

The College of Arts and Sciences

Department Heads Meeting

March 28, 2012

Dean Michael Camille was at a retirement reception for Dr. Joe Saunders so the meeting was called to order by Dr. Rhorer at 3:30 PM in the Arts and Sciences Conference Room, WALKER 1-47. Dr. Camille arrived at 3:45 PM and led the remainder of the meeting. All heads were present except Dr. Thurlkill and Dr. Long. Dr. Long was excused. The following items were discussed.

**1. Welcome**

- Dr. Rhorer welcomed Heads

**2. College Activities/Events**

- The Musical "Chicago begins tomorrow night @ 7:30 p.m.
- Renowned female baseball player Dorothy Kovalchick Roark will speak tonight at 7:00 p.m., ULM Library 7<sup>th</sup> floor in recognition of Women's History Month.

**3. College of Arts and Sciences Awards Convocation**

- Dr. Rhorer ask Heads to send Ms. Price the names of their outstanding student by April 6 (maximum 5 students, at least 1 graduating senior)

**4. GRAD Act/ Retention Plan**

- Dr. Rhorer reported that the College met Dr. Pani's deadline for this year. Plans for next year need to be tweaked. Dr. Rhorer will e-mail Heads "buzz" words to use in next year's plans.

**5. Assessment**

- Dr. Rhorer thanked Heads for their work on the department level.
- Dean's office will work on goals at the college level.

**6. Department Head Request for Leave**

- All requests must be approved by Dean Camille in advanced.
- Ms. Oliver will e-mail the revised Request for Leave form to Heads.

**7. Budget**

- Dean Camille reported the University and college will likely experience a significant budget cut for the upcoming fiscal year. The University is experiencing a decline in self-generated revenue as well as state support.

**8. Scheduling Strategies**

- Dean Camille asks Heads to work towards scheduling courses and faculty to meet the required cut in revenue for the next fiscal year. Heads should identify possible efficiencies within their departments.

**9. New Business**

- None.

**10. Adjourned**

- There being no further business, the meeting was adjourned at 5:15 p.m.

Respectfully submitted,  
M. Sue Oliver  
Administrative Assistant IV