

**College of Liberal Arts
Chairs/Directors Meeting Notes
September 14, 2021**

Dean O'Hearn

Dr. O'Hearn stated that the departments that are getting faculty searches for next fiscal year have been notified. They were able to get a position for the African Diaspora in History and he thanked everyone who helped with this for their support.

- Faculty Workload Policy Update
The first attempt will be to do revisions by the Dean and the Associate Deans. Then they will get it out to the Chairs/Directors to review, but would like to see it be done by the end of December.

- Advising Changes
There will be a new process for student advising. It will be centralized and professionalized and every advisor will be trained and have 350 students each. We will hire new advisors to start and be ready by January 14, 2022. The will be run by Julio Rogers and he will work closely with each department. For the remaining of this Fall semester, advising will continue as usual. Any mentoring will be done by Faculty. Dr. Jayasuriya distributed a document to share with their advisors. Any questions on this can be directed to Julio Rogers so that he can present at his meetings with Dr. Heather Smith.

Dr. Maryse Jayasuriya

- Tenure and Promotion
As of September 1st, candidates' T&P folders on One Drive are with the respective departments. The deadline for the departmental committees and Chairs to submit their letters is October 1st. If there are any questions, please contact Dr. Jayasuriya.

Dr. Cristina Morales

- **Contracts and Grants Agreements**
Dr. Morales stated that there will be a new process for all contracts including academic MOUs. There will be new software to track all the agreements to see where it might be held up.
- **RDC Workshop on October 22, 2021**
There will be a workshop next month and she asked the Chairs/Directors to notify the faculty.
- **El Paso Community Foundation**
An email was sent for this and she would like to see someone from the College receive this.

September 21st - Fall Convocation at 3pm in Magoffin Auditorium

September 24th - CoLART New Faculty Orientation, at the Library room 227

September 29th - CoLART Gold Nugget Reception, FFA Courtyard at 5:30

October 19th – Next Chair's/Director's Meeting at 2pm, Union East, Templeton Ste. 313

October 30th – Orange and Blue Day