

COLLEGE OF ARTS & SCIENCES
DEPARTMENT HEADS LUNCHEON MEETING
Friday, August 15, 2003
12:15 p.m., Solms 106

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

DISCUSSION QUESTIONS:

1. A review of the past: CHAOS and other summer entertainment

The general consensus seemed to be that the CHAOS sessions this summer did not fare any better than those in previous years. Two issues that came up were the length of time it takes to advise transfer students and departments not knowing how many students to expect.

2. A look to the future: What are some of the pressing issues this year?

- Large enrollment
- Services e.g. math lab and writing center need to be open on weekends
- The PRISM NSF grant
- Gamble Hall is in need of some physical work
- Plans for black box theater in Jenkins
- The impact of Hallmark
- Greg Anderson will need undeclared advisors soon
- How to address morale issues of faculty

AGENDA

1. Welcome Evening Students

Wheeler (also known as the Pizza Dean) will be facilitating welcome stations until 8:00 p.m., Monday and Tuesday nights, and until 7:00 p.m., Wednesday and Thursday nights in Solms, Hawes, Gamble, Science, and University halls and the MCC. Evening students will be treated to pizza and drink on Monday and Tuesday nights. Wheeler needs a contact person for each department who will be "on call" during these hours.

3. Final Examination Dates

Wheeler reminded heads that faculty cannot schedule final exams during regular class time. They must give them at the designated time for final exams.

4. Evening Ombudsperson

Dr. Cross will serve a special role this year being "on call" during evening hours for students. Cards will be handed out during the four nights of "Welcome Evening Students" containing this information. She will only be effective if she is kept informed about "wrinkles" in evening classes. Wheeler asked Dr. Cross to meet with Bob DiBella, Director of Continuing Ed, in hopes that he can keep her informed about evening courses through his area. Dr. Cross is to call department heads at home if an emergency occurs within his/her discipline. (However, Dr. Cross will be very judicious about exercising this option; we will review this option at the end of the year).

5. Comprehensive Program Review

Dr. Price recommended that faculty see it before it goes to the dean. Wheeler will come up with a deadline - possibly October 1-15. (**Note:** Subsequently, a window deadline was established, October 1 - October 15; any reviews that are finished early will be appreciated by Wheeler.)

6. Meetings this Fall

Department head meetings this year will be the second Wednesday of each month at 3:30 p.m.

7. Other Trivia Relative to the Beginning of the Semester

Discussed Financial Aid issues. Students' tuition is being covered, but difference check comes three weeks into the term. If a student's financial aid isn't cleared, student will have to pay tuition and get reimbursed later. Deadline for fall was March 1.

Notebooks for part-time instructors are available. Let Diane know if you need more.

Dr. Cross needs a list of faculty teaching on Saturdays.

Travel and budget deadlines - Heads are free to spend money from their departmental travel budget in the usual manner. Wheeler will hold on to his for a while.

Respectfully submitted

Diane Sellers