

College of Arts and Sciences
Department Heads/Directors Meeting
Minutes
November 15, 2006

Each faculty member must update the Faculty Activities Database by commencement in the fall and spring. The database will be checked and if data is not updated there will be a letter sent to the faculty member and a copy placed in the personnel file.

Each department should turn in its Department Workload Policy to Ms. Frances Gregory by December 1.

President Cofer meets with each Dean once a month and thought it would be beneficial to meet with Department Heads at least once a semester so that questions could be asked of him.

The review of the Core Curriculum was discussed. President Cofer said there is no review scheduled but there probably should be.

The idea was expressed that Department Head stipends are too low for the amount of responsibilities. President Cofer reiterated the need for a definition of Department Head duties stating that the duties will be different among colleges. Each College has the ability to be flexible. The College of Arts and Sciences is developing those definitions.

President Cofer said that our emphasis needs to be on retention since we lose approximately 35% of the freshman between fall and spring each year. The University needs to look at who is teaching the freshmen and how they are being taught.

President Cofer mentioned several areas of concern for Freshmen: they are under prepared, their image of ULM has been so low they have thought classes would be easy, they don't know how to study. Freshmen students don't seem to be motivated and we must find a way to motivate them.

Other topics of discussion were class size, budget issues, and the process of faculty evaluations by students and department heads.

President Cofer said that there will be a Faculty Club in the new SUB and that we are near completion on the fund drive for the new President's home.

The departmental Promotion and Tenure policies should be completed and sent to Ms. Clara Adams by December 12. This policy should also be turned in with each portfolio of those applying for Promotion and/or Tenure.

A list of Faculty members marching in the Fall commencement ceremony should be sent to Ms. Adams by November 29. The name of any student with special needs should be sent as well.

Faculty evaluations should begin by March 15 and be complete by May 1. Annual reports (including faculty evaluations) are due to the Dean's office by May 1. Each new instructor and tenure track faculty member should have a senior faculty mentor.

Department Heads should look carefully at the enrollment of each spring class and consider whether a class will make.

Ms. Robyn Jordan distributed lists of students that, according to the computer, have not been advised. Each Department Head should follow up as appropriate.

A memo should be sent by December 4 to Dr. Ruth Smith listing all graduate faculty to be renewed. All new graduate faculty will need the required recommendation forms submitted to Graduate Studies and Research.

The drafts of the Faculty Evaluation Summary Form, guidelines, and instructions were distributed. The evaluation summary form is to accompany, not to replace, the normal departmental evaluation forms.

As money becomes available we will go to the next position on the College of Arts and Sciences-Positions Request for Spring/Fall 2007 list. Departments should continue to advertise to create a pool of applicants.