

**COLLEGE OF LIBERAL ARTS  
DEPARTMENT HEADS' MEETING  
February 14, 2011  
3:00 p.m. in Solms 106**

**Present:** Laura Barrett, Mark Finlay, Zaphon Wilson, Tom Cato, June Hopkins, David Wheeler, and Yassi Saadatmand.

Guest: Brenda Forbis and Francisco Duque.

**AGENDA:**

**1. Brenda Forbis**

Brenda Forbis, Director of Marketing & Communications, and Francisco Duque, Media Manager, attended the College of Liberal Arts Department Heads' meeting to discuss ways that Marketing and departments can work together to advertise the achievements of individual departments and their students. Marketing is currently using the department websites to showcase these achievements and is in the process of creating a mini-site listing Armstrong experiences. Marketing is interested in what students are learning outside the classroom as well as alumni stories, internships, achievements of current students, and video clips.

Francisco Duque is compiling an Expert Guide of Armstrong's Faculty.

**2. End-of-the-year money**

Dr. Barrett informed the faculty that there would be end-of-the-year money from the college and from the VPAA's office. The money would have to be used no later than June 1<sup>st</sup>. Dr. Barrett asked the department heads to submit requests to her on ways the money could be spent.

Dr. Barrett reported that last year's end-of -the-year money was used to put in three new smart rooms in Gamble Hall. The new rooms are the prototype of how all rooms will eventually be upgraded. Three rooms in University Hall will be updated.

Dr. Hopkins requested the classrooms in Hawes Hall be added to the list of rooms to receive upgrades. The smart rooms in Hawes Hall have ongoing technical difficulties.

**3. Learning Communities**

Dr. Barrett asked the group how the scheduling of honors courses and learning communities were coming for the fall semester. Several honors courses have been scheduled and three learning communities are in development.

**4. Full-time permanent faculty**

The group discussed the differences of full-time permanent faculty and full-time temporary faculty. Whether full-time permanent faculty can vote in departmental matters (exclusion of Promotion & Tenure issues) is up to each individual department.

### **5. Department Head compensation**

The group discussed the issue of Department Head compensation.

### **6. Announcements**

I-Strategy, an on-line Budget program, will be used by Armstrong. The program will show budgets in real-time. There will be training sessions to teach and explain the software.

Dr. Barrett informed the faculty that there is no way to have registration priorities for majors for specific courses. The department does have the option to send a course through the Curriculum Committee to include a major-only prerequisite or to hold a couple of seats back for majors.

Graduate Assistantships should be announced by March 1.

Due to the Library security issues, faculty will need to have a second account to access the computers in the library. An individual cannot be logged into two computers at the same time.

Dr. Barrett will be planning an end-of-the-year-event for faculty in April.

The college will meet on February 25th, at 12:00pm, to discuss and vote on the College's Promotion & Tenure document.

Respectfully Submitted,

Tori Falls