

The College of Arts and Sciences

Department Heads Meeting

February 1, 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. Richard Thurlkill. The following items were discussed.

**1. Welcome**

- Dean Camille welcomed Heads.

**2. College Business**

- The next scheduled department heads meeting is Wednesday, February 8 at 3:30 p.m. There will not be a department heads meeting Wednesday, February 15 so that heads may attend the Emerging Scholars Reception at 4:00 p.m.
- Dr. Camille introduced Dr. Donna Rhorer, Interim Associate Dean, and went over decanal responsibilities for the dean, associate dean, and assistant dean.

**3. Promotion and Tenure**

- Dr. Camille discussed the promotion and tenure time table and procedures. Further discussion of the process will take place at the next heads meeting.

**4. Arts and Sciences Recruiting Power Point**

- Department heads will send an e-mail to Dr. Camille highlighting strengths and attractiveness of each program. Dr. Camille will compile submissions into a power point presentation for the college.

**5. Office Hours and Syllabi**

- Mr. Karlowitz passed out an excel sheet for faculty to fill out their office hours and submit them to the Dean's office. The Dean's office will compile the information and put it in a spreadsheet which will be sent to each department. The faculty must post their office hours on the outside of their door.

**6. Foundation Scholarships**

- Scholarships applications must be submitted to Dr. Rhorer by Friday, February 3, 2012.

## **7. Browse on the Bayou**

- Department heads and student representation are expected to attend Browse which is scheduled from 1-5 p.m. on Saturday, March 17. This is a great opportunity to recruit prospective students to your program.
- Mr. Karlowitz reported that Dr. Bruno is asking for faculty to work a couple nights this month in the call center to make initial contact with students before the Browse.

## **8. Arts and Sciences Awards Ceremony in May**

- Dr. Camille proposed to include recognition of retiring and retired faculty along with the Arts and Sciences Awards for Excellence and Outstanding Seniors Awards ceremony.

## **9. Advising**

- Beginning Fall 2012 the University's core requirement will change to the Louisiana Board of Regents Statewide General Education Requirements except for the Humanities requirement. The University will require 9 hours of humanities, but three of those 9 hours must be a literature course for the bachelor's degree.

## **10. Student Issues with Faculty**

- Students must follow proper procedures in issuing a complaint before reaching the Dean's level. The steps are instructor, department head, and then dean.

## **11. Campus Moves**

- CNSB is scheduled to move March – July 2012 and return August 2013.
- Hanna 1<sup>st</sup> and 2<sup>nd</sup> floors are scheduled to move summer 2012.
- Museum move to Hanna is scheduled to be completed by December 2012.
- Sandel is scheduled to be empty by December 2012.

## **12. Adjournment**

- Summer/Fall Schedule, PTOL, check out with Mr. Karlowitz, budget, travel and supplies was tabled until the next department heads meeting. Meeting was adjourned at 5:00 p.m.

Respectfully submitted  
M. Sue Oliver  
Administrative Assistant IV