

**COLLEGE OF ARTS & SCIENCES  
DEPARTMENT HEADS MEETING  
Tuesday, March 21, 2006  
4:00 p.m. in Solms 106**

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

## **AGENDA**

### **1. An announcement**

Dr. June Hopkins has accepted the position of head of the history department effective July 1, 2006.

### **2. Faculty lines for 2006-2007**

The majority of the 18 searches are still ongoing. Only eight are resolved.

Phyllis sent an email out on March 7 concerning what full-time, temporary faculty departments will be re-hiring. She needs this information by March 30. Dr. Wong urged heads to get this information in on time.

Each head was given a list of the full-time faculty who started the 2005-06 academic year with them. The total number on this list is the “magic” number heads should in most cases also use for the 2006-07 academic year. It is probably not in a department’s best interest for the magic number to go down. An entry with ??? by a name/position means that Dr. Wong will need a processing sheet for that full-time, temp faculty member if he/she is re-hired. If a temp faculty member is in his/her third consecutive year as a full-time appointment, heads need to plead their case to Dr. Wong, and she’ll deliver the plea on to Wheeler. Much discussion followed regarding this “three year” rule for full-time, temporary faculty.

If you spot any errors in your list, please call the dean’s office and let Diane Sellers schedule an appointment for you to see Dr. Wong.

### **3. Budgets for FY 2006 and FY 2007**

The business office will send out a letter telling departments they must spend their current year’s budget by May 15 even though the fiscal year doesn’t end until June 30. You would be safer if you use May 1 as your deadline. Don’t wait for the letter from the business office to spend your money if you know you’ll have needs.

If you are attending a conference after May 1, call or email Dan Harrell and let him know that you need the conference to come out of this year’s budget, not next year’s. It is best to walk paperwork over during their busy time after May 1.

Next year's budget begins July 1. We do not have information yet about next year's allocations.

#### **4. College and departmental grade distributions for Fall, 2005**

Dr. Wong referred heads to a handout of an article titled "Grade-inflation in America: The fine art of postponing the truth," sent to her by June Hopkins. It gives an account of when grade inflation started and why.

Each head also received a handout listing the nine departments in the CAS with the average GPA for Fall, 2005 for each department. It also included a breakdown of the % of A's and B's and the % of C's for 1000-level classes for Fall, 2005, by department. Dr. Wong asked heads to consider where their department stands relative to other Arts & Sciences departments and to ask themselves if that's where they should be. There is a lot of variation between departments in the number of "A's" given. There is also a lot of variation between faculty members within various departments. The bottom line is what is in the best interest of our students, in terms of honest appraisal of their work.

#### **5. Reminder about upcoming deadlines**

- Additions for the Silver A list should reach Kim West by March 29.
- Phi Kappa Phi will soon have an induction of its chapter and initiation of new members. Finlay had six students in his office today inquiring about it. March 29 is the deadline to apply for membership if paying by check; April for on-line applications.
- Retention recommendations for tenure-track faculty (2<sup>nd</sup> – 5<sup>th</sup> year) and full-time permanent faculty are due April 11. Dr. Wong will send heads a list of faculty she needs recommendations for.
- April 13 is the Honors Convocation. Department heads wear academic regalia and sit on stage.
- April 23 is the CAS highbrow social event. At 3:00 we'll be attending the play, *The Importance of Being Ernest*. Afterwards Rick and Siobhan McGrath will cater a light supper, complete with wine. The place for supper will be announced later. The cost will be \$4.00 a head. Departmental secretaries will be in charge of reservations/money for their respective departments and will be receiving instructions soon.
- A capital campaign is in the works. The goal is to raise money for big items not covered by usual budgeted monies for the next 15 years. Donors want to contribute for "big" items that they would receive recognition for. Ideas for these "big" items should be submitted to the dean's office by the end of the semester.
- Dick Nordquist reminded heads about the Teaching and Learning symposium on March 31 from 12:00 – 3:00. Lunch is free. The program will be on-line by Thursday of this week.

Respectfully submitted,  
Diane Sellers

