

**College of Liberal Arts
Chairs Meeting Notes
August 27, 2019**

Dr. Denis O’Hearn - Dean Issues

1. It was announced that the MPA Program and the Political Science Department have officially merged and the INSS/DSS Program and the Criminal Justice Department have also merged. The Dean thanked everyone for assisting with these mergers.
2. The Masters of Leadership Studies is now the Leadership & Community Engagement Program and they are putting together a curriculum that will help to increase activities out of the classroom and develop an undergraduate minor in Leadership and Community Engagement.
3. Dr. Jeremy Slack and Dr. Andrea Shaheen received the Faculty Fellowships.
4. The Faculty Workload Policy is online and the Chairs were asked to take a look at it.
5. The College is up in enrollment and SCH courses.
6. Faculty Emeriti nominations are due to the Dean on September 12.
7. Dean O’Hearn discussed the minors.

Dr. Cristina Morales

1. College of Liberal Arts New Faculty Orientation

Dr. Morales announced that the orientation will be on September 25th and it will be for all new faculty including lectures and visiting professors.

2. Meetings with Faculty and Departments and Tracking Research Opportunities

If they would like for Dr. Morales to meet with faculty to review the tools available for ORSP and to acquaint herself with their research areas, she can visit the departments.

3. Student Retention

There were emails sent to students who have not registered for this semester and some responses were that there were no advisors available during the summer. Dean O’Hearn asked what would be the best way to have someone available in the two weeks prior to the Fall semester to advise students. It was mentioned that Julio Rogers is available to help train on how to advise students and if anyone is interested, they can contact him at x5742. Dean O’Hearn mentioned that we should not depend on chairs to advise students and he suggested that each department have an Associate Chair to assist with chair’s duties.

4. RU Okay?

There will be a Suicide Prevention training session on September 12, if anyone is interested, they can register. Departments can also contact the office of the Dean of Students for suicide prevention training.

Dr. Maryse Jayasuriya

1. Tenure and Promotion

The deadline to upload materials is August 31st and reminders of all the deadlines were sent to the candidates letting them know the access to their folders on One Drive will be removed at this time. On September 1st, the chairs will have access to upload materials. Departmental evaluations and chairs’ evaluations are due to the Dean by October 1st.

2. Catalog Reviews

Dr. Jayasuriya said that the associate deans would be sending chairs and directors Catalog descriptions relating to their departments/programs as Word documents; she asked chairs and directors to correct any inaccurate information using Track Changes and send the documents back to the associate deans. Any curriculum changes that are needed should be sent to Crystal Herman.

3. Advising Council

There will be an Advising Council meeting once a month and every department and program should be represented. The CLASS Center would be happy to provide advising training to departments and programs upon request.

Crystal Herman

1. Liberal Arts Curriculum Committee

If there are any updates that need to be done on the degree plans, contact Crystal. The meetings are held the 1st Wednesdays of each month and there is also a website they can refer to.

2. Regent's Outstanding Teaching Awards

The deadlines for the Teaching Awards are not available yet, but she will send them as soon as she received them.

3. College of Liberal Arts Degree Requirement revisions

A survey will be sent out. Please share with your department and send your feedback to Crystal.

4. Leadership & Community Engagement Initiative

A task force was put together. There will be a workshop on September 27th from 11 – 3:30 at the El Paso Natural Gas Conference Center.

Berenice Herrera

1. Grant Issues

All faculty members that are working for a grant with compensation are entitled to receive payment. The business center can help each department and program get faculty paid for services provided to the benefit of a grant.

Disclosure: Faculty can't have salary spread if they are being paid through a grant.

Chris Loya

1. Vacation/Sick Leave Reports

Chris asked the Chairs to help us track everyone taking vacation/sick leave. Vacation should be pre-approved by the chair and reported accurately. The reports should come to the Dean's Office to process.

2. Appointments for Faculty/Students

When there is a change for faculty in title or rate, we need an offer letter with the Chair's and the faculty's signature.

Dates to Remember:

September 1st – Post Tenure and Third Year Reviews due

September 11 – Census Day, Faculty Credentialing is due

September 12 – Faculty Emeriti due to Dean

September 24 – Next Chair's Meeting, 2pm, Old Main Conference Room

September 29 – October 5th, Homecoming Week

October 2nd – Gold Nugget and Alumni Celebration, 5:30pm, Recital Hall

College Faculty Meeting with Dr. Wilson on October 23rd at 3pm, Union Cinema