” part. In addition to information from FACE, the portfolio should have examples of syllabi and tests and those tests and syllabi need to be examined carefully by an “expert” in the discipline. By the time the portfolio is being submitted for tenure and promotion, the faculty member needs to have added a reflective essay about teaching.
- Pre-tenure review – year 3; tenure – year 6. The pretenure review needs to be more substantial than the retention reviews.
- Promotion and tenure folders should be precise and neat. Wheeler referred heads to the handout containing the front page of the Feb. 18, 2003 DEANotes that featured the article “Suggestions for Promotion and Tenure Documents.”
- Wheeler passed around two very good examples of P&T notebooks that came through the dean’s office this year.

**2. Return to AP Tests and IB**

At the February department heads meeting, Wheeler asked several heads to look at AP scores but has heard back only from Biology and LLP (on the composition question). For those he gave documents to, he needs to hear back from you as soon as possible.

Groves and Johnson are IB schools in Savannah. Competing schools give credit for courses, so AASU needs to be attentive to this issue also. Wheeler is currently trying to get information from Micki Lee about the syllabi for those courses.

**3. Curriculum for secondary certification:** Mike Price reports that the following courses are the courses that are necessary for secondary certification in a discipline. Departments need to take the curricular action to ensure that these courses are included in the catalog.

Twenty-seven hours of Education are in the BS for Teacher Certification.

- MGSE 2000 (The Professional Educator)
- CEUG 1010 (Human Growth and Development)
- CEUG 2100 (Intro to Students with Disabilities)
- MGSE 4090 (Classroom Management)
- MGSE 4500, 4400, 4392, or 4412 (Curriculum course for discipline)
- Student teaching (12 semester hours)

#### **4. Mini-mester Rotation**

The minimester rotation that was distributed at the last department heads meeting as a draft is now “live.” The rotation is attached at the bottom of this document. *Tom, notice that we need ARTS 1100 in first session of Fall 2005.*

#### **5. Wheeler’s Advising Brainstorm**

In January the department heads helped Wheeler develop a program to assist new faculty members in the task of becoming strong academic advisors. However, we will not be able to implement the program this year because Wheeler was not able to garner the resources.

**6. Classes at Liberty Center:** Notes on working with Liberty Center courses.

- If Dr. Weaver asks for something and you can deliver, please do so.
- If he asks for something and you cannot deliver, please contact Wheeler, and he will then work with Dr. Weaver to try to resolve the issue.
- Department heads make the final decision about whether or not a class will make at the Liberty Center.
- There is an established rotation of courses to deliver the criminal justice major at Liberty. These specific courses will “go” unless there are almost no students in the classes.

#### **7. Miscellaneous Issues**

- For those who walk through the science center and feel vibrations, we have an acoustics person working on it.

- Suggestions for discussion topics for future meetings: (1) Impact of student growth on programs and (2) hear from our two new heads (Hoffman and Wilson) about how things are different at AASU.
- Wheeler has to come up with ways to house new faculty coming in
- New department head in LLP coming – Dr. David Wheeler
- Faculty meetings should be made more relevant as faculty are bored with them now
- Tom Cato handed out an AMT brochure outlining a program called “AASU Friends of the Arts,” which he hopes will double his scholarship money
- Erik Nordenhaug reminded everyone about *A Lesson for Dying*, April 4-8. For more information, please refer to the February 28 issue of DEANotes.

Respectfully submitted,

Diane Sellers



**Rotation: Core in Miniterms**

	Fall 2005 Session 2 1 <sup>st</sup> seven weeks	Fall 2005 Session 3 2 <sup>nd</sup> seven weeks	Spring 2006 Session 2	Spring 2006 Session 3	Summer 2006  Evening eight week
Evening	ARTS 1100	AASU 1101 MW 600- 750* HIST 1100 TR 600-835* ENGL 1101 TR 600 – 835* PSYC 1101 MW 600- 835*	ENGL 1102 HIST 1111 (Different nights)	ENGL 2100 (Different nights) HIST 1112	MATH 1101 or MATH 1100
Day		HIST 1112 TR 830-1105* ARTS 1100 MW 300- 535*			

Note: Max each of the courses in Session 3 of each semester at half capacity. When only two courses are offered in miniterm in evening, department heads should make effort to make sure they do not share the same period.

\*suggested period

	Fall 2006 Session 2	Fall 2006 Session 3	Spring 2007 Session 2	Spring 2007 Session 3	Summer 2007 Evening eight week
Evening	Physical Science I with lab	AASU 1101 MW 600-750 HIST 1100 TR 600-835 ENGL 1101 TR 600 – 835 PSYC 1101 MW 600-835	Physical Science 2 with or without lab	HIST 2000 SOC 1101	MATH 2200
Day		HIST 1112 TR 830-1105 ARTS 1100 MW 300-535			

Note: Max each of the courses in Session 3 of each semester at half capacity. When only two courses are offered in miniterm in evening, department heads should make effort to make sure they do not share the same period.

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