

College of Arts and Sciences
Department Heads/Directors Meeting
Minutes
February 7, 2007

Undergraduate directed studies courses should be used as an expansion of regular coursework, not as a course substitution. Using a directed study course is appropriate for research and graduate level courses. Anyone wishing to teach a directed studies course must submit a memo to the Dean requesting to teach and a syllabus outlining the course.

College Conversations are going well. There has been a lot of interaction among faculty.

The College of Arts and Sciences will hold a Celebration of Humanities and Sciences night at ULM on March 27. The pasta dinner will be held on the 2nd floor of the SUB. The time is tentatively set at 6:30 – 8:00. Approximately 200 students and teachers will be invited from area high schools. Department Heads are asked to designate a faculty member that has the ability to talk to high school students to represent their department. Also, Department Heads should select a student in the major to visit with the high school guests. Names should be sent to Dr. Ruth Smith.

Ms. Robyn Jordan passed out lists of faculty members that have not turned in A1 forms and asked that they be turned in as soon as possible. Advising 101 will be held Friday, March 2, at 7:45 a.m. The meeting place will be determined by the number of advisors.

The deadline for SLO's to the Provost is February 16.

If there are changes that need to be made on the student adviser list the Department Head should inform Ms. Jordan quickly. An updated list will be mailed soon.

The name of the faculty member that has been chosen to serve on the College Promotion & Tenure Committee should be sent to Ms. Clara Adams. Dossiers are due to the Dean's office by February 16.

Paul Karlowitz requested a list of people that plan to travel to present papers or attend a conference this spring and an approximate cost.

The proposed workload policy was amended to remove the designated courseload reductions for research.