

College of Arts and Sciences
Department Heads/Directors Meeting
Minutes
September 27, 2006

Dean Arant introduced the Department Heads to Dr. Mark Clark, Interim Head, Division of Music.

Paul Karlowitz presented a report on the non-personnel budget. All purchases need to be limited to essentials. Copy costs have exceeded the budget. Faculty members are encouraged to put as many things as possible on Blackboard.

On October 13, Mr. David Nicklas, Vice President for Business Affairs, will meet with all Deans and College Steering Committees to discuss the budget for the remainder of 2006-07 and 2007-08.

The department heads divided into small groups to continue the process of defining, "What does it mean to be the academic leader and what are the responsibilities?"

The department heads agreed on three major categories:

1. Academic leader
2. Department Manager
3. Department facilitator

On October 4, the department heads will meet in their small groups and continue the discussion.