

Office of the Dean
College of Arts & Sciences

DEANotes

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WheelerNotes

Picking Wheeler's Pockets Again

In previous editions of DeaNotes, I have voiced my endorsement of contributions by faculty and staff to the annual fund. Although I am squeamish about fund appeals, development officers at each of the three colleges and universities in which I have served have convinced me of the following: *It is crucial that they be able to report broad support from the campus community when they go in search of friends in the external community.* Hence, the important issue is not the amount of money given by faculty and staff, but the level of participation. With that in mind, let me announce that I will match the first \$5 given by any staff member or first or second year faculty member in the College of Arts and Sciences. When you make your gift, just tell Clint Nessmith to *pick Wheeler's pocket.* (However, be assured that I will not receive names of "pocket pickers." A gift will neither help nor hurt next year's big raise.)

Dean's Fund for Excellence

As Todd Hizer so eloquently reminded us, by choosing your foundation fund carefully, you can control the use of your annual fund gift. Wheeler's horse in the race is Foundation Account 163, the Dean's Fund for Excellence. Below is found a report of the activities of this fund in the past year. However, you can find a complete listing of funds related to the College of Arts and Sciences if you go to www.as.armstrong.edu.

Projects of the Dean's Fund for Excellence

Support for:

- two biology students as they traveled to Orlando to present their research on fire ants
- two music students as they traveled to Minnesota after being selected to perform in the Division II All-American band.

- five biology students as they traveled to Washington D. C. to present at the national meetings of the American Society of Microbiologists
- several psychology students in their on-campus research efforts that resulted in seven papers in off-campus venues
- two students as they traveled to Emory University to participate in a colloquium on directions in the Liberal Arts in the twenty-first century
- five students as they traveled to Charleston to participate in a Quiz Bowl on African-American history
- two art students as they traveled to New Orleans to collaborate in a presentation with a professor

Getting the Deans Started in the Right Direction

The beginning of the academic year is a good time to think reflectively about the year ahead and the year past. Faculty members in the CAS are invited to join Drs. Finlay and Wheeler for a conversation for this purpose at 3:30 pm on Monday, September 15 in Solms 108. Conversation can go in any desired direction, but these three questions will be asked:

Immediate Concerns:

1. Among many important issues, what are the most important issues that must be addressed from the perspective of faculty members in the College of Arts and Sciences?
2. In a time of fiscal constraints, what are the most critical resources that faculty members need to do their jobs?
3. In a time of growing enrollments, what are the most critical issues that impact teaching, learning, and advisement?

Long-Range Concerns:

1. The challenges and opportunities in becoming a university with seven, eight, nine, or ten thousand students.

FinlayNotes

Tenure and Promotion Dates

The following deadlines apply to both promotion and tenure:

- Applications to department head – Sept. 8
- Department head to dean/committee – Oct. 8
- Committee to dean – Dec. 1

According to information provided by the VPAA's office, the following A & S faculty members are eligible to apply for tenure this year: Jill Miller (AMT), Roger Miller (AMT), Howard Robinson (HIST), Vann Scott (PSYC), and Jim Todesca (HIST).

Post-Tenure Review

According to information provided by the VPAA's office, the following A & S faculty members are scheduled for the post-tenure review process this year. Fertig (HIST), Green (AMT), Jaynes (CHEM), and Kearnes (CJSPS). For policies and procedures for post-tenure review, please refer to *Faculty Handbook, Regulations, Article II, Section C.6.*

Financial Aid Procedures

If you have not heard already, you will find out mighty soon that the Business Office has changed financial aid policies. If students are displeased by these new policies, there is not much department heads and faculty can do to help except to remind them that the Financial Aid paperwork was due in March, and the award letters were mailed some time ago.

These procedures also mean that it is even more essential than before that faculty members, (including part-timers who may not receive this memo), need to fill out the Non-Attendance forms promptly. Hundreds of students who are very interested in receiving their "excess checks" (formerly known as "difference checks") will not receive them until their professors verify attendance.

Travel to Teach

We think we have clarified policies regarding teaching related travel. There is an account already in place in the budget system to identify teaching related travel, #640101 - Off Campus Teaching. As before, department heads submit their request to me, which I then pass on to the Business Office. That office promises to add this account number to the expense statements, and the expense statement will then be forwarded to accounting for the usual processing steps. Using this account should isolate these travel expenses from other budgeted travel. If there are oversights in this process, please let me and Ms. Windeler know.

Tips for Using the New Technology in Hawes and Solms

Many thanks to Ann Fuller of Media Services for a very helpful presentation on how to use the new technology in Hawes and Solms Halls. For those who missed it, here are some pointers:

- If you plan to use a laptop, you will need to bring a VGR cable, the kind that connects computers with LCDs, monitors, and the like. If you plan to connect with the internet, you will need to bring one of those cables as well.
- To operate the equipment, begin by touching the screen of the small control pad in order to wake it
- Next, touch Power On
- Then, touch Projector On
- In two classrooms, Solms 108 and 110, you will need to use the touch pad to operate the screen. In the other classrooms, the screen is operated manually
- Before leaving, be sure that you touch Projector Off and Power Off. The projector bulbs are very high in quality, and very expensive

Student/FacultyNotes:

Mike Price (HIST) and Carey Shellman (M.A., AASU) have published "Ah Doan Know Nuthin' 'Bout Bringin' Babies": Reconsidering Childbirth in *Lamb in His Bosom* and *Gone with the Wind*, *Atlanta History* 45/4 (2003): 4-23.

Chemists Will Lynch, Delena Nivens, and four of their 2003 graduates, June Hall, Jonathan Long, Diana Strasburger, and Jarrett Walsh have published "Analysis of Copper (II) and Iron (III) Diethyldithiocarbamates: Synthesis, Spectral Characterization, and Thermal Characterization," in *The Chemical Educator* 8 (2003): 257-259.

Upcoming Deadlines

- Aug 22:** Name rep to college Curriculum Committee
- Aug 26:** Fall semester CIRs due to dean
- Aug 27:** Part-Time Pay Reports and Extra-Comp Reports due to dean
- Aug 29:** Name elected rep to Tenure and Promotion Committee (Econ, AMT and CJSPS have vacancies)
- Sept 4:** Revised spring schedule due
- Sept 5:** First Friday Forum: Writing Committee
- Sept 8:** Promotion and Tenure applications due to departments
- Sept. 15:** A&S Faculty Meeting, 3:30, Solms 108
- Sept. 16:** Dept. heads notify post-tenure candidates
- Sept. 23:** Academic Council Meeting

DEANotes is a quasi-weekly publication of the College of Arts & Sciences. Dr. Mark Finlay is the editor. Some of the content of the publication will be informational content directed primarily at department heads. However, other parts of the reading may be of interest to members of the faculty of the College of Arts & Sciences. In addition to a limited paper distribution, *DEANotes* will be posted upon publication at the Faculty Resources page of the web site for the College of Arts & Sciences.