

The College of Arts and Sciences

Department Heads Meeting

February 24, 2010

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 Rob Hanser, Rena Jackson, and Serpil Saydam. The following items were discussed.

1. Welcome

- Dean Cass welcomed Heads

2. College Business

- New Grant Process and Rubric

Paul Karlowitz has information about calculations. Grants should be well presented.

3. 1010-11 Fiscal Year Jindal's agenda

- Good news that the mid-year cut is only 2.6 million.

4. Advising issues

- Tom Whatley said that registration for Summer will be in CICSPLUS and Banner for Fall.
- Advising starts March 22, 2010.
- First 8-wk Mini-session begins March 15.
- Gold Mini-session courses that are not full will be opened to all students on March 1.
- Flightpath will be used for CICSPLUS and BANNER.
- Paul will go for training on the financial end of BANNER so he will be able to assist the Heads as needed.

5. Faculty evaluation and planning

- Heads should be planning evaluations with new faculty.
- If faculty member is on tenure track, start evaluation now.
- Be honest on your evaluations.
- Evaluations are based on a 3-year window.

6. College Strategic Plan

- Plans are being developed to have awards for faculty.

7. UG degrees (120, 30 in major); G degrees (30 and non-thesis options)

- All degrees must be lowered to 120 hours with 30 hours in the major or department head must provide substantial reason for not getting to 120 hours.
- Graduate degrees must be 30 to 33 hrs.

8. Adjournment

- There being no further business, the meeting was adjourned at 4:20 PM.

Respectfully submitted,
Janice Welch
Administrative Assistant IV