

**College of Liberal Arts
Chairs Meeting Notes
September 24, 2019**

Dr. Andrew Fleck, Director of the Liberal Arts Honors Program

Dr. Fleck introduced himself to the chairs and mentioned that the LAHP will have funds to bring in speakers to campus and they can meet with the students. If the chairs are interested, they can contact him at ajfleck@utep.edu or 747-0246. The program normally has a liaison in every department, but if they do not have one, please let him know. The LAHP is a minor and it can also be taken for the block electives. If anyone is interested in developing a course or teaching a course for the LAHP, you can contact him.

Andy Castellanos, Revamping the Technology section of the Liberal Arts section

The link is: <https://www.utep.edu/liberalarts/technology/>

Andy mentioned that the website has been revamped and it has been updated. He also mentioned that there will not be a PC replacement this year, but if anyone has an old computer and they need a newer one, they can contact him and they might have some that can be replaced.

Dr. Denis O'Hearn, Dean Issues

1. The Dean announced that he has put in his request for Dodson Funds. The new President requested a new formula this year and we do not know how much we will receive. If anyone would like to request Dodson funds, they can go ahead and send in their request, but we won't be able to commit until we hear from the President.
2. President Wilson announced that there will be a new budget process. Each college will have to give a one hour presentation to the Budget committee.
3. The Workload Policy was distributed and the Dean announced that the Provost and President have approved it in general. There is one section (highlighted section) that the President has requested to change. This will be sent to the chairs and if they have any suggestions, send them to the Dean's Office so that it can be discussed at the next chair's meeting. It was discussed that Chairs and Associate Chairs should get a course release. Directorships is a type of service and should not get a course release, also Editorial Board Members should not get a course release.
4. The Dean reminded everyone to take seriously Texas State Bill 212 and we must report when something might be a Title IX issue. We need to seriously train faculty about how to advise students, including when to report Title IX violations and when and how to warn someone if the conversation appears to be approaching a violation. Under the new law, if we do not report something, it is a criminal offence and we can lose our jobs. The Administration is thinking about having some trainings and we will notify our faculty/staff once we have more information.

Dr. Maryse Jayasuriya

1. Tenure and Promotion

Dr. Jayasuriya reminded the Chairs that all the materials are due to the Dean on October 1st. Make certain to look at the guidelines that she sent; they are also available on the website. Chairs can either upload the materials themselves to the relevant One Drive folders or the

materials can be sent directly to her. The ballots should be sent to Estella. Please let Dr. Jayasuriya know if they have any questions.

2. Catalog Corrections

If the departments have not sent the catalog corrections, please send them to the associate deans. She reminded the Chairs that all the minutes for the Chairs' meetings are on our website for faculty to look at.

<https://www.utep.edu/liberalarts/resources/faculty-staff-resources/college-minutes/index.html>

Julio Rogers, Director of the CLASS Center, is asking Chairs and Directors to notify him if any curriculum changes are approved. Once a curriculum change has been approved, please send him an email notifying him.

Dr. Cristina Morales

1. HB 2504 Syllabus upload

Dr. Morales reminded the chairs that we have to comply and faculty should upload their syllabus.

2. NIH Jumpstart Program

BUILDing Scholars is sponsoring a training for National Institute of Health proposals. Ten faculty from across the various colleges will be selected to participate. The chosen faculty needs to commit to several face-to-face meetings and webinar trainings.

3. IDR Mixer

The Interdisciplinary mixer is set for Wednesday, October 9th at the El Paso Natural Gas Center from 4:00 p.m. to 6:00 p.m. President Wilson and the Deans will be attending.

Crystal Herman

Survey results

Crystal thanked everyone for sending the survey and she will look at the college requirements and then will put the committee together.

Dates to Remember:

September 29 – October 5th, Homecoming Week

October 1 – Tenure and Promotion Departmental and Chair evaluations due to the Dean

October 2 – Gold Nugget and Alumni Celebration, 5:30pm, Recital Hall

October 23 – Faculty Meeting with President Wilson, 3:00pm, Union Cinema

October 29 – Next Chair's Meeting, 2pm, LA 342

Reminder:

Notes are available on the College of Liberal Arts website