

**College of Liberal Arts
Chairs Meeting
January 21, 2020
Minutes**

Dr. Toni Blum, Associate Provost

Dr. Blum announced that the university would be starting department reviews of undergraduate programs. Currently only graduate programs undergo a departmental review. She is working on developing a template to evaluate programs containing the following overarching categories:

1. Standard data obtained from CIERP.
2. Student success factors such as participation in Edge activities, meaningful employment, and student outcomes.
3. Philosophical category that looks at the overall program quality and strategic fit with the university such as how does it fit with UTEP's mission and vision, how does it work with collaborators, how does it compare to other programs at other institutions.
4. Faculty success factors such as faculty to student ratios and faculty engagement.
5. Resources that are not solely budgetary but also include other revenue streams and endowments. Resource efficiency will also be considered, for example, what are costs per SCH as well as capacity and obstacles for growth.

Dr. Blum will work with the Deans to determine a cycle for reviewing programs. The Dean added that he expects that between 3-4 programs will be reviewed per year.

According to Dr. Blum, the benefit to departments of undergoing a review will be that they will better understand and identify their strengths and challenges and they will be better able to answer strategic questions during the budget process. The template will include links to data tools. Data to be looked at will include at least a three-year window although departments may wish to expand that timeframe.

There is no set timeline at the moment but the Dean expects to start the reviews soon and asked departments to volunteer if they would like to be considered for the first cycle. Chairs recommended that the process be streamlined and Dr. Blum stated that she would be available to answer any questions and serve as a liaison between them and CIERP.

Dr. Denis O'Hearn – Dean Issues

The Dean made the following announcements:

1. On behalf of Yvonne, the Pre-Commencement Ceremony for spring will be on a Tuesday in the Fox Fine Arts Recital Hall instead of the usual Thursday. The College will try Tuesday this one time and move back to the previous day if preferred. He has heard that everyone was satisfied with the new format of the ceremony but asked that if anyone had any concerns about the change to contact him.
2. The Dean thanked and acknowledged the work of Yvonne and Dr. Morales with the retention efforts since the number of retentions has been going up. The College was recognized as an outlier in terms of retention.

3. The College's enrollment is up about 2.8% and may still go up. The Dean acknowledged everyone who helped in this effort because he knows that there is pressure to keep up especially as the President drills down on numbers.
4. The March Chairs' Meeting will be rescheduled if it falls on Cesar Chavez Day and UTEP may close.

The Dean then asked for suggestions and recommendations on the workload policy for tenured faculty since the previous policy that was submitted was no longer approved. In particular, the Dean was tasked with looking at the wording that makes a judgement on what constitutes "research active". He indicated that the main changes were found in paragraph three. There were several questions from Chairs and discussion followed regarding:

1. Specific language that may impact some departments such as "most translations" and "local venues."
2. There appears to be a higher expectation of research but the College still wants quality and excellence in teaching.
3. How do administrative appointments affect the percentages for research? The Dean responded that there is a separate clause for administrators in the workload that addresses this question.
4. There is a need to align the PAR process with workload policy.
5. When planning for fall courses continue operating on a 2x2 teaching load.
6. Share strategies and resources on how to help faculty with their research and grant proposals.

The Dean requested that Chairs e-mail him with any additional feedback and comments on the workload policy within a week, January 28, 2020.

Dr. Maryse Jayasuriya

Dr. Jayasuriya notified everyone that Tenure and Promotion(T&P) materials for all the 2019-2020 candidates were now at the Provost's Office. Candidates should send any updates to the packets to her by February 15, 2020. The 2020-2021 T&P cycle has already begun and Chairs were asked to confirm who would be coming up for T&P this cycle by January 31, 2020. In addition, she also asked that Chairs check with their faculty to determine who would like to apply early and contact her or Estella. Dr. Jayasuriya would like to start meeting with the candidates and their respective Chair/Director starting in February; if a Chair/Director has multiple candidates coming up, she can meet with them either individually or as a group based on the preference of the candidates and their Chair. The deadline to notify Dr. Jayasuriya if someone is going up for promotion is April 1, 2020.

The Dean added that third-year and post-tenure reviews are done separately.

