Where are Ed and Henry? In the tradition of the puzzle game, Where’s Waldo?, the Deans of Arts and Science may be a bit hard to find over the next few months for those not in the know. To ensure that you are in the know, note that the Offices of the College of Arts and Sciences will be located in Hawes 205 as of December 11. They will remain there for several months and then, as Hawes is moved into renovation mode, the Offices of the College of Arts and Science will move to offices in University Hall near the Criminal Justice Center. If at any point we appear to have disappeared completely, please call Diane Sellers at 5279 for present whereabouts.

Late Advisement Notes: We are aware that much of the advisement across campus has already taken place, but here are some notes that might be useful in advising stragglers.

- Remember that HIST 1112 can be taken before HIST 1111
- Remember that PHSC 1212 can be taken before PHSC 1211
- Students struggling with college algebra should consider MATH 1111-006 and MATH 1111-012. These sections require one hour of laboratory each week in addition to the 3 hours of lecture. This is an excellent option for students who have tried college algebra unsuccessfully before. Over the years success rate for first time students in college algebra has been 63%; but the success rate for repeaters has been only 37%. Students in these sections w/lab should experience a greater success rate, especially for repeaters.

A&S Budget Hearing: The A&S Budget Hearing is scheduled for December 11 (9:00AM - 10:30AM until about 10:30 noon in the Board Room). Each department head will have four to six minutes to present her or his department. Most of the conversation should be a brief review of plans, directions, and successes of the academic unit. However, in those departments for which budget issues severely impede ability to complete mission, feel free to talk for 1-2 minutes about the most critical budget issue that faces the department.

Following departmental presentations, Professors Anderson, Cross, Finlay, and Nordquist will spend three to four minutes discussing plans, directions, and successes of the operations for which they are responsible.

Academic Recognition Day: Each year each System school is represented at the Academic Recognition Day in Atlanta by the one student it selects. It is a good reflection on the College of Arts and Sciences to have one of ours selected for this honor. To make this happen we must nominate our best and tell their story effectively. Nominations are due to Dr. Connor’s Office by January 11 on the Academic Recognition Day Questionnaire (distributed at the November 6 A&S Department Head meeting) and any necessary attachment. Please send a copy to Wheeler.

The Scholar as Novice: At last week’s meeting of Arts and Sciences Deans in Washington, one speaker discussed that fact that even as mature scholars, there are occasions in our academic careers when we need to study intensively an area in which we are a novice. In small universities such as ours, the need to study an academic area as a novice occurs when our teaching assignments do not dovetail well with our academic preparation (I remember periods in the seventies and eighties when I intensively and frantically studied computer science as a novice in order to meet critical classroom needs). It also arises when our scholarly programs or our curiosities lead us in interdisciplinary directions. Please be aware that as long as funds last, the Deans’ travel funds are available to supplement a trip to extended workshops that facilitate your studies as a novice (or an expert) at a rate of $300 per trip. Please be encouraging when faculty members from other disciplines ask to sit in your classes as a novice seeking to fill holes in scholarly background or fulfill the call of curiosity.
Harris Notes

FAR: Please submit the Fall 2001 Faculty Assignment Report (FAR) by December 05. Contact me if you need the form.

Full-timers are to be listed only in home department, even if teaching in another department. Part-timer is listed in the department(s) in which the course(s) is/are taught. List full-timers alphabetically followed by part-timers. Administrators with faculty appointments should be listed as full-timers with appropriate department--Chem/Phy list Byrd (Teaching, administrative), Harris (0.375 administrative), Jones (0.375 admin.); CJS&PC lists Megathlin (0.375 administrative); Mathematics list Wheeler (?administrative, ? teaching). Others? The total EFT for full-time is 0.375 for the Fall semester (also for Spring).

Assign Part-timer 0.020 EFT per 1.0 semester credit hour for lecture. For lab activities part-timer is usually given 0.010 EFT per contact hour, or 0.020 for a one-credit lab, whichever is less.

An activity paid for with outside funds is subject to being listed under Sponsored. Call if you have any questions.

Websites: Occasionally we’ll mention interesting or useful web sites (although some may question these descriptors for the first listing. The Arts and Sciences web site (1) contains a number of useful entries; for example, DEANotes and the A&S Curriculum Committee minutes are accessible through the faculty resources button. Remember that there is a web site (2) for reporting non-credit educational activities. The Faculty Development web site has a new address (3). Visit this site for updates to such online resources as international research activities (at Travel), teaching tips and tools (at Teaching and Learning) or web tools and tutorials (at Technology). The faculty handbook is located on the VP Academic Affairs web site (4).
1) www.as.armstrong.edu
2) www.armstrong.edu/ceuform.htm
3) www.faculty.armstrong.edu
4) www.vpres.armstrong.edu/facultyhandbook

ROTC Scholarship: Our ROTC Program offers 2-year scholarships for students in the middle of their college program (junior status) with no prior military or ROTC experience. A minimum GPA of 2.8 is required. Applications for scholarships beginning Spring semester are now being accepted.

Calendar Highlights:

November 21: Equipment requests to Dr. Wheeler.
December 5: Fall FAR due
December 10: Final exams begin
December 11: A&S Budget Hearing
December 14: Proposed budget for Summer 2002 is due to the Dean’s Office. List instructors (including department head), courses, anticipated enrollment, salaries and justification for any upper level courses.
December 15: Graduation is 10a.m.
January 11: Deadline for 2002 Academic Recognition Day nominations to Dr. Connor’s Office
January 15: Part-time faculty evaluations to deans’ office

APAR’s and Annual Faculty Evaluations:
February 1: Faculty APAR’s to department heads. Department Head APAR’s to dean.
February 28: Annual Faculty Evaluations/APAR’s to dean

Post-tenure Review:
December 1: Post-tenure candidates make portfolio available for peer-review.
February 15: Portfolio peer reviews completed
March 15: Peer Review Outcome Form completed by department head and submitted to Dean’s Office

Retention Recommendations:
January 23: Retention Recommendation on 1st year faculty due to Deans’ Offices

Schedule of Classes:
November 19: Summer 2002, Fall 2002 schedules and Spring 2003 planning DSUM to departments
December 7: Revised DSUM to Dean’s Office

DEANotes is a quasi-weekly publication of the College of Arts & Sciences. Dr. Henry Harris 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.

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