

The College of Arts and Sciences

Department Heads Meeting

March 24, 2010

Dean Jeffrey Cass was out of town at a conference so the meeting was called to order by Dr. Camille at 3:00 PM in the Arts and Sciences Conference Room, ADMN 1-47. All heads were present except Dr. Hanser and Dr. Hill. Ms. Gregory sat in for Dr. Hill. The following items were discussed.

**Guest:** Ms. Tasha Fisher and Ms. Allison Thompson

**1. Welcome**

- Dr. Camille welcomed Heads

**2. Ms. Fisher - Academic Progress Reports for Student-Athletes**

- Ms. Fisher explained the importance of the Academic Progress Reports.
- Two reports will be sent each semester.
- Return rate has been only 40%. A higher response rate is needed.
- If you have situations (attendance or other problems) with an athlete, notify Ms. Fisher at [fisher@ulm.edu](mailto:fisher@ulm.edu).

**3. Ms. Thompson – Assessment Reporting**

- Ms. Thompson explained the expedited assessment reporting schedule.
- Assessment questions for this year only should be directed to [althompson@ulm.edu](mailto:althompson@ulm.edu).

**4. Mr. Karlowitz – Banner Finance**

- To log on to Banner Finance the address is <https://inb.ulm.edu>.
- Banner does not allow for negative balances. If a sub-code has a negative balance, purchases will not be allowed.
- Department Heads will make their own transfers.
- Foundation accounts cannot be seen on Banner.

**5. Dr. Camille – Student Banner**

- Lifting flags will be restricted to fewer people than was allowed in CICSPLUS.

- Advisors will advise, fill out Flightpath, and give advising schedule to assistant to lift advising flag

**8. Adjournment**

- There being no further business, the meeting was adjourned at 4:15 PM.

Respectfully submitted,  
Janice Welch  
Administrative Assistant IV