

**COLLEGE OF ARTS & SCIENCES
COUNCIL MEETING
Wednesday, November 17, 2004
3:30 p.m. in Solms 106**

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

BRIEF REPORTS: Reports from each area and on-going projects/accomplishments.

Jane Wong

- Part-time faculty doing good job for the department
- New courses have been added because of part-time faculty

Yassi Saadatmand

- Minor in the works called “Economics of Entrepreneurship” for students hoping to start a small business

Lorrie Hoffman

- Part-timers are good, but quitting by the droves
- Statistics minor coming
- MATH 1001 (Quantitative Reasoning) being examined by department
- Dr. Joe Fu, head of the Dept. of Mathematics at UGA is coming to talk to seniors about graduate school

Randall Reese for Tom Cato

- Dr. Cato is in Atlanta today speaking to the Board of Regents
- AASU sponsored the Georgia Theater Conference bringing 1200 guests to campus

Zaphon Wilson

- AASU won the first Moot Court debate by 4 points (about 12 teams were not from AASU)
- Ads are running now for CJ positions

Mark Finlay

- Phi Kappa Phi is about to happen

Erik Nordenhaug

- LLP has over 214 English majors and 24 Spanish majors
- Very healthy enrollments

Ken Relyea

- All classes are covered for spring semester, but there is no space left in them

Mike Price

- No major new initiatives, but usual good work being done

Teresa Winterhalter

- New name – Gender and Women’s Studies
- There are now two sections of the “intro” courses instead of one, and both are already full
- All six courses are in the double digits

Todd Hizer

- Chemistry department head candidates will be coming in the end of this month
- Coming: post-bac certificate for pre-med students and a BA in chemistry

Deanna Cross

- Academic Assistance is going OK. Working on making sure their data is correct
- Survey of evening and weekend students in progress

Jill Miller

- Honors Program now has 210 students
- Collecting clothing for the women's Hope House in downtown Savannah
- Students raised \$1500 for scholarships

Dick Nordquist

- Internal grants and research/scholarship committee hasn't gotten the go-ahead yet to spend money. Fewer than 1/3 who applied will receive money. (Note: Money has been approved.)
- Sabrina Hessinger will hold a PRISM round table tomorrow
- Friday, Dec. 3, is the new faculty dinner at Anne Thompson's house
- MALPS is off and running
- MOST IMPORTANT!!! POKER this Friday night at Nordquist's home

CONVERSATION: What are the best practices for helping students begin to think about employment after degree is complete and helping students get timely information about graduate school/professional school?

- Have past graduates come back to talk to students about their experiences in graduate school
- Possible campus event focusing on graduate school attendance (Mike Price will try to get money for campus event)
- Psychology has a one-hour course called "Junior Seminar." Different careers are discussed as well as graduate schools
- Melissa Read did a great powerpoint presentation on "how to get into grad school" that can be accessed on the internet (www.melissaread.com)
- Encourage faculty to identify students who have graduate school potential as early as possible
- Initiate conversations on "best advisement for graduate school" at departmental level
- Make sure students know nuts and bolts, e.g. students can get paid to go to graduate school
- Bring in graduate recruiters from nearby graduate-level universities
- Make topic of discussion in disciplinary club meetings
- Have "first appointment" for all new advisees with department head in which career and graduate school aspirations are discussed

What to do about students for whom graduate school is not an option:

- Go to monster.com to find internships
- Students should list **all** skills when looking for a job and should actively solicit a wide range of experiences while completing degree

- At the junior level, students should start doing volunteer work
- Ask students who “just want to get a degree” to think more specifically about career goals

AGENDA

1. Advising Templates for General Studies Degree

In response to a request from the School of Computing, we are creating a series of advising templates to be made available to general studies students. (Note: There are about 60 general studies graduates per year.)

Wheeler handed out five different “advising templates” and asked the following persons to review and communicate improvements back to him by December 10:

Human Services – Zaphon Wilson and Jane Wong

Science and Technology – Ken Relyea, Todd Hizer and Lorrie Hoffman

International Studies – Mark Finlay

Philosophy – Erik Nordenhaug

Women’s Studies – Teresa Winterhalter

Wheeler also asked Mike Price to write a template on pre-secondary certification.

All present were invited to develop other templates that would be useful to general studies students in designing their degrees.

2. Budget Hearing

The university is not having a final budget hearing this year as in past years. Between December 3 and the first of next semester, Wheeler wants heads to set up a 30 minute appointment to come by his office for a budget conversation regarding advocacy for positions and equipment needs.

3. Assessment

Accrediting agencies continue to insist that we assess our ability to achieve the educational outcomes we have chosen for our students. Over the decade of the nineties, we worked very hard to get an assessment plan in place, and we do not want our data collecting activities to stop. When you have your appointment with Wheeler for budget conversations (see 2.), please plan on talking about assessment also. For those with long experience in these matters, please be prepared to discuss with Wheeler your progress on data collection. For the four new heads, collect past assessment documentation and bring to Wheeler for conversation.

4. Budget Cuts

Wheeler asked heads to share any graphic examples as to how the last few years of budget cuts have affected the quality of education at AASU. Email to Wheeler over the next three to four weeks.

5. Gearing Up/Down for End of Semester and Beginning of Next

- Problem right now with advisement is when a student's tuition hasn't been paid and there is a hold on their advisement (Dr. Thompson has now solved this problem)
- Summer budget due to dean's office the middle of December
- Have a plan to add core class(es) in case they're needed

Respectfully submitted,

Diane Sellers