**WheelerNotes**

**On Submitting Proposals:** From time to time we need to remind proposal writers of the necessity of preparing their proposals to off-campus funding agencies in a timely fashion. Dr. Thompson has asked that we take two steps to ensure adequate review of proposals we intend to send off-campus:

- Place proposals on his desk at least 48 hours before they are due
- Obtain sign-offs on proposals from both dean and department head before the proposals are sent to his desk.

This means roughly that proposals must be in the office of the Dean of Arts and Sciences 72 hours prior to submission and to the relevant department head sometime before then. If a proposal writer finds that he or she is going to have trouble making these cutoffs, it is important to communicate with the department head and dean as early as possible so that they can run interference for worthy but late proposals. Four crucial questions will be asked at each level:

- Is this project appropriate to the mission of the unit from which the proposal comes?
- Can the department spare or replace the personnel resources that the proposal would require?
- Are sources for matching funds clearly identified and available (a budget narrative for the proposal would ensure this)?
- Will the amounts requested in the proposal cover the real cost to the university of the project?

**November Department Heads Meeting**

Wheeler will be attending the annual meeting of Arts & Sciences Deans, Nov. 13-18. Hence the November department heads meeting is rescheduled for Nov. 20.

**ANNOUNCING:**

**Evening at Armstrong, November 22**

Faculty and Staff of the College of Arts and Sciences (along with spouse or guest) are invited to celebrate the dedication of the new Science Building with an evening of varied delights.

- 6:00 – 6:30 Wine and Cheese in foyer of Science Center
- 6:30 – 7:20 Heavy hors d’oeuvres
- 7:30-till last curtain Comedy of Errors in Jenkins Hall
- Last curtain – Coffee and dessert in SC with cast little while longer of Comedy of Errors

The cost will be $6.00 for each person attending the 6:00 – 7:30 eating activities. (A vegetarian menu will be available). The play and dessert will be of no cost to participants.

A faculty committee led by Professor Carpenter will organize the event. Your departmental representative on that committee will provide you with a form to register. Please return this form to your departmental representative or to Professor Carpenter in the Department of Chemistry and Physics by Friday, November 15.

**Regent’s Awards**

Each fall AASU is asked to make nominations for several awards from the University System of Georgia:

- The Individual Faculty/Staff Teaching Award
- The Academic Department/Program Teaching Award
- The Individual Faculty/Staff Research in Undergraduate Education Award
- The Academic Department/Program Research in Undergraduate Education Award

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Details about these awards can be found at this website:
http://www.usg.edu/admin/acadaf/fac_dev/awards.html. The good news is that we have had two system-wide winners from our college, Jane Barnard and Mark Finlay. Hence we encourage suggestions of nominees to our office. The bad news is that there is presently no stipend remaining in this year’s system budget for the winner. Despite the fact that we will compete for honor alone, we request that suggestions from both department heads and faculty members be sent to wheeleed@mail.armstrong.edu as soon as possible.

**FinlayNotes**

**Town Meeting**

Deputy Secretary of State Richard Armitage will address a town meeting concerning Iraq, terrorism, and homeland security on Friday, Oct. 18, 10:00 am, in Fine Arts auditorium. Armitage has been a central and at times controversial figure in American defense and foreign policy circles since the Reagan administration. He is currently second in command of the State Dept. A biography is available at [http://www.state.gov/r/pa/ei/biog/2991.htm](http://www.state.gov/r/pa/ei/biog/2991.htm). The entire campus community is encouraged to attend, and instructors who can connect the event with their learning objectives are encouraged to bring their 10:00 am class.

**Liberty Center**

Thanks to an increased appropriation and to the successful hiring of two faculty members, the College of Arts & Sciences will be able to significantly expand its services on the Liberty Center campus. After an extensive search, we have hired two members of the AASU community (both of whom hold doctorates from the University of GA) to fill these positions. Please congratulate Dr. Joe Weaver, currently Temporary Assistant Professor of Philosophy, and Dr. Carol Ebel, currently Temporary Assistant Professor of History for joining the faculty in this capacity. Drs. Weaver and Ebel both have the ability to teach a number of core curriculum offerings and to significantly expand advisement and other student services at the Liberty Center.

**CAPP Activities**

As mentioned in the last issue, one of the duties of the Assistant Dean is to attend meetings of committees he has never heard of. Another example is the “CAPP Implementation Team.” CAPP means Curriculum Advising Planning Program. This new resource will facilitate the advising process, and allow students to see quickly how their completed courses fit into their programs of study. It also will permit them to see, at a glance, how their coursework would fit into another course of study if they chose to switch majors. As early steps in this process, the Registrar’s Office will supply departments with their current information regarding student majors and ask for corrections and updates. Also, department heads will be invited to attend some initial training sessions scheduled for the week of November 4-8. More formal and widespread training will begin in the spring.

**UPCOMING DEADLINES AND EVENTS:**

**October 14:** Retention recommendations for 2nd year faculty. According to my records, the following A&S faculty members are in their second year: Lori Allen, Beth Howells, Delana Nivens, Jonathan Roberts, and Ana Torres.

**October 15:** Summer 2003 – Spring 2004 Planning Schedules due

**October 16:** Workload Reports due

**October 23:** Budget, Planning, and Assessment Workshop has been postponed.

**October 25:** Submission of items for November 1 College Curriculum Committee Meeting

**November 1:** College Curriculum Committee Mtg.

**November 4-8:** Advisement week. Cover hours to 7:00 pm on MTWR.

**November 6:** Teaching and Learning Grant Proposals and Research and Scholarship Grant Proposals due

**November 20:** Arts & Sciences department heads meeting (rescheduled from November 13)

*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.