

COLLEGE OF ARTS & SCIENCES
DEPARTMENT HEADS MEETING
Tuesday, September 4, 2001
1:30 P.M., Victor 102

Present: Deans E. Wheeler and H. Harris, Drs. K. Bennett, T. Cato, Y. Saadatmand, R. Williams, B. Parham, J. Brawner, R. Greenlaw, M. Price, K. Relyea, G. Martin, and D. Cross. Also LTC J. Handley and G. Anderson.

Discussion: Summer CHAOS sessions and Fall registration:

Twenty-five minutes were spent discussing the summer advisement process and the registration process. A number of suggestions were noted for future consideration and some were immediately passed along to appropriate administrators.

In a subsequent conversation with Kim West we requested:

- Careful attention to directions given to students relative to advisement during the window between summer school and registration.
- Additional thought about a firm deadline for accepting student applications (with possible program of creating flex term courses to accommodate the cohort of applicants that come just after the cut-off date).

In a subsequent conversation with Dr. Buck we requested:

- Careful attention to the Core Curriculum before students arrive at departmental stations for advisement.
- Separate classrooms to use during CHAOS advisement for certain large enrollment majors who feel crowded in UH 158. To this point, engineering and computer science have requested such facilities.

Summer School Schedule

Dr. Wheeler is using the similar criteria to those used by Dr. Martin.

1. Schedule core courses that have been at or near the maximum during the traditional academic year.
2. Schedule service courses that meet the needs of other majors and have been at or near the maximum during the traditional academic year.
3. Schedule a **very** limited number of upper-level courses in the major that
 - a) will serve the needs of significant number of twelve month students
 - b) will attract 12-15 students

c) will not negatively impact a course in the following fall

For each upper division course in the major, a brief written justification should be prepared. By December 14, Dr. Wheeler would like heads to turn in courses, instructors, anticipated enrollment and salaries for summer 2002, as well as the justification for upper level courses.

New Junior/Senior ROTC Scholarships

LTC Handley passed out information regarding new, exciting Army ROTC scholarships. The ROTC program offers two-year scholarships to continuing students who

- have Junior status
- two full years remaining
- a 2.8 minimum GPA

Majors Offered in the Evening

Dr. Wheeler asked each head to prepare a long-term schedule showing how their majors could get through their program by taking only evening classes (for the first iteration, evening classes are defined as classes beginning no earlier than 4:30 pm.) Prepare a six year rotation or longer if necessary. Ultimately, we hope these rotations can be made available to students.

Workload Reports

These reports are due October 15. For each faculty member, including department heads, the report should include:

1. Faculty member's name
2. Course names and sections with
 - approximate enrollments
 - credit hours
 - contact hours
3. A short explanation of any reassignment for faculty members

Submitted by
Diane Sellers

