

**COLLEGE OF ARTS AND SCIENCES
DEPARTMENT HEADS MEETING MINUTES**

April 18, 2007

2:00 P.M.

1. Electronic device policy

Please send your recommendations for an electronic device policy to the Dean's Office by Wednesday, April 25, 2007.

2. Attendance Policy

The recommendations for an Attendance Policy is due in the Dean's Office by Wednesday, April 25, 2007.

3. Evaluations

We have received some of the evaluations. Please send these in as soon as possible.

Department Head evaluations will be done the week after finals. Please bring a statement of goals for your department and personal goals.

4. Convocation

The Honor's Convocation is scheduled for Thursday, April 19, 2007. Dr. Jackson advised the Department Heads to have everything they signed up to bring at the Music Faculty Lounge (BIED 141) by 4:00 P.M..

All Department Heads are requested to attend or have a representative present.

5. Indirect Costs

Dr. Arant spoke with Gail Parker. The Vice President for Business Affairs will work with faculty to get monies and possibly extend deadline.

6. Retirement Reception

The College of Arts and Sciences Retirement Reception is scheduled for Thursday, May 3, 2007 in the Alumni Center at 4:00 P.M. Dr. Arant asked that faculty be advised of this information.

7. Spending Deadlines

The spending deadline for this fiscal year is Friday, April 27, 2007. Please submit forms for any needs by this deadline.

8. Search Status

Dr. Arant asked the Department Heads to send him the status of their search for faculty.

9. Other Business

- Dr. Arant thanked everyone for their support while he was Interim Dean.
- Dr. Arant is presently compiling information for a Policy and Procedure document. This should be completed by June 30, 2007.
- Dr. Arant advised that numbers are down for both summer terms.
- Robyn asked the Department Heads to please make sure the faculty teaching the general education courses have their SLO's on their finals.
- Mr. Karlowitz reminded the Department Heads that inventory is due next week.

10. The meeting was adjourned.