

The College of Arts and Sciences

Department Heads Meeting

February 10, 2011

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 Rob Hanser and Pamela Saulsberry. The following items were discussed.

1. Welcome

- Dean Cass welcomed Heads

2. College Business

- FAD (Faculty Activities Database) – does not reflect professional Vitae for faculty. Therefore, faculty will send updated Vitae to department heads electronically by April 1, 2011. Department heads will forward Vitas to Dean of Arts and Sciences at the following e-mail address: as@ulm.edu or artsandsciences@ulm.edu
- Grad Act – Basically eight questions have to be address pertaining to student retention beginning with 1st year students to graduation.
- Plagiarism, Cheating, Definition and Penalties – Dean Cass appointed a committee of three department heads, Dr. Ruth Smith, Chair, Dr. Sandra Hill, Dr. Gary Stringer, and the director of the Student Success Center, Ms. Barbara Michaelides to address these issues.
- Low Completers – Combine ARTE with ART and BME with BM. Foreign Languages (French, Spanish, etc.) will be combined under one CIP code for Modern Languages. All secondary degrees consolidated under one CIP code for secondary education. Concentrations for these new degrees will require a minimum of 24 to 31 hours.

3. New Business

- Workbook rentals –Bookstore is renting workbooks for MUSC 1091, this should not be done.
- Check to see if satellite assistant can have master key.
- Final draft on low completers due, Thursday, February 17, 2011.

4. Adjournment

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

Respectfully submitted,
M. Sue Oliver
Administrative Assistant IV