

College of Arts and Sciences
Department Heads/Directors Meeting
March 28, 2006 – 2:00 p.m.

Present: Arant, Gregory, R. Smith, Karlowitz, Melton, Legan, Pritchett, Bulot, Casey, Jackson, Galle, Clark, Magoun, Williamson, Steckline, Watkins (for Brotherton), Camille, Wolz, Jordan

Guest: Anne Lockhart – University Development
Cindy Leath

Anne Lockhart and Cindy Leath were present to discuss managing foundation scholarships for students. Cindy Leath is the new personnel in University Development working with departmental foundation scholarships for students. The ultimate goal is to get to know the contact persons for each department to have a better line of communication to make sure donor scholarships are getting to students.

Dean Arant requested a monthly report from the representatives from the University Development Office of contributions donated to any department in the College of Arts and Sciences so that he can send a personal thank you letter.

Dean Arant reported on the outstanding job done by the faculty at the Celebration activity held last night. He has received positive responses from several teachers.

Mrs. Gregory distributed information for the research expenditures. Department Heads were asked to submit to her a research expenditure report with anything other than expenditures for salary reductions and research graduate assistants. This report may include General Fund travel, office and lab space, supplies, etc.

Mrs. Gregory reminded everyone of the names of members for the Retirement Reception Committee. Names are due 3/30.

Names of students for the Awards Convocation are to be sent to Andria. These names are due 4/2. The list should consist of outstanding students in the department and the name of an outstanding senior.

Application forms for Student Involvement Scholarships are due to Mrs. Gregory by 4/2. Mrs. Gregory will send the Student Involvement Scholarship Application to Department Heads.

Dr. Jackson distributed the list for refreshments for the Awards Convocation that will be held April 19. She needs a list from the departments by April 16.

Dr. Arant informed the Heads of the Textbook Clearing House meeting scheduled for April 2, at 3 p.m. in Airw 134.

Attendance and Cell Phone Policy sheet from Gero, Socl, and Pols was distributed. There was discussion about the attendance instrument used by Baylor University that was discussed in the Dean's Meeting. Dean Arant asked Heads to devise a plan for addressing attendance in their departments to be used for the overall college policy that will be submitted to the Provost.

The group also discussed cell phones and were asked by Dean Arant to start the discussion in their departments about attendance and cell phone policies.

Dean Arant asked for input from each department concerning duplicated courses.

Mrs. Gregory distributed the Department Head Evaluation instrument for observation and discussion. It was suggested that the "NB" option be removed from the final summative item. Dean Arant moved for adoption of the instrument. It was approved.

Agenda Item – Consistency of Multi-Section Courses. Dean Arant stated that everyone should have the same textbook for all sections of courses being taught.

Dr. Smith asked that all renewals and new appointments for graduate students be submitted as soon as possible.

Robyn Jordan asked that approval sheets on *FlightPath* be sent to her or JoAnne Perrerr.

Mrs. Gregory suggested that anyone who had not reviewed the 2007/2008 Catalog needs to do so.