

ARTS & SCIENCES COUNCIL MEETING
September 8, 2004
3:30 p.m. in Solms 106

Present: Ed Wheeler, Mark Finlay, Ken Relyea, Tom Cato, Lorrie Hoffman, Yassi Saadatmand, Erik Nordenhaug, Todd Hizer, Mike Price, Jane Wong, Deanna Cross, Greg Anderson, Dick Nordquist, Teresa Winterhalter and Jill Miller.

1. Report from each of the units

Jill Miller – Honors Program

- Record number of students in the Honor's Program (185+)
- She's busy making the new students feel welcomed

Todd Hizer – Chemistry/Physics

- Record number of students
- Revamping advisement

Erik Nordenhaug – LLP

- Increased seats in ENGL by 10%
- Serious space problems
- Looking for new department head

Jane Wong – Psychology

- Enrollment in lower level classes is bursting at seams, resulting in more part-time faculty than full-time
- New master's program proposal – Applied Industrial Psychology
- Bio-psychology put on hold

Mike Price – History

- Good new faculty on board
- No space to spare

Dick Nordquist – General Studies/Faculty Development

- Has core for MALPS in place and 3 tracks. Must appoint faculty members to oversee them
- Graduating seniors are primary target goal for fall recruiting for MALPS
- Faculty Development – grant packets going out today

Lorrie Hoffman – Mathematics

- Will try a large section of statistics next semester – 105+ students
- She'll be in the dunking booth on AASU Day

Yassi Saadatmand – Economics

- Can't find qualified part-time instructors
- Wants to introduce courses in entrepreneurial leadership, but doesn't have expertise in this regard

Ken Relyea – Biology

- Far too many students in classes
- Needs more faculty to handle the overload

Teresa Winterhalter – Women's Studies

- No faculty, no office space and no staff
- Program growing; offering two introductory sections next semester

Mark Finlay – Assistant Dean

- Working with 29 page curriculum committee agenda
- Developing a leadership minor
- Creating committee of “unqualified” part-time applicants to use positions other than the classroom
- May need to look at advisement of students classified as pre-business and pre-law

Greg Anderson – Academic Orientation and Advisement

- 9 freshmen learning communities running
 - Number of undeclared majors is down
 - Will be contacting department heads for advisors for undeclared majors.
- Thank you for making this resource available.

Tom Cato – Art, Music and Theater

- Staffing is a bit of a problem; needs more full-time faculty
- Dwindling symphony adjuncts
- Several musical events coming up as well as an art exhibition

Deanna Cross – Adult Academic Services

- Weekend program going well
- Need to think about admissions deadline for learning support students. If there are no seats in class student needs, he/she has to wait another semester to begin. Dr. Cross nor Lottie Scott can put students in classes.

2. Office Space Survey

Office availability has become a serious problem. Wheeler asked heads to identify space in their areas that can potentially be used for office space. Room needs to have data, phone and electrical outlets. Include in your report any rooms that are “suspiciously” vacant but near but not included in the space for which you are responsible. Wheeler asked Dick Nordquist to do the review for Solms Hall and Deanna Cross to include the upstairs cubicles in Victor in her report.

3. Travel Fund Supplements from College

The College will assist department members with their *first* trip to present at a conference. Because there is substantial variation in the per faculty member travel appropriation in the various departments, we will provide our help according to the schedule found below:

- Economics, psychology and CJSPS – \$300 per person
- AMT, history, and LLP – \$450 per person
- Biology, chemistry and math – \$600 per person

4. Budget Reports for Departments

Each head was given an envelope that contained:

- end of the fiscal year budget report for 2003- 2004
- early June 2004 report
- faculty salaries for next year

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

Wheeler has received reports from chemistry, adult services, economics, mathematics, history, AMT, LLP, psychology, biology and chemistry.

6. September 20, September 26, and October 1

September 20 – Wheeler and Finlay have invited faculty to attend an “Open Conversation with the Deans” at 3:30 in Solms 110. No one is required to attend. Light refreshments will be served.

September 26 – A&S social event at Skidaway Island.

October 1 – First Friday advisement meeting. Advising is an important part of a faculty member's workload and this is an opportunity for both old and new faculty to brush up on the details.

7. Phi Kappa Phi

Dr. Finlay has invested considerable energy in thinking about bringing this national academic honor society to our campus. This issue will be discussed at the next Dean's Council meeting. If implemented, we will make every effort to complement other efforts to honor excellent students rather than complicate the task.

8. Mike Price on Curriculum Submissions

Curriculum submission is done at graduate and undergraduate level. Persons at department level should prepare curriculum systematically. Whoever handles curriculum in each department should use the model outlined in Dr. Price's handout. Five thousand level classes must go through Arts & Sciences on route to the graduate committee. 5000U functions like a 3000 level class. Contact Dr. Price if you have any questions. A revised handout is enclosed with the minutes.

9. Miscellaneous

Wheeler asked for emails suggesting improvements for the "Start of the Year:" CHAOS, pre-registration, late registration, first week of classes.

Respectfully submitted,

Diane Sellers

