

College of Arts and Sciences
Department Heads Meeting
Tuesday, October 2, 2001
1:30 p.m., Victor Hall 102

Present: Deans E. Wheeler and H. Harris, Drs. K. Bennett, J. Brawner, T. Cato, D. Cross, K. Douglass, R. Greenlaw, R. Parham, M. Price, K. Relyea, Y. Saadatmand and R. Williams.

Discussion Topic: Faculty Evaluation

For the benefit of both new department heads and old pros, department heads who have had experience with faculty evaluation shared their ideas about how to approach faculty evaluation both philosophically and practically. At the close Dean Wheeler reminded those present that:

- Every evaluation in each of the three evaluation areas should include the one of the three ratings “satisfactory,” “unsatisfactory,” and “outstanding.”
- The modal evaluation in all categories should be “satisfactory”
- Evaluations of outstanding and unsatisfactory must be documented carefully.
- In either the teaching section or the service section of the evaluation, reference should be made to the faculty member’s service to students as an advisor. Must describe the role the professor takes in advisement.

Item: Deadlines

Discussion: February 1
Faculty APAR’s due to Department Head
Department Head APAR due to Dean
February 28
APAR and Faculty Evaluations due to Dean

Item: Board of Regent Budget Requests: Opportunities

Discussion: Start looking over the BOR FY03 Budget Request and considering writing a proposal to obtain state funding in one of the following areas:

- Enhancing Access: Programs Targeted to Non-Traditional Students and African-American Males
- Improving Retention and Graduation Rates: Expansion and Creation of Freshman Experience and Targeted Programs

Though the availability of funds for these initiative is not yet sure, early planning is essential as the 2 – 3 week deadline that will be set to submit proposals will not be enough time to gather documentation for the proposals

Item: Procession at Inauguration: October 10

Discussion: All departments must meet on the first floor of Solms Hall at 11 a.m. The departments will form two lines and depart for Fine Arts Auditorium at 11:20 a.m. Plan to sit with your department.

Procession at Inauguration

Line A	Line B
Dr. Wheeler	Dr. Harris
AMT	CHEM, PHYS, ENG
BIO	CS
CJSPS	LLP
MSC	HIST
MATH	ECON
PSYC	

Item: Equipment Money

Discussion: There is a modest amount of equipment money available. Send purchase orders to Dean Wheeler and identify items according to priority and urgency.

Item: Advising Conversation: Academic Council Meeting

Discussion: Several concerns were mentioned stimulated by conversation on advising at Academic Council Meeting, but no action was taken.

Respectfully submitted,

Shannon Reddick