Dr. Jayasuriya said that external reviews should not be solicited until after she meets with the candidates.

Crystal Herman

Crystal reminded the Chairs/Directors that students need a 2.0 in both their major and minor in order to graduate. However, students can receive one grade replacement for an upper level (3,000-4,000) course if for example; they have a 1.96 but can meet the 2.0 with one replaced grade. She asked the Chairs/Directors the following:

1. Which departments/programs have thresholds of when they would consider a grade replacement?
2. Would they approve of Crystal using her own judgement to recommend a grade replacement?
3. Would they be willing to consult with Crystal on grade replacements?

Discussion followed on not causing friction among faculty that have strict grading, whether there was a written policy, and whether the replacement would adhere with the catalog. Crystal responded that the policy was internal to the College but she would have to check on how it affected what was noted in the catalog. She also reminded everyone that the College is not changing a grade but rather switching a low grade for a higher one received for the same course. Crystal asked that Chairs/Directors send her an e-mail with comments and recommendations.

Dr. Cristina Morales

Dr. Morales announced that application for use of the Interdisciplinary Research Building will be due February 28, 2020 and the priority will be for intercollege proposals. She asked that faculty start thinking about collaborators for interdisciplinary proposals and to contact her if they need help finding someone. Dr. Morales mentioned that there was a separate call for proposals for seed money in the amount of \$20,000. She mentioned that it was possible for another follow-up call for proposals for short-term research projects of 3 to 5 years. However, depending on the volume of proposals received the next call for proposal may also not be until 3 to 5 years from now. Everyone will also have access to the IRB to use the meeting or conference room, which can be scheduled with Bill Hargrove. The conference room is similar to Blumberg Auditorium as it is a narrow and long space. There will not be any research equipment provided in the labs and rooms, only the infrastructure.

Dr. Morales recommended that faculty attend one of the two upcoming town hall sessions scheduled for January 24, 2020. She also indicated that there will be tours of the IRB but there are no dates set for these yet.

Dr. Morales recommended that Chairs ask their faculty to update their Expertise Connector profile as well as websites. This information is helpful for finding collaborators or to notify specific faculty of upcoming grants.

The Dean added that there are three colleges within Liberal Arts and faculty would not be penalized if their interdisciplinary research takes place within the College. In addition, other institutions could be collaborators as well.

Dr. Morales concluded by stating that decisions about the space as well as the grand opening of the IRB will be announced by the end of March.

Berenice Herrera

Berenice announced that information on appointments was sent to all Departments/Programs. She asked that their staff double-check that everyone that should be is appointed and in place correctly. If there are any questions about appointments or issues with the Business Center, faculty can contact Berenice.

Other Announcements

1. The Dean asked if anyone had a public interest story, they would like to share to send him the information and he would pass it on the Danny Perez, University Communications.
2. Dr. Charles Boehmer announced that they are in the process of planning for Constitution Day and if anyone is interested in participating to send him an e-mail. Departments can assist with sponsoring the event with a contribution of \$50-\$100 dollars. Last year the event drew 936 high school students and it would be a good opportunity for recruitment.
3. There was a request for the deadline for emeritus faculty and the Dean stated that he would find out when it was.
4. Dr. Eddie Castañeda invited everyone to a potluck he is hosting for the Chairs Council and all faculty that oversee other faculty.
5. The Creative Writing Department along with other co-sponsors from the College are bringing Tracy K. Smith who is the Poet Laureate and a Pulitzer Prize winner and encouraged everyone to attend on January 30, 2020.

Dates to remember:

January 24th – Town Hall Meeting on IDR

February 6th – Census Day – Faculty Credentialing Due

February 21st – Distinguished Alumni/Gold Nugget Nominations are due to Alumni Relations

February 28th – IDR Proposals Due

March 16th – Marshals and Banner Bearers Nominations due

April 1st – PAR's due (forms are online) and Notification for going up for Promotion

April 5th – Honors Convocation, Magoffin Auditorium at 2pm

Reminders:

Tom Lea Research Fellowship application due February 13th (application online)

Meeting notes are available on the College of Liberal Arts Website