Yvonne Carranza Rolph, Director (Events)

Yvonne discussed several events (handout provided):

Summer New Student Orientations – the College of Liberal Arts Fairs will be moved to Thursdays at 2:30 pm (they were previously on Fridays at 9:30 am).

Orange and Blue Day, February 16th – this OBD is different in that it is only for Transfer Students. Deadline to RSVP to participate, February 1st.

History Day, February 23 – 300-400 middle and high schools will be participating in this event hosted by the Department of History. It’s a great recruiting opportunity for departments/programs that want to participate. Deadline to RSVP to participate, February 1st. We’ll be creating a UTEP bag for each participant. If you wish to send brochures for the bag, please send them to the Dean’s Office by February 18th.

EPCC/UTEP Transfer Fair at EPCC, February 28th – Deadline to RSVP to participate, February 1st.

UTEP Commencement – dates and times have not been formalized (at the time of the meeting)

Awards and Hooding Ceremony – a discussion was held on:

  - the process of nominating students for department/program awards,
  - the possibilities of having the presenter meet the student before the day of the Ceremony

Deadline to submit awards for the Awards and Hooding Ceremony is April 9th. Please encourage students to clear for graduation NOW! Student lists will be on the Y share drive.

UTEP Honors Convocation – this Ceremony is different from the Awards and Hooding Ceremony. Honors Convocation honors the best of the year (summer/fall 2018 and spring 2019) and Awards and Hooding Ceremony honors the best of the semester. Deadline to submit awards is February 22. Student lists are on the Y share drive. Please submit awards Excel file to Frank Montes de Oca and CC the Dean and Yvonne.

Outstanding Achievement Ceremony – has been tabled for this year. It might return the following year in a new format.

Dr. O’Hearn thanked Yvonne for her efforts in spearheading the retention and enrollment campaigns. Liberal Arts set a record-breaking retention rate for fall-to-spring.
Dr. Toni Blum, Associate Provost (SACCOC and Assessments)

Dr. Blum discussed the process for the SACCOC and mentioned that the deadline to upload the assessment plans is March 1, 2019. She asked the Chairs to look at the information that’s already in DM and update the information. If anyone needs help with this there is staff in the Provost Office that can assist.

Associate Dean’s

Dr. Morales asked chairs to please remind faculty to complete the NOI (Notice of Intent) to submit proposals so that she and ORSP can plan accordingly. This will increase the chances of getting an award since we can make sure that the appropriate guidelines for submission are being followed and will allow time for any proposal suggestions. Additionally, completing the NOI’s will provide information for the faculty’s My PIP, which will help to facilitate the process for them to be alerted about the RFP’s they are interested in.

Crystal asked the Chairs to give her the Curriculum changes in one single Word document.

Dr. Jayasuriya will be taking over T&P; an email was sent to all the faculty asking them to notify her if anyone was interested in going up for early T&P/Promotion.

Dr. O’Hearn – Announcements

- For small capital requests, you can use the same form as last year and send them to the Dean so that he can review them.
- Major Maps are now online and he thanked everyone for assisting with this.
- The University will be getting a Tuition Bond from the State Legislature and plans are to build a new building behind the LA building. This might start this time next year.
- Dr. Wiebe has requested an inventory on space.
- Dr. O’Hearn mentioned summer camps and how they need to go through a process. If anyone is doing a summer camp, contact P3 for training.
- If anyone would like to nominate someone for the Gold Nugget, complete the nomination form by Feb. 22nd.
- Tenure and Promotion process was discussed.

Deadlines:

February 19th – Next Chair’s Meeting, 2pm, LA 342
February 21st – University Service Awards, 3pm, Magoffin Auditorium
February 22nd – Deadline to submit awards for UTEP Honors Convocation
February 22nd – Deadline to submit Gold Nugget/Distinguished Alumni nominations
March 1st – Staff Evaluations due
March 22nd – Regents’ Outstanding Teaching Award Nominations due to Provost
April 1st – PAR’s due
April 1st – Deadline for faculty members seeking discretionary promotion to notify Department Chair and Dean
April 9th – Deadline to submit awards for Awards and Hooding Ceremony
April 28th – Honors Convocation, time and date tbd
May 16th – Liberal Arts Awards and Hooding Ceremony, 7pm, Magoffin Auditorium
May 18th – UTEP Commencement, College of Liberal Arts, 9am, Don Haskins

**Reminders:**
All APS forms must have the original signatures (stamps are not accepted)

Please make certain that everyone is using Anthony Travel