

The College of Arts and Sciences

Department Heads Meeting

September 23, 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 Dr. Ruth Smith and Dr. James Casey. The following items were discussed.

1. **Welcome**

- Dean Cass welcomed Heads

2. **Findings and Information**

- Instructors can have an on-line final for a face-to-face course as long as it's listed on the syllabus. Any changes to ANY final examination must come through the Dean's office.
- We can have additional legal assistance with the System attorney. Winston DeCuir is coming in October for EEOC training; after that, the Provost will have him come back for more general sessions.
- Department heads/advisors can have electronic access to check sheets. E-mail Nancy with request for electronic check sheets. Provost also would like SPECIFICS about Flight Path discrepancies.
- We do not have an e-textbook policy. Dean Cass has been charged with finding some examples.
- A full-time person can be hired to do Web site content, production, and maintenance if Dean has the money to pay for it. Otherwise, Gene Eller can help with nuts and bolts of Web Site. Department head will develop concept. Website will be maintained by someone in the department. Changes can be made by Gene.

Dr. Krishnamurthy stated we need a dedicated website within the college website. For example: Science Fair. It was also stated that someone should be hired full-time to maintain the website. Dean stated that if someone is hired next year full-time to maintain the website, an instructor or line might be lost for next year. Dr. James recommended that some of Gene Eller's time could be bought out with a course load reduction.

- We count double majors internally, but linking up the information to other systems is the problem. Dr. Stringer said if Board of Regents does not count double majors towards low completers, it does not help.

- Instructors must schedule final examinations. Any exception must be approved by the Dean. This is not explicitly mentioned in the *Faculty Handbook*.
- Staffing for Spring Semester

Ans: Provost wants to hire adjunct faculty for on-line courses and 8-week courses. The Provost suggestion is to create “ghost classes” and hire adjuncts to teach them. If course does not fill, then do an overload. For example: Some 2nd 8-week courses this fall numbers are already over the 30 enrollment limit. A Social Work course has 57 students and a Biology A&P course has 45 students.

3. College Business

- Louisiana Transfer Associate Degree

The transfer associate is a degree offered by a two-year community college as an interim step to the bachelor’s degree. It allows students to complete the first 60 hours of college work toward a 4-year degree while they attend the two-year community college. The transfer associate degree consist of 39 hours of general education courses (called the GenEd block) and another 21 hours of more focused course work to help them prepare for upper-level study. Dean Cass stated that it is the 21 remaining hours that concerns him.

The State will say that an introductory English course in a community college is the same as an introductory course (English) in a 4-year university. In addition, students must make a C or better in each course for the course to transfer. Students must meet University specific or degree-specific admission requirement.

On-line degrees and 2+2 agreement already in place is due Monday to Academic Affairs.

- College Conversations—Dean’s Chats (October 9, November 5?)
- Monroe City Schools would like more interfacing with the University.
- The following topics were tabled until next meeting: Department Heads and Faculty Evaluations, Plagiarism vs. Cheating

4. Adjournment

- There being no further business, the meeting was adjourned at 4:45 P.M.

Respectfully submitted,
M. Sue Oliver
Administrative Assistant IV