Sad News/Glad News:

Sad News: Dr. Henry Harris will retire on June 30 after many, many years of service to this university. I experience this as sad news for at least two reasons. When in 1987 I arrived as a new department head, Dr. Harris provided much helpful guidance as I negotiated my early years. As I negotiate a first year as Dean, Dr. Harris again has been a source of wisdom and support. I suspect that many readers share my sadness. Many academic priorities, from student recruitment to regional engineering to college operations, have benefited from Dean Harris’ attention. Along the way he has provided senior administrators, department heads and colleagues in the faculty with refreshing doses of common sense that have made each of their jobs easier.

Glad News: On July 1, Dr. Mark Finlay will join the Arts and Sciences team as Assistant Dean and Director of the Honors Program. I do not need to remind any of you the many gifts that Mark brings to this job; all of us have benefited from his service to the honors program and to recruitment efforts in general. We can only be pleased that Mark has agreed to use those gifts in this broader context. Next year will be a work in progress as Mark and I define this new position, but we anticipate the results will be quite beneficial to all.

Good Work Supporting the Foundation: Last year 58 members of the faculty and staff of the College of Arts and Sciences gave to the Armstrong Foundation. Thus far this year 80 members have contributed, an increase of 38%. Thank you for your help in increasing the participation rate of the university community. This participation will help the university as it seeks to secure external funds to offset the national trend of reductions in state support.

Advisement for Summer and Fall 2002:
Advisement is scheduled April 1st – 19th. Department advisors are to be available April 1st – 4th (Monday – Thursday) between the hours of 9:00a.m. – 7:00p.m., and on April 5th (Friday) from 9:00a.m. – 5:00p.m. From April 8th – 19th advisement is by appointment only. Telephone and web registration is scheduled from April 3rd – April 30th.

February is African American History Month
Remaining events include:

- “African Americans and the Law” a panel discussion. 7:00p.m, February 18 in UH 156.
- “Young, Gifted, and Black” a stage play. February 21, 23, 24, 28, March 1, 2, 3. 7:30p.m. Thursdays, Fridays and Saturdays; 3:00p.m. Sundays. Jenkins Auditorium.
- African American Tribute: February 24, 7:00p.m. in Fine Arts Auditorium.
- African Americans and Education: February 25, 7:00p.m., UH 156.
- Rosewood: a discussion of the John Singleton film. February 28, 7:30p.m., UH 156.

For more information, contact the Office of Minority Affairs (927-5271).

Some Thoughts on Disruptive Behavior: Several faculty members and department heads have inquired about the avenues available to manage disruptive student behavior in the classroom. In commenting on this issue, we first observe that we hope such behavior can be managed within the context of the faculty-student relationship. Secondly, we want to invite any department to develop any intermediate interventions that the department deems appropriate. However, any disruption of a positive learning

Continued on Back
environment in the classroom or actions which impede the ability of other students to learn or the ability of the professor to teach is a violation of the student conduct code. Hence, at some point the faculty member may need to resort to the following steps:

**Following Disruptive Behavior**
1. Set up conference with the student whose behavior is disruptive.
2. In the conference indicate that a re-occurrence of the behavior would be regarded as a violation of the student conduct code (see 5, 6, and 7 on page 330 of 2001-02 catalog). Inform the student that if the behavior re-occurs, the conduct code will be reported and the student banned from the classroom until the violation is adjudicated.
3. Should the disruptive behavior re-occur, report the violation of the student conduct code to the Division of Student Affairs by email (or phone call (5271) and paper memorandum) and inform the student that he or she should not return to class until the conduct violation has been adjudicated.

Note: This is not a statement of policy. Rather it is a reminder of a tool faculty members have available to help provide quality classroom experiences for all students. If faculty members have additional comment on these observations, comments may be recorded at wheeleed@mail.armstrong.edu.

**HarrisNotes**

**Work Load Reports Due:** Department Heads, please prepare workload reports for your departments and return to the Deans’ Offices by March 8. Recall that the report contains for each department faculty member, including the department head, the courses taught and for each course the credit hours, contact hours and enrollment.

**FAR:** Please submit the Spring 2002 Faculty Assignment Report (FAR) by April 12. 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 the appropriate department – AMT list Anderson (0.375 admin.); Chem/Phys list Byrd (? Teaching, ?Administrative), Harris (0.375 admin.), Jones (0.375 admin.); CJS&PS list Megathlin (0.375 admin.); LLP list Nordquist and Townsend; Mathematics list Wheeler (0.375 admin.). Others? The total EFT for full-time is 0.375 for the semester.

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.

**Calendar Highlights:**

**February 18:** Deadline for submitting a proposal for the April 5th Symposium on Teaching and Learning. (See Faculty Development website www.faculty.armstrong.edu)

**February 26:** Scholarship of Teaching Round Table “APARS: Where does the Scholarship of Teaching Fit?” Noon – 1:30 Faculty Dining Room

**February 28:** Midterm – Last day to withdraw without Academic Penalty

**February 28:** Annual Faculty Evaluations/APAR’s to dean

**March 8:** Workload Reports due to the Deans’ Offices

**March 28:** Scholarship of Teaching Round Table “Course Portfolios” Noon – 1:30p.m. UH282

**April 1-19:** Advisement for Summer and Fall 2002

**April 5:** 2nd Annual President’s Symposium on Teaching and Learning. Noon – 3:00p.m.

**April 8:** Retention recommendations on 2nd and plus year faculty and appropriate pre-tenure reviews due to Deans’ Offices.

**April 12:** FAR’s due to the Deans’ Offices

**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.