

College of Arts and Sciences
Department Heads/Directors Meeting
October 18, 2006
Minutes

Ms. Janice Welch reminded the Department Heads that there are travel request forms that should be submitted 10 days before students travel. These forms can be found at <http://www.ulm.edu/forms/#studentaffairs>.

Mr. Paul Karlowitz recommended that all Heads submit an estimate of funds needed for the remainder of the year for travel, accreditation fees, advertising, and other expenses.

The provost asked that all faculty members remind students to sign up and be advised. Telephone registration begins November 6.

Dr. Ruth Smith asked the Department Heads to submit a request for STAP funds, indicating how much and how the funds will be used.

Dr. Arant brought up the question of how to reduce the DFW rate within the freshman population.

It has been stated that the University has a communication problem. Dr. Arant challenged the Department Heads to come up with solutions to this problem within our College. He asked that he be sent a list of things that are working and not working.

Dr. Arant shared notes taken at the Department Head small group discussions. There will be further discussion on the definition of a department head at the next meeting.