

**COLLEGE OF ARTS & SCIENCES  
DEPARTMENT HEADS MEETING  
September 11, 2003  
Solms 106, 3:30 p.m.**

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

**DISCUSSION QUESTION:**

**The Lane Library building will be unavailable for approximately 12 months. What are the most critical functions to locate elsewhere?**

All disciplines: Reserve area, interlibrary loan, student study space

History: Microfilm readers and media

History, LLP, and CJSPP: Access to as many books and journals as possible; 24 hour wait to check out paper materials would be tolerable

**AGENDA**

**1. DeaNotes**

Finlay is going to coordinate dates for CIR's and FAR's. Wheeler will send an email to heads to forward to their faculty reminding them of the conversation on Sept. 15 in Solms 108 to reflect about the year ahead and the year past.

**2. Brief Budget Inquiry**

Wheeler passed around a list of student workers paid last year from a budget line known as the Academic Resource Center. Department heads were asked to identify any students hired in their department.

**3. Workload Reports**

Report will be important this year. Make sure each faculty member's information is all grouped together, display enrollment for each section, and be sure to include notes to explain any unusual loads.

#### **4. Session 3, Mini-Mester**

In preparing for the mini-mester for fall 2004, we will start with three courses in Session 3 at the beginning of the fall registration period with the maximum of each section set at about 15. Department heads in history, psychology, and AMT are asked to provide those sections for fall 2004. At present we are not planning a mini-mester for the spring.

#### **5. Loads for Part-time Instructors**

In the past, part-time instructors could be used for three courses one semester, but only two the next semester. Now they can be used for three courses in the fall and three courses in the spring.

**Further Note:** *Subsequent to the department heads meeting, Wheeler checked his correspondence with Drs. Thompson and Murphy, and indeed we may also use part-time instructors for two courses in summer in addition to three each semester during the regular year.*

#### **6. Overloads for tenure-track instructors**

Although we must make exceptions from time to time, Wheeler discourages teaching overloads for tenure-track faculty. It is very hard to convince outside constituencies that faculty members are fully employed with a 4 - 4 load when significant numbers of faculty are teaching more.

#### **7. Faculty Development Grants**

Reminder that although only limited amounts of money are available to support the scholarship, among the ways those funds can be used is to reduce loads for significant scholarly projects. Wheeler also reflected that a teaching and learning grant directed around implementing Area 2 Ethics and Values course that focuses on diversity issues would be a useful contribution to this core area.

Respectfully submitted,

Diane Sellers

