

**COLLEGE OF LIBERAL ARTS
DEPARTMENT HEADS' MEETING
September 28, 2010
3:00 p.m. in Solms 106**

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

AGENDA:

1. Status of searches/hiring needs for next year

All searches to replace faculty lines from 2009-10 have been approved. Other requests are pending.

2. Advancement priorities for the college

The group discussed fund raising priorities for the college, which included scholarships, research sabbaticals and summer research funding for faculty, travel funds for faculty and students, visiting writers and artists series. Dr. Barrett will invite Dr. Scott Joyner, Vice President for Advancement, to be a guest at the next Department Heads' meeting. Dr. Joyner will discuss with the group COLA's fund raising priorities.

3. On-line learning at Armstrong

There will be three new lines created to support on-line learning: denoted to technical issues, faculty support, and curriculum design and instruction. There should be incentives for faculty to create on-line courses.

4. Specialized labs and classrooms

The responsibility of specialized labs and classrooms will be transferred from individual departments to CIS.

5. Part-time pay scale

A new pay scale is being considered for part-time faculty. The group discussed the pros and cons of a flat rate based on level of education.

6. Summer 2010

During the summer of 2010 the majority of students took classes in the first-five week session. The University generated substantial profit for summer 2010. The deans have requested a

breakdown of profit by college and department. In summer 2009, a .41 formal was used to calculate overhead, in addition to the cost of the instructor. The overhead calculation is under discussion by the deans and the VPAA. Dr. Barrett has requested an explanation of what the overhead charge covers.

A Calendar Committee has been created. The committee will examine the summer schedule.

7. Process for Memoranda of Understanding

Any Memoranda of Understanding need to be turned into the VPAA's office.

8. Graduate programs/MALPS

A faculty committee will be created to determine MALPS' future and to discuss other possible interdisciplinary master's programs for the college.

9. Department Strategic Plans/College Strategic Plan

Departments are currently in the process of creating their strategic plans. Each department strategic plan should be finished by the end of the semester.

10. Graduate course numbering: eliminate defunct course by November 15th

By November 15th, all defunct courses should be eliminated.

Dr. Barrett will discuss with the registrar possible problems with registration for students who took courses under the old numbering system.

11. Review of DFW rates by college

Dr. Barrett distributed recent semesters DWF (D's, Failure, and Withdrawals) rates by core courses. The acceptable percent of DWF's will fluctuate by course. The College of Liberal Arts will need to discuss solutions if there are problems with DFW rates within the college.

12. Comprehensive Program Reviews

Comprehensive program reviews are due in the spring for programs in Language, Literature, and Philosophy and in Criminal Justice, Sociology, and Political Science. The format for the review has changed. Dr. Barrett will get more information on the guidelines for the two departments.

Miscellaneous

The department heads discussed the need for funds outside the department to conduct searches and interview at national conferences.

The department heads were concerned about the new system of applying for part-time instructor positions. The job ads are only advertised on the Armstrong website and involve several steps to apply.

The group discussed the university's problem of a lack of resources for ESL students and their professors. The department heads discussed several options on how to better serve ESL students.

Research Day is held every year in the spring, Dr. Barrett asked each department in COLA to please participate in the event.

The group discussed the future of the Liberty Center and the obligation for COLA faculty to staff courses for Liberal Studies and Criminal Justices majors completing their degree at the Liberty Center.