

College of Liberal Arts
Chairs/Directors August Meeting Notes
August 22, 2017

The meeting began at 2pm.

Chairs/Directors Present: Williams, Griffin, Heyman, Bixler-Marquez, Chacon, Alarid, Smith, Brunk, Weber, Cappell, Tabuenca, McCune, Lee, Chacon-Silva, Wilson, Chilton, Boehmer, Castaneda, Bench, Doyle, Campbell, Nunez-Mchiri, C. Herman, L. Herman, Jayasuriya, and Zarate

Chairs/Directors Invited but not Present: Basu, Sowards (out of town), Valero (out of town), and Moffett

Dean's Staff Present: Loya, Herrera, Acosta, Rolph, Marentes and Estrada

Other Staff Present: L. Acosta

1. Crites Introduction

Dr. Crites introduced himself and briefly talked about his background and perspective.

2. Digital Measures & Pivot

Dr. Zarate reminded the Chairs/Directors to have faculty update their information on Digital Measures. He will send an e-mail reminder and is willing to go to faculty meetings and assist if needed.

3. Budget

Chris announced that he is putting the budget together for Dr. Crites to review and will then send it to the Chairs/Directors. Chris is currently working on the TA and travel budget with Dr. Crites and Dr. Zarate.

4. Changes in Federal Regulations for Disclosure

Reminder about an email that was sent out this summer regarding the Changes in Federal Regulations for Disclosure (see attached).

5. Meeting with LA Faculty and Provost Parker

Dr. Crites polled faculty about best time for their faculty to have a College meeting with Provost Parker. The consensus was Friday afternoons, which will be conveyed to Provost Parker.

Dr. Crites also announced that Provost Parker will be contacting the Chairs/Directors to meet with the faculty for 20 minutes. Dr. Crites would like to meet with the faculty right after her meetings.

6. Anniversary Committee updates (Dr. Jayasuriya)

Dr. Jayasuriya mentioned that she had sent an email to the Chairs/Directors asking for any updates on events being organized by the departments/programs that can be included on the Anniversary Calendar or for Liberal Arts Week (October 1-7). Dr. Jayasuriya also mentioned the advertisements for the 50th Anniversary Promotional Campaign and encouraged participation from departments and programs.

7. Future Meetings

Dr. Crites asked the Chairs/Directors if they would prefer smaller meetings, continue with having a single large Chairs/Directors meeting once a month, or split into more focused meetings a couple of times a month. There was some discussion about the pros and cons of the different approaches.

8. Goals & Objectives

Dr. Crites talked about two of his objectives in the coming year. First, to work on training and development of new chairs with regular meetings. Second, to make sure that the College and Departments had guidelines and rules for governance.

TASKS

During the discussions, Dr. Crites asked the programs to do three things in the coming weeks.

- 1) Send the College the Departments' bylaws and rules of governance so these are available if necessary and can be shared to help others. If there are none, to set that as a task in the coming semester.
- 2) Send Dr. Crites input about the best way to proceed with future meetings.
- 3) Send Dr. Crites suggestions about discussion topics that should be the focus of future meetings.
- 4) Ideas that can be given to help new chairs.

Announcements:

Advising Council (Dr. Jayasuriya)

Dr. Jayasuriya announced that the next Advising Council meeting will be Friday, August 25th at 2:30 in Liberal Arts room 342.

Reminders:

August 28 – Fall Classes Start

September 1 – Post Tenure Reviews and Third Year Reviews are due

September 11 – Emeriti Recommendations due to Dean's Office

September 13 – Census Day, Faculty Credentialing Due

October 1-7 – Homecoming Week – Liberal Arts Week

October 5 – Gold Nugget Reception, 3pm, Rubin Center

December 2017 – Students will begin to purchase their honor cords

Please report all college/department news and research to:

Laura Acosta, University Communications

915-747-5085

llacosta2@utep.edu