College of Liberal Arts  
Chairs/Directors Meeting Notes  
November 28, 2017  

The meeting began at 3pm.  

Meeting Focus: The Business Center

Chairs/Directors Present: Williams, Griffin, Bixler-Marquez, Sowards, Chacon, Alarid, Smith, Brunk, Weber, Valero, Cappell, Tabuenca, Chacon-Silva, Wilson, Boehmer, Genna, Castaneda, Bench, Doyle, Campbell, Goletti, Nunez-Mchiri and Iscapa (attending for Dr. Chilton)

Chairs/Directors Invited but not Present: Heyman, Moffett, Weaver, Lee, Basu and Chilton

Dean’s Office Staff Present: Zarate, Jayasuriya, Herman, Loya, Herrera and Estrada

1. Business Center Presentation
Chris Loya provided an overview of the Business Center. Loya and Crites answered questions about Center. The following action items arose from the discussion:
   - Business Center will meet with all the Administrative Assistants.
   - Business Center will arrange individual meetings/visits to departments/programs for assistance.

2. Announcements
   - Update on Academic Analytics. Crites briefly discussed Academic Analytics and its availability to chairs after training. Chairs will have to provide information to faculty who are interested.
   - Scholarship Support. Zarate provided an update on the College’s Arts and Humanities Career Enhancement and Grant Preparation Enhancement Programs
   - COS Pivot Training. Zarate stressed the importance of updating faculty information on Digital Measures, which feeds into Expertise Connector and in turn leads to funding alerts from Pivot.
   - Advising. Jayasuria reminded each department/program to have representative at the monthly Advising Council meetings (usually the third Friday of each month).
   - 50th Anniversary. Continue to put the 50th Anniversary logo on events organized by your department/program. Send information and/or flyers to Jayasuriya to help promote the events.
   - Commencement. Crites encouraged to attend commencement.
   - Upcoming meetings
     - Humanities Group on December 5th at 3pm in Liberal Arts room 342
     - Secondary Education Teaching – TBD sometime in January
     - Meeting to discuss strategies for Faculty Search Requests
   - Workload revision is due to the UT System on Nov. 1, 2018
   - WIZ Calendar. The College is paying for WIZ Calendar and departments and programs are encouraged to use it to publicize their events.