

College of Arts and Sciences
Department Heads/Directors Meeting
Minutes
January 24, 2007

The Policies and Procedures manual was emailed to department heads last week.

Property Control will retag inventory items with a scan barcode which will be scanned and recorded by the business managers of the colleges.

The Department Heads gave their approval for the College of Arts and Sciences Academic Department Head Definition to be submitted the Provost Richters. A committee will be set up to create an evaluation instrument for department heads.

Browse on the Bayou will be held March 17 on the 2nd floor of the SUB.

We have a standard departmental format for brochures used for recruiting.

Fall schedules are due on January 25.

Department heads should meet with their faculty and re-examine course scheduling and rotation to be sure it meets the needs of the department and the University.

The names of faculty members planning to retire should be given to the Dean's Office.

The discussion of the Arts and Sciences faculty workload policy was tabled until results of the university committee are received.

Course Inventory report is located on eprint – *CRSNVTRY*.

On February 27 there will be 500-600 high school students at the Ike Hamilton Expo Center. Departments are welcome to set up booths.

Desks and chairs are being moved from classrooms. Classrooms have been audited and there are no surplus desk and chairs. If a desk is moved from a classroom it must be returned to the proper room.

Department Heads need to send changes in their major requirements to Robyn Jordan.