

College of Liberal Arts
Chairs Meeting Notes
October 29, 2019

Cynthia Marentes

Community Engagement Data Collection – due to Cynthia by November 22, 2019

Cynthia announced that the College will begin its community engagement data collection efforts using an online survey for activities that took place from July 1, 2018 to June 30, 2019. The survey link will be sent to all faculty via e-mail. There are a few new questions that the College has added to the survey for its own research purposes. One of the new questions asks for faculty to report expenses incurred related to community engagement activities.

If there are any questions regarding the survey, please email Cynthia Marentes at cmarentes@utep.edu.

Important dates:

November 1 - Launch survey to faculty.

November 22 - Survey closes at 5 p.m.

Dr. Denis O'Hearn

1. The Dean is inviting all Chairs and Directors to participate and be present at the Women and Leadership Workshop that will be the first week of November.
2. The Dean mentioned regarding the budget that the University will begin a new budget process that will include forward planning and hopefully some revenue sharing when College's raise extra revenues.
3. In December, the Deans will all give an hour long presentation of their college's budget. The University will supply data but he also wants strategic priorities from the departments to use in his presentation.
4. At the request of the new President, all of the Dean's should present a 3 year plan on which their budgets and strategic objectives will be outlined. More focus will be on goals and programs.
5. Dean O'Hearn is part of the committee for the new Provost search. The emphasis will be on identification with the mission and hopefully the successful candidate will speak Spanish. If the Chairs have any suggestions for candidates, please send suggestions.
6. As mentioned in the previous meeting, the new Workload Policy needs to be amended to give Chairs and the Dean a bigger role concerning when faculty go onto a heavier teaching track. The Dean presented suggested new wording, there was some discussion, and it was agreed to make a short amendment about how to return to the research track. The new wording will be distributed for approval by the departments.

7. We have one PhD proposal in preparation in Sociology/Anthropology and we would hope to have three more PhD proposals in the next 5 years.

Dr. Maryse Jayasuriya

1. Tenure and Promotion Update

Dr. Jayasuriya thanked all the chairs for their cooperation during this process; everything was submitted on schedule and was passed on to the college committee. Materials will be sent to Dr. O'Hearn on November 1st for evaluation. Once the Dean has made his evaluations, he will inform the Chairs about the results at the College level, which they will in turn convey to the candidates.

Dean O'Hearn thanked everyone on the committee for their hard work and diligence.

Crystal Herman

1. Dr. Morales mentioned that they will be bringing a representative for the NEH to assist and encourage faculty to get grants, sponsored by ORSP on November 14th.
2. Crystal reminded everyone that the ROTA Applications are due on November 4, she requested to encourage all tenured faculty to participate. The preliminary proposal is 75 pages, followed by a longer 150 page proposal if a faculty member is chosen. This can piggy-back on materials for tenure and promotion if the professors are working on their package. Faculty who applied but did not get the ROTA last year can reapply this year.
3. We will form a TA support group, for TA's that do not have enough support.

Chris Loya and Berenice Herrera

1. Faculty Hires

Chris reminded everyone that if they have a new work study or graduate assistance, do not let them work before the CBC is completed. Also, keep in mind that if it's an international student, it takes longer than usual. It might take a month or more due to the social security and criminal background check.

2. New Hire Process

The I9's are taking more time than usual, please advise student to go directly to HR with an ID, and if the student is coming from out of town, we are checking to see if it can be done electronically.

3. Faculty working in other departments

For any new non tenured faculty, make sure to give them an offer letter. Chairs need to make certain they are signed.

4. Faculty Credentialing

A message from Estella, please make sure to ask your new faculty to send to her or the Dean's Office the **original** transcripts. We will then forward the original transcript to the Provost Office. Please ensure that the transcript and CV are in Digital Measures and the credentialing is completed by Census Day.

Dates to Remember:

November 26th- Next Chair's meeting, 2pm, LA 342 (Tentative)

December 12th- Pre-Commencement ceremony for Master's and Doctoral Candidates, 7:30pm,
Wise Family Theatre, Fox Fine Arts Building

December 14th- Fall 2019 Winter Commencement, 9 am, Don Haskins

Reminder:

Notes are available on the College of Liberal Arts website