

The College of Arts and Sciences

Department Heads Meeting

August 31, 2011

The meeting was called to order by Dean Cass at 3:30 PM in the Arts and Sciences Conference Room, ADMN 1-47. All heads were present with the exception of Dr. David Hare, Dr. Robert Hanser and Dr. Kevin Unter. The following items were discussed.

1. Welcome

- Dean Cass welcomed Heads

2. Findings and Information

- Arts and Sciences is playing a major role in the activities for the Investiture Week for the President. Faculty is expected to attend and wear Regalia on Sunday, October 2.

3. College Business

- Independent Study/Directed study courses should be used sparingly
- PT/OL funds are extremely small for the 2012 Spring Semester. Department Heads should be very intentional about part-time/overload request.
- Variance reports for the 2011 Fall Semester have been completed. Mr. Karlowitz will send final report for approval one week after the 14th class day, September 9, 2011.
- Winter Session and spring scheduling should be completed.
- Dean Cass restated that the requirement for a bachelor degree should be 120 hours with 30 hours required for the major concentration. There are some exceptions such as Biology and Atmospheric Sciences degrees.
- Dr. Camille will meet with each department head to review their Retention Plan.
- QEP and Course Redesign: Syllabus must be approved. Syllabus and exams for the same course should be equivalent.
- Dean Cass provided salary comparisons of various programs of other peer institutions such as McNeese, Southeastern, Nichols, etc. We were comparable to these schools. However, at all levels (professor, associate, assistant, and instructor) we tended to be one of the lowest in many programs in the Arts and Sciences.

- Annual Department Heads Evaluation: Department Heads should make an appointment for their evaluation next week, September 6 through 9.
- Extensive discussion on new state program to increase high school requirements to 19 required hours (4 English, 4 Math, 4 Science, and 4 Social Studies) and for universities to increase entrance requirements (higher ACT's and GPA's). Result will probably be to push some students away from the flagship to state and regional schools. It may also push students away from ULM to the community colleges because of higher standards.

4. Adjournment

- There being no further business, the meeting was adjourned at 4:45 P.M.

Respectfully submitted,
M. Sue Oliver
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