

**College of Liberal Arts
Chairs/Directors Meeting Notes
October 19, 2021**

Dr. Heather Smith, Associate Vice President, Advising & Student Services

- Changes in Advising – Dr. Smith showed a PowerPoint presentation and talked about how the new advising changes will be effective January 1, 2022. They will post the positions by November to hire the new advisors. There will be between 55-60 Professional Advisors across campus and they will do retention. Our College will get 7 new advisors with a total of 14 and the hiring will be done within the College.

Dean O’Hearn

- Faculty Workload Policy Update – Dr. O’Hearn said they met with Dr. Ann Gates to get a better description of service and if any of the Chairs/Directors have suggestions for the wording on the policy to send him an email. Each department is putting together their own policy.

Dr. Maryse Jayasuriya

- Website Updates - There are certain departmental websites that are outdated and need to be updated. There are faculty titles that are incorrect, faculty who are no longer here, etc. If the departments do not have a webmaster, they can contact Andy or Patrick in LACIT and they will assist with the updates. Some departments might have graduate student employees who have the skills to work as a webmaster for the department; if so, please contact Andy.
- T&P Updates – Dr. Jayasuriya thanked everyone for getting all the materials in on time.
- PAR’s Updates – Dr. Jayasuriya, along with the Dean, met with Dr. Ann Gates, Tami Keating and Didier Hernandez from the Provost's Office to convey concerns and suggestions from the Chairs about PARs on Digital Measures. The Provost wants all PARs to be run through Digital Measures for next year, to make certain that all information on DM is current and accurate. Dr. Jayasuriya will try to arrange a meeting for the Chairs with Didier. They can send her an email with any concerns or suggestions they may have. If Chairs would like to have a workshop for their faculty about PARs on DM, they can contact Didier. If the Chairs/Directors are in need of a particular faculty member's PAR, they can go directly to Didier.

Dr. Cristina Morales

- RDC Workshop – Dr. Morales reminded everyone about the Rocky Mountain Research Data Center team that will be here Friday, October 22nd. ORSP will sponsor lunch. This will give them access to data that is not available and restricted to everyone.

Reminders:

SACSCOC consultations and a QR code that links directly to bookings page to schedule consultations was attached to the agenda. There are still many programs that are missing assessment reports and it is imperative that they complete this by the deadline of December 10th.

October 30th – Orange and Blue Day

November 16th – Next Chairs/Director's Meeting (tentative), 2pm

December 8th – Master's Hooding Ceremony, 7pm, Recital Hall

December 12th – Commencement, 1pm, Don Haskins