This edition of the Dean’s Digest delivers to your inbox a document about College committees, an example wish-list, and a number of important announcements and deadlines (especially if you would like to search for new faculty members).

Please take a look at the attached document that describes College standing committees. This document is not a new policy per se, but reflects extant College practices. The associate deans and I thought it would be best to clearly articulate the different College committees that have been present for some time (and the new Edge Council that was started this year). We did add a few “policy” type things by suggesting term limits that are generally consistent with standard procedures. Please take a look and let us know if you have suggestions or corrections.

In previous editions of this Digest (see Vol. 1 #10 & 12), we asked you to submit a “wish-list” for your department or program. Our intent was twofold. First, we wanted to use them as a guide for moving forward on a fund-raising campaign (see Vol.1 #12 for summary). Second, we wanted to share these with the Advisory Board and also the Office of Asset Management and Development because these entities might be able to assist us with fund-raising. The documents that all of you submitted previously worked very well for the first issue. However, the associate deans and I thought it would be better to request a second version before sending them to external entities. There were a number of minor things that we thought would be useful, such as limiting wish-lists to one page and being less specific about requested items (especially equipment). A bigger issue, however, was the general tone and approach of the wish-lists. After reading all of them, we thought that those that were positive and proactive were more persuasive. We think that potential donors prefer to invest in success; thus, highlighting your unit’s success and discussing how the items on the wish-list will contribute to future success seemed like the best approach. To help with this, Crystal Herman worked with Christina Goletti on the Theatre & Dance wish-list so that this could serve as a sample. The Theatre & Dance wish-list is attached. I would like to encourage all of you to revise the wish-lists you submitted previously. We’ll then share them with others and they will be ready for the next Dean.

Below are the upcoming tasks and important reminders.

(DUE Apr. 15) Please take this survey about research computing needs to provide input about how UTEP can best use its resources to help your unit.

(DUE Apr 16) Emeritus Faculty (Reminder). Please nominate any faculty who are retiring this year so they can be recognized in the retirees’ dinner this year. Any faculty who are not nominated will have to wait until next year’s event to be recognized (see Dean’s Digest Vol. 1#12).

(DUE May 11) Requests for Faculty Search. Submit requests for tenure-track positions to the College. Please visit the faculty hiring page on the Provost website to review information about the faculty search and recommendation process. The “Request for Faculty Search” link on the faculty hiring page will open a MS Word document that must be submitted to the College. In your response to question #6 (How will a hire in this area lead to growth in external funding and/or scholarly and
creative profile of the institution?), indicate how much startup is anticipated for a hire that results from this search.

(Apr. 19 @ 4:00 in Geology Reading Room) Outstanding Achievement Award Ceremony. Please join us in celebrating faculty, staff and students whose outstanding work is making our College great.

Criminal Background Checks. Please be aware of UTEP’s policy on criminal background checks (CBC) which can be found in this section of the Handbook of Operating Procedures.

Cash Handling (see attached). You should also be cognizant of UTEP’s policy on cash handling. The attached document and the CBC policy were distributed to all deans at a recent Dean’s Council.

Faculty Spotlight (see this page). You’ve hopefully seen some of the faculty spotlights on the College banner. Please use this form to nominate individuals from your units.

Advising Council. Please ensure that at least one individual from your unit is attending the monthly Advising Council meeting.

Vol. 1 #12 (Mar. 9, 2018)
It’s been a while since our last edition, which means that I have a number of things for this edition. I know many of you are about to leave for break, but I’m hoping that the break will refresh you so that you can get to these things soon after you return.

Wish Lists and Fund-raising. Thanks to all of you who attended the event at Adair Margo’s house this week. I got the impression from multiple people that it went well and people enjoyed themselves. The associate deans and I reviewed the wish lists that all of you submitted a couple of weeks ago, and we will be providing some feedback in the near future. We are trying to get these in a format that we can easily share with the advisory board and potential donors. The most popular category of requests was for “equipment” followed closely by “student engagement funding”, which included things like study abroad, travel for creative/scholarship activities, support for creative activities, et cetera. A distant third was funding to bring in visiting scholars/artists. I will be engaging in discussions with all of you about how we might proceed with a fund-raising campaign. One option is to work collectively to create a general fund at the college level to support student excellence (this could include both equipment and student engagement). Another option would be to have a College campaign but attempt to develop endowments/funding sources in each of your units. More to come...

