

The College of Arts and Sciences

Department Heads Meeting

December 9, 2010

The meeting was called to order by Dean Cass at 3:30 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.
- Introduced new Coordinator of Advising, Kristin Morris.

2. College Business

- Prerequisites, Dr. Michael Camille

If a student is ineligible for a class that requires a pre-requisite, send a list of students to be dropped from the course to Dr. Camille. Dean Cass asked that faculty add a statement to the syllabus reference pre-requisite requirements for the course.

- Variance Report and PTOL, Mr. Paul Karlowitz

Mr. Karlowitz commended department heads for timely submission of PTOL forms. Mr. Karlowitz stated he has to turn in reports to Academic Affairs by January 4, 2011

3. Full-Time Faculty and Part-time Overload

- Do not use full-time faculty for part-time overload.

4. Two Year Rotation

- Dean stated that the 2-year rotation course should be up-to-date.

5. Academic Probation: The Solid 2.0 Average

- No more formula in the new policy manual. Student must have a solid 2.0 GPA average.

6. 30 Hour Major

- Compare our major requirements to other universities—be competitive.
- Capstone is not included in the 30-hour requirement.

7 On-line Class Sizes: 35, Except for Writing Intensive Courses

- Examples of writing intensive classes: English, history, foreign languages

8 On-line Graduate Courses

- More money will be put into on-line graduate courses if the class sections are increased.

9. Independent Study Policy

- Dean stated that the College policy reference independent study courses should be reviewed. There are too many 1 and 2 enrollment for these courses.

10. Academic Program Prioritizing: Dickerson, Promoting Academic Programs and Services.

- Book discusses prioritizing. For example: "Feed the strong—get rid of the weak" scenario. Determine which programs should be ULM's area of excellence.

11. Conclusion

- Dean Cass thanked Heads for a wonderful fall semester and wished everyone a happy holiday.

12. Meeting was adjourned at 4:45 p.m.

Respectfully submitted,

M. Sue Oliver
Administrative Assistant IV
December 10, 2010