

**College of Liberal Arts  
Chairs Meeting Notes  
May 14, 2019**

**LACIT Technology Issues – Andy Castellanos**

Andy informed the Chairs that they have been asked for Inventory Transfer Forms from Auditing. He suggested that each department maintain a list of inventory within their departments.

If the departments would like to schedule classes in LACIT, send Maria Contreras an email. He recommended the chairs to updated the “what’s up” application on Facebook.

**Dr. Toni Blum, Associate Provost**

Crystal informed the Chairs that there was some confusion regarding the field of study. To clarify, Departments are not required to accept a D as passing even if EPCC does. Contact Dr. Toni Blum for details.

**Tenure and Promotion and Catalogue (Maryse Jayasuriya)**

Dr. Jayasuriya reminded the Chairs that the deadline for candidates to upload material to One Drive for external review is May 31<sup>st</sup>.

(The deadline to upload the material for internal review is August 31<sup>st</sup>. All the deadlines are available on the College website under Resources→Faculty and Staff Resources.)

After the May 31 deadline, candidates’ access to their One Drive folders for external review will be removed.

a) Chairs need to send Dr. Jayasuriya the list of names of the external reviewers for each candidate along with their email addresses. She will grant each external reviewer access to the relevant candidate's folder on One Drive.

c) She can email each external reviewer (copying the Chair) and send them the link and instructions; OR if the Chair prefers, she can send the link and instructions to the Chair so that the Chair can email the link to the external reviewers.

She reminded Chairs that the external reviewers should be confidential and the candidates should not know who the reviewers are.

Dr. Jayasuriya asked the Chairs to review the online catalog description for their departments; if there are any changes (errors, typos) that need to be made, let her know.

**Career Enhancement and Writing Retreat (Cristina Morales)**

Dr. Morales informed the Chairs that we will be merging the Grant Enhancement Award and the Arts & Humanities Career Enhancement Award and all full time tenure-track faculty or

tenured faculty can apply for the Career Enhancement Award. An email will be sent to notify the faculty and the application deadline is June 10<sup>th</sup>.

She would like to have a Faculty Retreat and will send an email in June with details.

### **Community Engagement (Dr. O'Hearn and Crystal Herman)**

Dr. O'Hearn informed the Chairs that there will be a transition from Master of Leadership Studies to Master of Leadership Studies and Community Engagement. He will set up a task force in the summer and if anyone would like to be on this committee or would like to recommend someone, send Crystal an email. This will be open to Lecturers and Staff. He would like to have the committee created and start meeting by June 17<sup>th</sup>. They will also work on getting a Certificate in Community Engagement and this will give the students the possibility to get out of the classroom and do some community engagement.

### **Reminders:**

May 16<sup>th</sup> – Liberal Arts Awards and Hooding Ceremony, 7pm, Magoffin Auditorium

May 18<sup>th</sup> – UTEP Commencement, College of Liberal Arts, 9am, Don Haskins

September 1<sup>st</sup> – Post Tenure and Third Year Reviews due

September 29 – October 5<sup>th</sup>, Homecoming Week

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