

College of Arts and Sciences  
Department Heads/Directors Meeting  
Minutes  
September 13, 2006

Dean Arant reminded the department heads of the following:

Graduation applications were due 9/5 – any late application must be accompanied by a petition from student and advisor/department head.

Research reports from faculty with reduced loads in 05-06 are due 9/30. A justification report will be provided to the Provost.

Who's Who Nominations are due 10/4. Please turn in nominations to Mrs. Gregory as soon as possible.

Faculty need to check rosters on ARROW – reflects drop for non-payment. Students not appearing on the roster must not be allowed to continue in the class.

Ms. Barbara Michaelides introduced Ms. Joann Perrerr, Coordinator of Advising Support. After checking many programs it has been decided that ULM programmers will develop the program to audit our degree programs. Ms. Perrerr will be interpreting transfer courses to ULM equivalents.

Department heads were encouraged to advertise vacant positions. All ads should include the statement "subject to available funding."

Department Head Definition – Department Heads agreed that a department head should be the academic leader of the department. Dean Arant had the department heads assemble into small groups to define – "What does it mean to be the academic leader and what are the responsibilities?"

1. Collaborate with the faculty to define the departmental goals and lead in the strategic planning of the department.
2. Lead in the development of the curriculum and program reflecting the strategic plan of the department.
3. Recruit and mentor faculty. Set academic standards for teaching and research.
4. Represent the Department to the University and to the Community and the University to the faculty.
5. Manage resources.
6. Oversee course scheduling and offerings – course rotations in line with both departmental and university needs.
7. Conduct faculty evaluations and oversee the process of promotion and tenure.
8. Demonstrate by example how to be a good faculty member.
9. Troubleshoot student and faculty problems.
10. Advise students on academic issues and provide pertinent
12. Maintain academic integrity.

There was discussion as to how to develop the guidelines for a department head.