(DUE Mar. 26) Departmental Honors Program. The Provost is exploring the various Honors options that students have. If your unit has a mechanism for Honors, please let Estella know by Mar. 26. It would also be very useful if you can provide us some information on the requirements for this Honors option (e.g., a brochure that is given to students, a website that describes the option).

(DUE Mar. 26) Departmental Advising. Please let Estella know who does advising in your unit and the hours that are typically open for advising (if applicable).

(DUE Apr. 1) Library Space Proposal (see Attached). The materials on the second floor of the library have been relocated. There is an open period to present proposals for how to use this space. If
you have ideas for what to do with this space, please submit a proposal and/or talk with me or others so we can collectively submit a proposal.

(DUE Apr. 6) Requests for minor capital improvements (see Attached). It is time to request improvements for 2018-19. We did this in the fall, so if your previous request(s) was not funded, you can revise and re-submit it. The associate deans and I will meet to discuss these on April 10th. We need them by the 6th so we can review them before our meeting. It is essential to work with facilities to get a quote on any proposed renovations or furnishings. In the past cycle, the Provost’s Office reported a preference for proposals in which some of the funding came from the requesting unit.

(DUE Apr 16) Emeritus Faculty (see Attached). Requests to nominate faculty for emeritus status have to go to the UT System and the faculty members must be retired (phased retirement does not count) to initiate the request. This means that faculty who are retiring this year will not get emeritus status until next spring (nominations are submitted to the UT System once a year in fall). Because some faculty leave town before they get emeritus status, they are never recognized at the celebration event. The President’s Office would like to recognize faculty who will be nominated before they leave town. If you have faculty who are retiring, please nominate them for emeritus status before Apr. 16. This will allow us to recognize them at the end of the academic year as an “emeritus nominee”.

SCH Base Year. This coming year (starting in Summer 2018) is a base year for computing formula funding. The more SCH we generate, the more funding that will come from the state. Please keep this in mind as you schedule classes. The College is keeping some money back to (1) help units that do not have enough in their base budget and (2) increase SCH production across the College. We will be working with all of you in the coming months to try and increase SCH production.

$$ for your Gift Fund (see Attached). One way to generate a little extra money (Is there such a thing as extra money?) for your unit’s gift fund is to have faculty team-teach a course for the Osher Lifelong Learning Institute (OLLI). You can arrange either 4-week ($300) or 6-week ($450) courses and the money can then be paid to your gift fund. Teaching these courses is fun and requires very little work. If you have questions, talk to me or contact Ian Wilson.

Joint/dual degrees. Please let the College know if you have any joint or dual degrees with academic institutions other than UTEP.

Student Endowments. The Division of Student Affairs is working on providing all units with a listing of student endowments that are located in each unit. There is an effort to bring more consistency to the endowment process and allow for more input from departments/programs. I’ll update you when I know more.

Faculty Spotlight (see Attached). We have started a new feature to highlight recent faculty achievements (publications, grants, creative activities, awards) on the College website. Please encourage faculty in your units to nominate themselves or others.

Vol. 1 #11 (Feb. 6, 2018)

This edition brings news on budgeting that should help as you plan your fall course schedules.
**Budget Guidance #1.** Because of issues with everyone’s favorite software platform, we are not yet certain where we stand on this year’s budget. Our best guess is that we will be very close and may even be under budget at the end of the fiscal year. If we are under budget, this will provide an excellent argument for increasing the number of tenure-track faculty next year (i.e., using surplus to increase funding of instructional lines and convert them into tenure-track lines).

