

**The College of Arts and Sciences  
Department Heads Meeting  
May 9, 2012**

Dr. Camille called the meeting to order at 3:30 P.M. in Walker 1-47, the Arts and Sciences Conference Room. All department heads were present. The following items were discussed:

1. Welcome

Dr. Camille welcomed heads to the last meeting of the year. If another meeting is necessary, heads can send a replacement.

2. Building Moves

A report from Assistant Dean Paul Karlowitz and Ms. Kristi Hemphill on moves (Hanna & CNSB) was presented. Included in the move are TRIO, Upward Bound, and International Students, and IWTP. Ms. Hemphill has completed the paperwork related to the moves. The moves must be made, and faculty should be responsible. There is one moving crew, and academic programs have priority. The deadline for Hanna is June 1; for CNSB it is July 1. Sugar Hall is not ready yet. Dean Camille urged department heads to please encourage those involved to complete the moves promptly.

There is some concern about turning off the heat and the effect it will have on art in Bry. Several suggested that the art be moved to another building or to the President's office. The piano will also have to be protected from the heat.

3. Summer Teaching

The remaining budget is \$210,000.00 plus. Based on previous projections, we were over by \$155,000.00.

Dr. Pani, Interim Vice President for Academic Affairs, has noted that we have to live within our budget, thus enrollment has to be 20, 10, 5. Recently, classes were cut if enrollment was 25% away from those numbers. When the class is closed if another is offered, the dean encouraged heads to let students take that class.

4. Summer Coverage

Heads asked why the dean was not waiting another week or so before closing sections of classes, especially for courses like Math 093 and Math 1011 since many students will come over later to enroll in these classes. He noted that he can always consider this for Summer II, and we can wait a few days. Dr. Camille added that ULM was being criticized in the University of Louisiana System for low teacher/student ratio in the lower classes.

Associate Dean Rhorer reminded department heads to turn in their summer advising plans.

She noted that heads should identify contacts in their departments for Maymester, Summer I & II, who will be available to advise students, respond to student emails, and attend PREP. If no one is teaching, the department head should recommend a contact person. Administrative assistants will notify departmental contacts when students come in for advising. Kristin Morris will act as a back-up advisor. Some advising can be done online. If no one is available in a department, then the Dean's office should be notified.

#### 5. Reorganization

Under the new plan, during the Summer a department head could teach a class and get a small stipend for advising and PREP. Thus a contact person would be available for students.

Dean Camille reported that the Steering and Budget Committee acting in an advisory capacity has approved of his re-organizational plan under which the administrative duties of several departments will be shared by a Unit Head and Associate Unit Head. Programs will keep their autonomy. Before the 2 positions are filled, Dean Camille will describe the ideal leader and ask for input from faculty via email. He also noted that the leaders will not necessarily be those currently serving as department heads. Those selected should have the confidence and support of faculty and be able to delegate. It is his call, but he will ask faculty to serve as an advisory body. Once the advisory phase is complete, he will decide on 6 heads and work with them to determine who will serve as associates.

#### 6. Budget Issues

Regarding the budget, there may not be a way to avoid program cuts. In program prioritization meetings of the Deans and Dr. Pani, there were thirteen measures 10 of which were objective; 3 were not. Most vulnerable are those colleges other than Pharmacy and Health Sciences. We should have more exact figures by early June or mid July. He has already talked with department heads about the first round of cuts. Now we are beyond that first round. He will make the decisions since he's been given enough information. It is conceivable that units could still be rearranged if programs go and things change. The reorganization plan could be in place by July 1 or August 10<sup>th</sup>.

Dean Camille announced that Dr. Gary Stringer who is retiring has been granted the status of Emeritus Professor of Geology. Dr. Stringer presented everyone with candy as a good-bye gift.

The meeting was adjourned.

Respectfully Submitted,

Donna A. Rhorer,  
Interim Associate Dean