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.
     
     - 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