

COLLEGE OF ARTS & SCIENCES
DEPARTMENT HEADS MEETING

Wednesday, April 16, 2003

3:30 p.m. in Gamble 200

Present: E. Wheeler, M. Finlay, Y. Saadatmand, J. Wong, B. Parham, T. Cato, R. Wallace, J. Brawner, D. Skidmore-Hess, K. Relyea, D. Nordquist, D. Cross, and G. Anderson.

DISCUSSION QUESTIONS Following a brief presentation by Dr. Nordquist about the general studies major, the following two questions were discussed:

- (1) Should the general studies major be tweaked?
- (2) What aspirations do Arts & Sciences department heads have for the Teaching and Learning Center?

Some of the new department heads were not around when general studies began. Two handouts were passed around by Dr. Nordquist. One was titled "Frequently Asked Questions about the General Studies Program" and the other was on various General Studies statistics. Nordquist asked if anyone saw any problems or areas for improvement.

Wheeler asked heads to continue to think about Dr. Nordquist's questions and provide relevant parties with any inspirations that occur.

AGENDA

Travel Monies

This has been a rough year as far as travel money is concerned. Recently Wheeler told heads to go ahead and spend the rest of their departmental travel money, and he is now able to use Arts & Sciences travel money. If departments have a faculty member who traveled to talk and was not fully reimbursed, get an additional travel expense form to Wheeler (up to \$500). If departments have faculty members who have an opportunity to speak somewhere, Wheeler will provide up to \$500. Send forms to Wheeler, and they will be forwarded on to the Business Services. If traveling prior to May 29, be sure to turn travel expense statement in by June 1. If traveling in June, try to get travel statement in asap so funds will come out of this year's budget. Be forewarned, however, that past experience suggests this may not happen.

Grade Distributions

Each head should have received faculty grade distributions for Fall 2002. Department heads need to review these distributions periodically and have conversations with faculty whose distributions remain problematical over time. Wheeler then suggested some danger signs that should be noted and followed:

- The modal grade in lower-level or intermediate-level classes is A.
- The percentage of A's and B's is considerably higher than the norms for the department in similar courses.
- The percentage of F's and D's is considerably higher than the norms for the department in similar courses.

Wheeler, ever the idealist, then shared his ideal grade distribution for core level courses (found below) ... and then confessed that he had never attained it.

A – 10%
B – 30%
C – 50%
D – 5%
F – 2%
W – 3%

Final Note: Special attention needs to be given to the grade distributions of part-time instructors. It is entirely appropriate to give very specific guidance about the kinds of grade distributions that are appropriate.

Post Tenure Review

Wheeler handed out the newest revision of “Draft: Thinking about Post Tenure Review” and asked heads to read and comment. Wheeler will hold off putting this in DeaNotes until after conversation with senior faculty.

Leadership Activities Survey

Wheeler asked heads to turn in surveys before the presidential retreat in May. Heads were given handouts of the three departments who have already turned theirs in. Wheeler asked heads to review the handouts and turn surveys in to him in the form shown.

Academic Program Review

- (1) Need to include faculty conversations
- (2) Think about someone you would like to bring in if Wheeler can find funds

Wheeler and the Curriculum

When should the dean comment on the curriculum. This will be a conversation piece at a later meeting.

Respectfully submitted,

Diane Sellers