

Arts and Humanities Division Meeting
12:30 pm, September 7, 2004
1C3 AH

Faculty and staff members present:

Susan VanSchuyver
David Archer
Dianne Broyles
Patricia Brooks
Rachel Butler
David Charlson
Ruth Charnay
Michael Franco
Carolyn Farris
Abbie Glenn-Allen-Figueroa
Gwin Faulconer-Lippert
Carlotta Hill
Sue Hinton
Sheri Hobbs
Jameson, Kim
Fritz Kiersch
Inglett, Jon
McDonald, Lyn
McCauley, Mary Beth
Morrow, Stephen

Mary Ann Moore
Rochelle Mosby
Warren Neal
Clay Randolph
Linda Robinett
Richard Rouillard
Michael Punches
Mary Punches
Mark Schneberger
Ron Staton
Pamela Stout
Alice Tillinghast
Mary Turner
Bertha Wise

Cc: Dr. Paul Sechrist
Dr. Brenda Harrison

1. **New Development Plan Process** – Susan and faculty discussed the New Development Plan Process. Faculty received two letters in their mailbox on Friday from Dr. Sechrist. Faculty Development Plans will be done once a year in August/September. Performance Appraisals will be in February/March.

If you are new and need to create a Development Plan, the form is located in the Employee Home page under Electronic Forms, Faculty Development Plan. Susan suggests that you re-save this form to your computer and continue to update it each year.

New or Revised Plans Due – If you wish to do a Development Plan or to revise the one you did in February, they are due to Susan **September 30, 2004**.

Susan discussed with faculty of the email she sent recently regarding the Early Warning Referral Form. This should be in icon form and on faculty computer desktops so that it is easily accessible. Susan and faculty discussed that this is a good retention tool, as well as, a tool to identify at risk students.

2. Travel Requests: Susan discussed with faculty how faculty development plans can tie in to travel plans/requests. Travel Request are **Due September 24**.
3. Performance Appraisals/Merit Applications – will continue to be done in February and March as always.
4. Faculty Advisement - this will be done by Susan from now on. She will eventually assign this duty to Rochelle.
New Assignment Procedure
A Purge is Planned! – Susan
Task Force Volunteers
5. SII's Task Force – Susan asked faculty who are interested to join this Task Force and explained that its' purpose is to look at and evaluate SII's and may result in revisions as far as how questions are worded. Susan asked for volunteers. Dianne Broyles and Patricia Brooks volunteered.
6. Early Warning Referrals form/shortcut – Faculty received an email and the site so as to be able to load it onto their desk top – good retention tool.
7. Deadlines—Items Due to Me
Travel Requests due **September 24**
FY04 Outcomes Assessment Reports, Parts II and III completed, **due Oct. 1**
FY05 Outcomes Assessment Five-Year Plans update-**due Nov. 1**
Curriculum Forms—(items not related to program review) - **October 28**
8. Committee Reports – Pam Stout, Chair, reported that the Writing Symposium Committee has met and that the fundraiser will be a book sale. The Symposium will be April 8, 2005.
9. Other – Ruth Charnay reported that the play will be October 14-16.
Gwin Faulconer-Lippert asked faculty to watch Candid Campus on Monday nights at 10:00 pm on Channel 13.

AH Division Meeting adjourned at 1:30 pm.