

**COLLEGE OF LIBERAL ARTS  
DEPARTMENT HEADS' MEETING  
January 24, 2011  
3:00 p.m. in Solms 106**

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

**AGENDA:**

**1. Fiscal Year 2012 Budgets**

The deans met with Dr. Thompson, Interim Vice President for Academic Affairs, to explain their colleges' budget priorities. On January 25, 2011, there will be a budget hearing in which each Vice President will present his/her case for proposed budgets.

**2. University Donor Recognition Ceremony**

On March 31, 2011, the advancement office will host a university donor recognition ceremony.

**3. MAT/Post-Baccalaureate Programs**

The College of Education is currently working with other colleges to offer MAT programs. In most cases, programs would consist of 30 credits and would require an undergraduate degree in the content area. The department heads had some questions regarding who would make the decisions on admissions and who would evaluate the students' transcripts.

**4. College-wide Promotion & Tenure meeting**

Dr. Barrett would like to meet with all COLA faculty in the next month to vote on the College's Promotion & Tenure document. Dr. Barrett will email all faculty the current draft of the document. Faculty members will have to be present at the meeting to vote.

**5. Advancement Accounts**

Dr. Barrett distributed the COLA Fund Performance Report for 2009 and 2010 to the department heads. Dr. Barrett asked group to contact Scott Joyner, Vice President for Advancement, with any corrections or with suggestions for consolidation of accounts.

**6. QEP**

Dr. Barrett asked each department head to encourage their faculty to submit Quality Enhancement Plans.

#### **7. Pirate Previews: February 5<sup>th</sup> and April 2<sup>nd</sup>**

The new Pirate Preview schedule will have department heads meeting with students in the afternoon. While the schedule is not ideal for department heads, who preferred meeting with students in the morning, it is necessary given space issues.

#### **8. Registration priority for students**

The group reviewed the registration priority list for students. The only concerns the group had were regarding student athletes and majors. The list did not show student athletes on the priority list, and the group believed that athletes should have priority because of the complexity of their schedules. The department heads would like their majors to have registration priority when it comes to classes needed for the major.

#### **9. Students Scholarship Symposium: April 15<sup>th</sup>**

The student scholarship symposium will be held on April 15, 2011. Dr. Barrett asked the department heads to encourage their faculty to get students involved.

#### **10. Savannah Morning News Columnist**

The *Savannah Morning News* would like Armstrong to continue a column in their paper. The university would like each college to provide three different faculty members to write a one-time column. Dr. Barrett asked the department heads to send her names of any faculty members that would be interested.

#### **11. Program reviews**

Dr. Barrett requested each department head in the college to create a program review of their majors. The review would include the number of majors, number of graduates, and number of students enrolled in upper-level courses for the last three years. The group discussed the difficulty of getting information on minors and the number of students in different tracks.

#### **12. COLA Events**

The group would like to have an end-of-the-year event for faculty.

#### **13. Announcements**

Brenda Forbis, Director of Marketing and Communication, will be attending the February department meeting. Marketing would like for departments to create student profiles that can be used on the Armstrong website.

Dr. Hopkins announced that Lauren Mason, LLP, is working on getting the video *Why are We Here* presented at Armstrong. The presentation will include a question and answer segment with one of the film's producers.

Armstrong's Moot Court team placed first in the written brief competition at the American Collegiate Moot Court Association's National Tournament.

Armstrong's student literary journal, *Calliope*, received a First Place/Special Merit award from the American Scholastic Press Association.

The Economics department will be sending five students to present papers at the Academy of Economics and Finance annual conference.

#### **14. Other business**

The department heads would like to have the opportunity to meet with the VPAA candidates while they are on campus.

The issue of incentivizing retirement was raised as a cost-reducing measure.

Respectfully Submitted,

Tori Falls