

College of Arts and Sciences
Department Heads/Directors Meeting
Minutes
January 10, 2007

Ms. Gregory listed things that are needed in the near future. All departments should be prepared for check-out. Faculty should report office hours to artsandsciences@ulm.edu by January 19.

Ms. Jordan announced that Advising 101 will be Friday March 3, at 7:45 a.m. This workshop is for beginning advisors but is open to any advisor that wants to attend. Each department head is asked to make a list of "particulars" used for advising that department's majors.

Dr. Arant introduced Dr. C. Turner Steckline, Interim Head in the Department of Communication.

Mr. Karlowitz reported that we are in a good shape financially for the rest of the year. Copy Center costs should be monitored so we can keep our charges reasonable.

Dr. Smith emailed each department head a copy of the Policies and Procedures pamphlet and asked that these be shared with faculty.

The College needs to have a Department Head evaluation instrument/performance agreement. Dr. Arant suggested that a committee be formed consisting of some department heads and a few seasoned faculty members to create this evaluation instrument.

SACS requires classes to have a syllabus on file in the Dean's office. Faculty should email syllabi to artsandsciences@ulm.edu. Department heads should review syllabi for SACS compliance. A sample of SACS guideline for syllabi will be emailed for faculty to follow. Syllabi that were already prepared for Spring 2007 may be used but the SACS guideline should be followed in the future and should be used for the version sent to the Dean's office.

There need to be some targeted recruitment events for the sciences and humanities.

The College will have *College Conversations* during the Spring semester since the feedback from the Fall events was good. The Conversations will be held in the SUB. We are trying to have a greater mix this semester so the meetings will be grouped by last names.

We will be able to hire two more positions in addition to the ones already identified by the Steering Committee and all hiring efforts should be completed by the end of the Spring semester.

Several questions were presented:

Has there been a decision concerning the future of the Department of Family & Consumer Sciences?

Will Government be changed to Political Science and moved to the Department of Gerontology and Sociology?

What restrictions are going to be placed on textbook rotations?

Departments need to make better use of foundation funds for scholarships. Only about 10% of the funds available are being used. Department heads should contact Mark Labude to get a list of available department accounts.

Departmental evaluations are due April 16.

Provide Mrs. Gregory the name of anyone in your department that has retired since May, 2006.