

The College of Arts and Sciences

Department Heads Meeting

November 5, 2011

The meeting was called to order by Dean Cass at 3:00 PM in the Arts and Sciences Conference Room, ADMN 1-47. All heads were present with the exception of Gary Stringer, who was excused. Anne Case Hanks attended for Dr. Stringer. The following items were discussed.

1. Welcome

- Dean Cass welcomed all heads, Dr. Anne Case Hanks and Ms. Barbara Michaelides.
- President –Elect, Dr. Nick J. Bruno, will be arriving November 8, 2011.

2. Customer Service

- Practice if not policy – turn around response to request from students, community, etc. should be made within 24 to 48 hours.

3. College Business

- There will be no faculty overload classes (above full-time) beginning spring 2011.
- In addition to the sign-up sheet on the advisor's door, students should be able to make appointments electronically.

4. Budget Issues

- The retirement incentive plan has to go before the Board for approval.
- Retired tenured faculty cannot be replaced.

5. 120-hour degrees

- Electives should be free electives, not required electives
- Compare our major requirements to other universities—be competitive

6 On-line Degrees, BANNER, and Wait List

- On-line degrees doing very well. 120 hours cap on online degree not necessary with the Wait List. Wait List is for 100 and 200 level courses only.
- MOODLE training should be a prerequisite to Quality Matters.

7. Tailgating

- Dean thanked everyone for participating with homecoming tailgate. He said the food was plentiful and very good.

8. Barbara Michaelides

- Ms. Michaelides asked department heads to e-mail input on majors fair (positives and negatives)

9. Adjournment

Respectfully submitted,

M. Sue Oliver
Administrative Assistant IV
November 5, 2010