

**Fayetteville State University  
College of Arts and Sciences  
Administrative Council  
August 26, 2009**

**MINUTES**

Dean Barlow opened the meeting at 3:00 p.m.

Dr. Rollinda Thomas of the Department of Performing and Fine Arts, and committee chair of the Undergraduate SACS Committee was present to share information that the college and departments will need for SACS compliance. She stressed three areas that are paramount for compliance,

1. Department and program Mission Statement should be consistent with the University's Mission Statement.
2. Course Objectives must be consistent.
3. Measureable Collegiate Level Instruction

Dr. Thomas distributed documents to each member. She offered the following explanation for the some of the forms, and procedures required.

- Departments should have an up-to-date organizational chart that is required by SACS.
- Undergraduate Compliance Form and documentation. This form answers questions regarding programs within your departments. Along with this form, documentation should be included. Electronic copies will be emailed to all chairs.
- Degree Planning Worksheet should be used as a checklist for curriculum compliance.
- SACS requires measurable outcomes for our graduates. A curriculum matrix for each program would be helpful in providing goals, and how these goals will be met. Each program in your department should have a curriculum matrix. A single course is not required to address all the goals. However, graduates should have completed all the goal requirements through their cumulative curriculum.

Dr. Thomas thanked the Council for their attention to the presentation, and stated that if anyone had questions to contact her.

Dean Barlow stated it is not necessary for Chancellor Anderson and Provost Young to be on the agenda for programs that they are invited. They would like to be an observe and enjoy the program.

Dean Barlow asked the chairs to encourage faculty and staff to participate in volunteering in the public schools. This program is in response to President Obama's volunteer initiative. It also demonstrates that FSU is directly involved in the community which it serves.

Dean Barlow will attend a BRAC Conference in Atlanta, Georgia in order to demonstrate how FSU will meet the demands of the military relocating to Fort Bragg due to BRAC realignment. A PowerPoint presentation will be developed of our programs in the college, and each department is asked to submit information and pictures that can be used in the presentation. This presentation will be a marketing tool for our college; therefore it needs to address specific areas of interest to the military.

Dean Barlow stated that Chancellor Anderson has observed some of our low-producing programs. With this in mind, we must make a concerted effort to identify all our majors within each department. We must ensure that our student numbers are accurate, and that we identify undeclared majors that should be declared majors in your area.

Dean Barlow distributed a draft copy of the newly developed faculty leave form. Questions were asked regarding how will students receive proper instruction during faculty absence, and how it should be documented on the form. He also stated that Title III travel authorization should be submitted at least ten days prior to departure.

Dean Barlow reiterated that all personal service agreements and independent contractor forms must have a memorandum attached stating the funding source, payment amount, responsibilities, and credentials of the contractor.

The Disaster Recovery Committee will meet, and interested faculty should attend. There is approximately \$750,000 available to graduate students who pursue a degree in a disaster recovery discipline. Departments should identify master programs that can be developed in the areas of the STEM disciplines, management, and social sciences that address disaster recovery.

AstraSchedule training will be available to all support staff in the college. The day and time will be determined, and the support staff will be notified by Mr. Ben Minter.

Requests for faculty positions should be submitted to the dean's office as soon as possible.

### Announcements

"Dress for Success Wednesdays". Encourage faculty to set the example, and to encourage their students to dress for success on Wednesdays.

Children are not allowed in the classrooms due to liability policies. This is to include students or faculty children.

Meeting was adjourned at 4:44 p.m.