

**COLLEGE OF ARTS & SCIENCES
DEPARTMENT HEADS MEETING
November 20, 2002
3:30 p.m., Gamble 204**

Present: Dean E. Wheeler, Drs. J. Brawner, K. Relyea, B. Parham, J. Wong, R. Wallace, Y. Saadatmand, M. Price, T. Cato, D. Skidmore-Hess for D. Murphy, D. Cross, D. Nordquist, and T. Winterhalter (guest); also LTC J. Handley and G. Anderson.

Conversation with Dr. Teresa Winterhalter re: Women's Studies

Dr. Winterhalter is the coordinator of this new program which now has a certificate and minor. She brought a handout that outlined the courses approved for the Women's Studies Minor. The Women's Studies classes have been well received, and she encouraged heads to support the classes that go up to 4000 and 5000 level. The Women's Studies certificate on the graduate level has just been approved.

Comprehensive Program Review: Meeting at SSU on December 11th

The department heads meeting scheduled for December 11 has been cancelled. In its place department heads are invited to attend a meeting on Comprehensive Program Review at Savannah State University from 1:00 – 4:00. The meeting will be in Room 223B of the Jordan Business Building. More specifically:

- All department heads are invited
- Price, Parham, Murphy, Cato and Wallace (or their proxies) have a command performance since their program(s) face comprehensive program review this next year.

A Free Lunch? Meeting with Dr. Hayes

Members of the Arts and Sciences leadership team are invited to lunch at 11:45 on December 11th to meet with Dr. Bill Davis of the Skidaway Marine Institute. Lunch will be held at The Driftaway Café on Skidaway Road at Sandfly. Immediately following is the meeting at SSU on Comprehensive Program Review. If you plan on attending this lunch, please email Dr. Mark Finlay.

Annual Faculty Evaluations

Wheeler discussed his belief that conversations around the advisement process are among the most important educational experiences we provide our students. He requested that all department heads refer to “advisement contributions” in their annual faculty evaluations.

Third Year Reviews

Wheeler reminded department heads of the importance of the “third-year” pre-tenure review as part of the guidance and support we give probationary faculty members. If classroom visits are not otherwise part of the departmental culture, he urged that the department include classroom visits by colleagues or department heads as part of the third year **pre-tenure** reviews.

Learning Communities

Greg Anderson will soon be working on developing learning communities for next year. We are presently considering learning communities of two types:

- Thematic communities in which students take 3-4 courses together including 2-3 courses united by a theme.
- Fast Start communities for students who receive limited admission to the university.

Discussion

Continued conversation on Community Formation.

Respectfully submitted,

Diane Sellers