The meeting began at 3pm.

**Meeting Focus:** Programs in the College of Liberal Arts  

**Chairs/Directors Present:** Williams, Basu, Bixler-Marquez, Weber, Cappell, Bench  

**Chairs/Directors Invited but not Present:** Nunez-Mchiri  

**Dean’s Office Staff Present:** Loya, Zarate and Estrada

1. **Update on budget and budget process**  
   Dr. Crites discussed the new fixed-budget approach being adopted by the University. In prior years, colleges were given an “official” budget but allowed to exceed that budget, which routinely happened. This year the amount in the “official” budget for each college was increased, and colleges are now expected to stay within the budget. In the most recent Dean’s Digest (Vol.1 #3), there was a survey asking for guidance on how to allocate instructional funds for non-tenure track faculty in the future.

2. **UTEP Core Metrics**  
   Dr. Crites briefly discussed a presentation to college deans that outlined the core metrics that are shared across UT System institutions (specifically: enrollment, semester credit hours, degrees awarded, research expenditures, and publications). These metrics are ones that the College and departments/programs should keep in mind when making decisions.

3. **General Discussion Regarding Programs**  
   There was a general discussion of issues that affect programs in the College of Liberal Arts. The majority of the discussion focused on problems that programs face and potential ways to alleviate these problems. There was also some discussion about the definition, obligations, and history of programs. During this discussion, there were a few “action items.”

   The program directors asked the Dean to investigate the issues below and report back to program directors:
   - Hiring lecturers on budgeted lines that can be shared across programs
   - Exploring avenues for “strategic tenure-track hires” that can contribute to programs
   - Getting guidance from Extended University on program/course administration
   - Exploring difficulties that some programs face when trying to cross-list courses with departments

   The Dean asked program directors to work collectively on the following issues:
• Develop shared bylaws/guidelines to help provide basis for all programs and ensure quality academics (e.g., develop a curriculum committee for screening proposals before they are sent to the College Curriculum Committee)

• Work on ways to communicate with other program directors about adjunct faculty who can contribute to different programs

The Dean asked each program director to do the following things for her/his program:

• Develop mission statement and description outlining the history of the program that can be shared with others (e.g., posted on program website)

• Keep track of ways that their program contributes to the overall mission of the College and University (e.g., community work, supporting external speakers, etc.). Making this publicly available on the program’s website might also be a good way to keep a record of these types of activities.