

The College of Arts and Sciences

Department Heads Meeting

March 14, 2012

The meeting was called to order by Interim Dean Camille at 3:30 PM in the Arts and Sciences Conference Room, Walker 1-47. All heads were present except Dr. Derle Long and Dr. Matthew James who were excused. The following items were discussed:

**1. Welcome**

- Dean Camille welcomed Heads.

**2. College Activities/ Events**

- Thursday, March 22, 2012 at 7:00 p.m. - ULM alum Vicki Gilliam will be the guest speaker in recognition of Women's History Month.
- VAPA Choral recruiting trip in South Louisiana.
- Criminal Justice – Lt. Dan Chase, crime intervention training in Filhiol Hall from 2 p.m. to 4 p.m. March 15, 2012.

**3 PTOL Forms**

- Mr. Karlowitz passed out a new form for reporting part-time overload faculty teaching wintersession, maymester, summer I and summer II.

**4. Recruiting**

- Suzie Sparks, telephone number 342-3697, Ace's Place, Sandel Hall 2<sup>nd</sup> Floor, is the point person for faculty who will be contacting students with high ACT scores.

**5 Release Time**

- Dr. Camille reiterated that department heads should send him justifications of faculty getting release time. The justifications should be very detailed.

**6. Scheduling Strategies**

- Question to be considered: Are we matching resources for demand? department head should see what the demand is for the course and match faculty to that demand.

**7. Foundation Awards**

- Dr. Rhorer said if departments are having a separate awards program for their students aside from the college awards program, they should send her an e-mail notifying her of the event.

**8. Adjournment**

- There being no further business, the meeting was adjourned at 5:00 p.m.

Respectfully submitted,  
M. Sue Oliver  
Administrative Assistant IV