

COLLEGE OF ARTS & SCIENCES  
DEPARTMENT HEADS MEETING  
TUESDAY, NOVEMBER 6, 2001  
VICTOR 102, 1:30 P.M.

Present: Deans E. Wheeler and H. Harris, Drs. M. Price, G. Martin, J. Brawner, K. Relyea, R. Greenlaw, B. Parham, K. Bennett, T. Cato, R. McGrath for Y. Saadatmand, D. Cross, and D. Nordquist.

**DISCUSSION QUESTIONS:**

**A. What must we do to get ready for SACS?**

Some suggestions were: Be honest, have everything ready (vitas, syllabi, etc), be able to explain how data is used, and don't add information or view the SACS visit as designed to give opportunity to complain.

Specific "getting ready" tasks include:

Personnel files of full-time faculty members: current vita

Personnel files of part-time faculty:

- o Vita
- o copy of transcript showing 18 semester hours in appropriate discipline (or copy of memo detailing professional experience used in place of graduate study)
- o copy of part-time instructor evaluation form from Fall 2001 semester

Copy of part-time instructor evaluation form from Fall 2001 semester sent to deans' offices

Copies of current syllabi

Complete documentation on assessment program and ability to explain it

Note: In the process of discussing syllabi, Wheeler requested that each head should send him two syllabi (one core; one upper level) used in his/her department. The resulting 22 syllabi will be circulated to all departments.

**B. Comments on assessment program for deans' offices**

Heads had no comments on the deans' offices assessment document but should email Dr. Wheeler if they should have any suggestions.

**C. Efficacy of the planning schedule**

Because this issue was originally raised by Ron Williams, and he was not at the meeting, discussion is being held until a later meeting.

## **MINUTES:**

### **1. Questions/conversation about DEANotes**

There were no questions or comments about DEANotes.

### **2. Preparing for budget hearings on December 11, 10:30 – 12:00 a.m.**

Without introductory comments by the dean, each department head will have four to six minutes to present her or his department. Most of the conversation should be a brief review of plans, directions, and successes of the academic unit. However, in those departments for which budget issues severely impede ability to complete mission, feel free to talk for 1-2 minutes about the most critical budget issue that faces the department.

Following departmental presentations, Professors Anderson, Cross, Finlay, and Nordquist will spend three to four minutes discussing plans, directions, and successes of the operations for which they are responsible.

### **3. Regents Teaching Excellence Awards**

A handout containing guidelines and submission procedures for these awards was given to each one present. Wheeler asked that the department heads review the criterion and be able to suggest departments or individuals that might be nominated for the award in Fall of 2002.

### **4. Academic Recognition Day**

A handout containing criteria and application form for nominations was handed out. Students should have a 4.0 gpa or close to it, and be a resident of Georgia. Be thinking about current juniors and seniors who meet these criteria. Nominations are due on January 11, 2002 and should be sent directly to Dr. Connor; however, Dr. Wheeler would like to know if you are nominating someone.

### **5. Equipment requests**

Dr. Wheeler has received a few equipment requests and will be making decisions on them in the next few weeks. If you have a request that you want considered at this time, please send in prior to November 26. Dr. Wheeler will not be using all of the equipment money at this time, however, so if you should have a need later on, please forward to the dean's office.

## 6. Deans' offices on the move

On December 11, the deans' offices will move to the second floor of Hawes Hall. Later, (possibly in May or June), they will be moving to University Hall until the final destination which is Solms Hall. We'll keep you posted on our whereabouts.

## 7. Other issues

April 5, around 12:00 noon, is the President's symposium. Please keep this in mind when you are scheduling classes for spring 2002.

The final edit of self-study will be available the end of November. Dr. Nordquist encouraged heads to skim the part on faculty and be familiar with it before SACS gets here. It's on-line.

Dr. Nancy Remler, LLP, is teaching round tables. Teachers get a course reduction for spring semester for participating.

Submitted by  
Diane Sellers