WheelerNotes
Where are Ed and Henry? The College of Arts and Sciences Deans’ Offices are now located in Hawes Hall 205. All numbers (telephone/fax) will remain the same.

Conversation: Growing Women’s Studies at Armstrong
All interested faculty members are invited to attend a brown bag lunch discussion on “Growing Women’s Studies at AASU.” In the conversation we will discuss what has been done, what is in process, and the shape of a potential minor/certificate in Women’s Studies. Please invite interested colleagues from the Colleges of Health Professions and Education. The conversation will begin at 12:15 on Friday, January 25, 2002 in the Faculty Dining Room in MCC. Cookies and tea will be provided.

Attendance and Grading Policy:
Attendance and grading policies are chief among the items that should be detailed on the Course Syllabus. If a faculty member anticipates dropping students from class or laboratory for non-attendance or lack of prerequisites the, she/he must detail the potential action in the Course Syllabus. Likewise, the effect of non-attendance on a student’s grade must be detailed. When the faculty member deems it appropriate, following the Course Syllabus guidelines, to drop a student from a class from violation of attendance policy, she/he should notify the student after class in the privacy of an office or corner of the hall rather than in a confrontation before or during class in front of other students. The dropping of a student for lack of proper prerequisites must be done very early in the class, preferably during the first few days of classes, and the student should be spoken to after class in privacy.

Advising Transfer Students: Special note -- previous completion of an Associate Degree at Armstrong State College, AASU, or any other college DOES NOT guarantee completion of the Core.

The indispensable guide in advising transfers is the Transfer Handbook published by our Registrar’s Office (w/March 27, 2001 updates). All department heads and many other faculty should have a hard copy. As of December 31 this Handbook is available online under S.H.I.P./Faculty Advisor Student menu.

The website www.collegesource.org is an excellent source of course descriptions. This site has information on over 19,000 institutions, including catalogs for several years back. For AASU, it has 5 years of catalogs.

Concerning transfers from other University System of Georgia (USG) institutions:
Any Core Area (A –F) completed at another USG institution will be counted as completed at AASU if the student continues in the same major. Areas B, C and E don’t depend on major so will count as completed regardless of a change in major. Areas A and D are somewhat major related and will likely cause problems for students changing between non-science, science, or clinical health majors. For incomplete Core Areas, transfer courses may apply. Core Area courses with common course name and number (eg. MATH 1111) are guaranteed to transfer from other USG schools. Other courses will be considered on a course-by-course basis.

HIST/POLS 1100. In order to transfer as or substitute for AASU HIST/POLS 1100 a course must specifically cover US/GA history and government. A list of equivalent courses from USG schools is available in the AASU Transfer Handbook under State requirement in History and Constitution on p. 4. If the student doesn’t have a single equivalent, she/he might have satisfied the US/GA history and constitution requirements by one course in US history and one in American Government. In such case we can substitute one course for either HIST 1100 or POLS 1100 and use the other in Core Area E. For more detail on the history and constitution requirements see p. 63 in

Continued on Back
AASU 2001-02 Catalog. (Out-of-state transfers usually have to take the Georgia Constitution Examination.)

The Transfer Student Core Evaluation Form is now in use. Transfer students should have the form when coming for advisement.

Transfers from non-USG schools bring more challenges in Core evaluations, and usually require several Course Equivalencies and/or Course Substitutions. (A Course Equivalency is preferred because it will cause the course in question to be transferred and appear on the student’s transcript as the appropriate AASU course. The Course Substitution form cause no change in the student’s transcript, but simply sits in the student’s folder in the Registrar’s to verify that a certain AASU Core requirement is satisfied by a substitute course.) The AASU Transfer Handbook deals with non-USG schools in the Transfer Tables section (last 5 pages) and also in the GA History and Constitution section (p. 5). Out-of-state transfers usually have to take the Georgia Constitution Examination. The exam contains 20 multiple-choice items covering the Georgia constitution and politics. A Study Guide is available from the Office of Student Affairs, which administers the exam. The Advising TranGuide now gives the name of the school in which transfer courses were taken.

Students already having a baccalaureate degree from any accredited college are exempt from our Core requirements (and also the Regents Test) but must satisfy the State requirement for US/GA history and constitution.

Harris Notes

Retention Recommendations. Recall that Retention recommendations on 1st year faculty are due to Deans’ Office by January 23 (see DEANotes 7). Looking further ahead, Retention Recommendations for the academic year ‘03-04 on ‘second –and--more year’ untenured faculty are due to the Dean’s Office by April 08. (Recall that retention recommendations were done on 2nd year faculty for ‘02-03 earlier this year.) Pre-tenure reviews are also due on April 8 for faculty in their third year of credit toward tenure. A Pre-tenure Review must be repeated this year on any faculty member receiving a rating of “Improvement Needed” last year

The department head must ascertain the reaction of the candidate’s departmental colleagues for both retention recommendation and pre-tenure review, following the department’s published plans. For both retention and pre-tenure recommendations use the AASU Pre-Tenure, Promotion, Retention, Tenure Recommendation Form Revised 2/2001. Hard copy or electronic versions are available from the Dean’s Office. For a faculty member having both retention and pre-tenure review recommendations only one form need be used.

According to our records, the following A&S faculty require recommendations by the April 8 date: Second-Year Faculty: Geir Agnarsson, Sergio DeAgostino, Susan Outz, Steve Primatic, Roy Wood. Third & Plus Year Faculty: Scott Buchanan, Mark Burge, Bill Daughterty, Pat Fox, David Gleeson, Mike Hall, Sabrina Hessinger, June Hopkins, Mark Johnson, Suzanne Kempke, John Kraft, Larry Lesser, Richard McGrath, Jill Miller, Erik Nordenhaug, Debbie Reese, Randy Reese, Nancy Remler, Ed Richardson, Ed Rinalducci, Howard Robinson, Vann Scott, Gigi Smith, Jim Todesca, Mike Toma, Gail Wynn

Pre-tenure Review; Lori Allen (1st year with 2 years credit toward tenure), John Kraft (3rd year), Debbie Reese (3rd year), Randy Reese (3rd year), Ed Rinalducci (3rd year).

Calendar Highlights:
January 3 – 4: Registration for Spring 2002
January 7: Classes begin
January 11: Deadline for 2002 Academic Recognition Day nominations to Dr. Connor’s Office
January 15: Part-time faculty evaluations due to deans’ offices
January 15: Department Heads Meeting at 2:30p.m.
February 28: Midterm – Last day to withdraw without Academic Penalty

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:
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 Dean’s Office
April 8: 2nd & Plus year faculty due to Dean’s Office

DEANotes is a quasi-weekly publication of the College of Arts & Sciences