

College of Arts and Sciences  
Department Heads/Directors Meeting  
Minutes  
March 14, 2007

Department Heads are asked to make suggestions for policies concerning the use of cell phones in the classrooms, student attendance, and security against student cheating.

A decision was made during the Dean's Meeting that the final drop date will be changed from 48 to 45 days from the start of the semester.

Indirect cost money will be placed in the Dean's account with a table showing where the money is coming from. The Dean's office will then distribute the funds.

Dr. Skeet Creekmore will chair the SACS Reaffirmation Committee for the University of Louisiana at Monroe.

Lab fees will be returned to departments 3/14 or 3/15.

Provost Richters discourages faculty teaching Directed Study courses nor are they counted as part of a faculty member's work load.

Dr. Ruth Smith introduced some changes concerning GRE testing. Students who plan to enter for the fall need to make arrangements to take the GRE by July 31. Otherwise, they will have to wait until September 10. Also, the Testing Center can test only seven students at a time. In the future there will be only 35 test days universally for the GRE. Students should be encouraged to sign up now, and the dates should be clear to all potential students in the future. If they do not plan ahead, there may be no room here, and they will have to go to another site for the test.

Plans for ***Celebration of Humanities and Sciences*** to be held March 27, are going well.

Applications for graduate work study positions, new and renewals, should be sent Ms. Sue Oliver immediately.

**Arts and Sciences Awards Convocation** will be April 19. Identify students that are going to be honored and send list to Ms. Andria Price.

Dates to remember are a) Faculty evaluations – April 16 b) Annual Report – April 16 c) FAD update – May 19.

A Library Committee will be formed to develop a strategic plan. The University Library is moving toward electronic journals. This committee will plan a long term development for the library.

There is a strong possibility that raises will occur this year. This should be kept in mind as faculty evaluations are being conducted.

Mr. Paul Karlowitz is scanning office and lab equipment for inventory. Additionally, department heads will still receive an inventory list that must be certified.

If you have courses that are being duplicated in another department notify Ms. Clara Adams.

In a few weeks the Arts and Sciences Advisory Committee will meet to determine faculty positions to be filled. Department heads should be prepared to defend positions needed.

A significant number of continuing students are in academic trouble.

It's time to look at how we are allocating resources - money and personnel. We must work toward being as efficient with our resources as possible. Changes should to be made with the University and College mission and vision in mind.

Book orders for summer and fall will be processed on-line this year.

The name of the Department of History and Government has been changed to the Department of History and the Department of Gerontology and Sociology has been changed to the Department of Gerontology, Sociology, and Political Science.