LACIT – Andy Castellanos, Technology Implementation Manager
Andy reminded the Department Chairs that they will be doing a pre-inventory on all computers and the PC Replacement will not be funded for next year. He asked to make sure anything (computers, printers, etc.) that’s over $500 should be tagged by Inventory.

Chris Loya – Budget
Chris mentioned that he will need to transfer funds to cover all expenses for faculty/TA’s.

Dr. O’Hearn - Workload Policy
Dean O’Hearn had a discussion with the Chairs to discuss the new workload policy. Each Department will set their own guidelines. They will be connected to the Post Tenure Review and PAR’s. It was discussed whether a 2-2 teaching workload would work or come up with a model that will work for each department. Dean O’Hearn mentioned that it would be ideal if we could put this in place for next fall.

Reminders/Deadlines:
December 13th - Liberal Arts Awards and Hooding Ceremony at 7:00 pm, Magoffin Auditorium
December 15th - UTEP Commencement Ceremony at 9:00 am, Don Haskins
January 22nd – Tentatively Next Chair’s Meeting, 3pm, LA 342

Faculty Fellowship through UTEP- ask your Faculty to work with ORSP to ensure it is setup correctly

Budget Management & Queries
https://www.utep.edu/vpba/peoplesoft/training/training-calendar/index.html
(the training above will help check your cost centers for balances)