

**COLLEGE OF ARTS & SCIENCES
DEPARTMENT HEADS LUNCHEON MEETING
MONDAY, AUGUST 9, 2004
11:45 A.M. IN SOLMS 106**

PRESENT: Ed Wheeler, Mark Finlay, Mike Price, Ken Relyea, Jane Wong, Zaphon Wilson, Jim Handley, Yassi Saadatmand, Lorrie Hoffman, Tom Cato, Todd Hizer, Erik Nordenhaug, Dick Nordquist, and Deanna Cross.

1. Weeks 1 and 2

Week 1: In the faculty meeting tomorrow, Wheeler will be called on to introduce new faculty and department heads in Arts & Sciences.

On Thursday and Friday there is walk-in registration.

Week 2: 400 to 500 students will register on Monday, Tuesday, and Wednesday of next week. On these days, each department needs to provide advisement until 6:00 p.m.; after that, please post a sign indicating that students should go to the advisement center in Solms. If students are dispatched to the Advisement Center, Greg Anderson will need telephone numbers for “expert” advisors that he can get in touch with, especially dealing with transfer students. Heads need to anticipate and provide a few seats for those days.

2. September 26

Our college will host a low country boil at the Skidaway Institute of Oceanography on September 26. Yard games will begin at 4:00 p.m. Part-time faculty will be included this year. This will be a good means for new faculty to make connections with other departments. Staff is also invited. Music will be provided during dinner.

The cost is \$5.00 per head for the low country boil with the remainder coming from other sources. A vegetarian menu will also be provided for \$5.00 per head. Children are invited to this event, and there is no charge if they are eating hamburgers/hot dogs. The secretaries in each department will be asked to help with reservations and collecting money as they did for the last event.

3. Meeting Times for Fall 2004

Department heads meetings for this semester will be on Wednesday afternoons at 3:30 p.m. in Solms 106. The meetings will occur September 8 (2nd Wed), October 13 (2nd Wed), and November 17 (3rd Wed).

Wheeler is attempting something new this fall with the meetings. In the months of October, January and March, he will meet with department heads and others directly involved in supporting the activities of the department heads.

In the months of September, November, February and April, he will meet with the Arts and Sciences Council that will consist of the department heads and other persons invited to serve in a consultative role to the heads and deans.

4. Fees in Courses

Changes in supplemental fees required for certain laboratory classes for the 2005-2006 academic year were discussed. A draft memorandum relative to adding some fees and increasing others was presented to department heads for comment. October 1 is the deadline for comments concerning this memorandum.

5. Non-Retention of Faculty

Bottom line: No recommendation for non-retention may be issued until the Dean, Vice President, and President have signed off. At the time of non-renewal, heads should not divulge the reason to the faculty member. The faculty member may follow standard appeals process starting with the VP and then the President.

6. Computers for Student Use Not Located in “Laboratories”

Wheeler needs to know who has computers available for student use that are not in identifiable labs. If you do have some, he needs the following information:

- 1) What are they being used for?
- 2) At what MHz do they run?
- 3) How often are the computers used and how important are they to departmental operations?

Please try to get this info to Wheeler by the September 8 meeting.

7. Last Friday Lunches

Wheeler is inviting the four new department heads to a monthly lunch with one or two other “experts” included. A schedule for such lunches is attached. If you are not able to go on your designated day, please try to change with someone else on the list.

8. Miscellaneous

If you need any part-time faculty manuals, please let Diane know.

Dr. Nordquist will send each department head a copy of a *Survival Manual for Part-Time Instructors* (this is not the title, but the document is full of common-sense tips to help the part-time teacher be better and more efficient).

Dr. Cross will send out the Saturday evening rotations.

Respectfully submitted,
Diane Sellers