

Fayetteville State University
College of Arts and Sciences
Administrative Council
August 5, 2009

MINUTES

Members Present:

Dr. Adegoke Ademiluyi
Dr. Kwaku Twumasi-Ankrah
Dr. Vinod Arya
Dr. Robert Brown
Dr. Brogan Czejdo
Ms. Jennifer Draper
Dr. Dorothy Holmes
Dr. Ronald Johnston
Dr. Earnest Lamb
Dr. Edward McShane
Dr. Terri Moore-Brown
Dr. Kimberly Smith-Burton
Dr. Thomas Van Cantfort
Dr. Jimmie Williams

The meeting was opened by Dean Barlow with a sincere thank you to all the chairs and directors for a very productive year.

Dean Barlow announced that the College of Arts and Science will adopt a theme that will show our commitment to excellent customer service. The theme is taken from President Harry Truman's slogan, "The Buck Stops Here". Dean Barlow stated that one of the best ways to increase enrollment and graduations rates is through retention. We must remember that we are providing a service to our students, and they deserve to receive the best that we have to offer. Tee shirts and door tags will be distributed to chairs and their administrative support person with the customer service theme, "The Buck Stops Here".

Dean Barlow stated that Dr. Jon Young will offer workshops for all new faculty and established faculty if they are interested. The workshop is to enhance teaching skills, and give suggestions that may help in the classroom.

Dean Barlow asked that all chairs inform their faculty that all courses should be on blackboard. This is important in the event of pandemic flu or other catastrophic events. Additionally, a new syllabus template will be available this fall in order to assure that all syllabi are consistent. A date will be determined later in the semester for submission of syllabi for review.

Dean Barlow stated that all personal services contracts and Independent Contractor agreements require a justification memorandum to include the funding source, amount to be paid, responsibilities, and the credential of the individual.

Dr. Holmes asked if the Dean's approval of all travel authorizations is still required. Dean Barlow stated that all travel authorizations must have the approval of the dean and provost. Additionally, all absences must be documented with a leave form. If official leave is requested, a copy of the travel authorization must be attached to the leave form. The leave guidelines will be emailed to the chairs to distribute to their faculty. Dean Barlow is currently working on a faculty leave form that will be retained in the dean's office. Dean Barlow reiterated that all state funded travel was rescinded by Governor Purdue therefore, only travel that is funded through a federal grant or Title III should be processed.

Dean Barlow thanked all who contributed to the Global Scholars Program. The list of eligible students will be forwarded to the dean's office.

The Administrative Council Meetings will continue on Wednesdays at 3:00 p.m., and individual meetings will be scheduled for all chairs.

Announcements

Constitution Day, September 17, 2009

College Meeting, August 13, 2009, Seabrook Auditorium at 10:30 a.m.

Meeting was adjourned at 1:20 p.m.