

The College of Arts and Sciences

Department Heads Meeting

March 10, 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. The following items were discussed.

1. Welcome

- Dean Cass welcomed Heads

2. College Business

- Banner Training – Each Head must sign up for Banner training. There are two forms needed for registration.
- Math Equivalencies - A revised set of Math equivalents has been approved (see attached).
- Barbara Michaelides presented a revised Learning Communities Pairings.
- Intersession and Summer PT/OL Forms are due to Paul Karlowitz.
- There is a possibility of money for summer advising.

3. Faculty Awards

- Helen Lock, Chair of the Dean's Choice Committee, turned in the committee's nominations
- There will be an Instructor level award.

4. Dr. Hanser & Dr. Saulsberry

- Thank you to Dr. Hanser and Dr. Saulsberry for receiving a grant that will bring money to the College.

5. Promotion and Tenure

- All promotion and tenure portfolios need to be sent to the Dean's office. P&T committee will meet next week.
- Think about E-Portfolios

5. College Planning

- Think about benchmarks. Things we want to improve.

- Plan for 30 hrs. in major; if committee thinks more is needed it will be considered.
- The University has a performance based funding – we need more majors in each major.
- Can students be required to take 300-level courses as free electives?
- Does Capstone need to stay in core or can it be counted as part of major?

7. General Studies Degree Alteration

- More like the LSU model. Major concentration area reduced to 30 hours.

8. BA/MA, BS/MS Programs

- Working toward a 33 hour non-thesis degree.

9. Academic Affairs Budget Committee, Strategic Planning and Criteria for Programmatic Reductions and Shrinkage

- Creating criteria of how we will move forward when budget reduction occurs.
- Looking at shrinkage rather than elimination.
- Would it be better to cut a whole program.

10. Kudos

- Thanks to the faculty and Paul for grant process going smoothly.
- Thanks for tables at Browse on the Bayou.

11. New Business

- Annual reports should be a two-page condensed version of what is working and what is not working.

12. Adjournment

- There being no further business, the meeting was adjourned at 4:25 PM.

Respectfully submitted,
Janice Welch
Administrative Assistant IV