**Budget Guidance #2.** The VPBA let all deans know that we should plan for a flat budget in the coming year. There is a chance that the final budget may be higher depending on tuition increases, but we will not know until late spring. Chris Loya is working to provide all of you with specific dollar amounts. However, this is not easy because we have not yet completed this academic year (and thus do not know how much your unit will spend this fiscal year). Thus, Chris will have to use the 2016-17 budget along with projections and corrections to the 2017-18 budget guidance that all of you received in September of 2017. As discussed previously, we will try to incorporate adjustments for faculty changes. For example, if a faculty in your unit retired, we will adjust your unallocated instructional budget to help you compensate for that loss (i.e., provide funding to find lecturer or visiting faculty).

**Guidelines for College T&P Committee.** We have been working on guidelines for the College T&P Committee. Please take a look at the attached document and let us know if you have any feedback. We are especially interested in getting input from faculty who have served on the College committee.

**Arts and Humanities Career Enhancement Awards.** Please join me in recognizing the four individuals who were selected as 2018 recipients of this award: Thomas Birkner, Christopher Reyman, Jeffrey Sirkin, & Michael Topp (see attached).

**NEH: Awards for faculty at Hispanic-Serving Institutions.** Please make sure your faculty received the attached announcement about the NEH awards, which are due April 11, and encourage eligible individuals to apply.

**Google Studies.** Please see the attached article that discusses the importance of skills that are a focus of a liberal arts education.

**Vol. 1 #10 (Jan. 26, 2018)**

I hope all of you are settling into the semester. As you know, the next big task for all of us is scheduling summer and fall courses. As we’ve discussed, it is important to know how much funding you will have to do this. This exciting addition of the Digest brings you important information about this issue.

**Summer Funding & Scheduling.** Chris will begin distributing your summer allotments imminently. Your summer allotment should be close to what you received last year. To determine each unit’s summer 2018 allotment, we computed your average expenditures for the last three summers and then used this to determine this year’s allotment. If your unit received 8% of the College’s summer allocation over the last 3 years, for example, your unit will receive 8% of the College’s allocation this year. When Chris distributes your summer allotment, he will also give you an SCH target; this number reflects how many SCH your unit has averaged over the last 3 years. Your task is to aim to produce that many or more SCH in the coming summer.
Fall Funding & Scheduling #1. I’ve asked the budget office a few times for our 2018-19 budget, which they indicated would be distributed before we schedule courses. The last guidance I had from them was, “We are scheduled to meet with the Deans on February 6. We hope to have some information to you at that time.” We will be ready to distribute something soon after Feb. 6th. I recognize that many of you may want to start scheduling sooner. My advice is to use 90% of what you received this year as an initial guide (what you spent, NOT what you were initially allocated). Hopefully, the College’s 2018-19 allocation will be close to our 2017-18 allocation. If you schedule assuming your unit will get 90% of this year’s allocation, you may then be able to add additional classes after we get our “official” budget. (see Fall Funding & Scheduling #2 & #3)

Fall Funding & Scheduling #2. In our last Dean’s Digest, I asked for your input into how to proceed with future funding allocations: (1) continue as we have in the past by using past allocations to guide future allocations (process similar to what I just described with summer funding); or (2) use a formula that accounts for other factors such as SCH, majors, and course complexity. The outcome of your votes was … (drum roll)… seven votes to change, six votes to remain the same, and seven non-responses from units that receive funding. The associate deans and I discussed this feedback and, given the close vote, don’t feel comfortable making a change this year. Thus, we will continue to use the same distribution procedure in the coming year. That being said, three chairs/directors who voted to keep the same procedure indicated a desire to change but wanted to wait another year and/or have more discussion. For those of you who did not vote, I want to emphasize the importance of doing so. For some policies that we ask for your vote/feedback, the associate deans and I can safely assume that a “no response” means that you are fine with the proposed policy. However, this is not one of them because a change in how funds are allocated affects nearly every department and program. We will prepare a summary of some of the feedback to aid in the next round of this discussion because the feedback does suggest a strong desire for a change among you, just some hesitancy about the timing.

Fall Funding & Scheduling #3. I mentioned in the past funding survey that the College was going to hold back 5% of the funds to help with overruns. Because the vote was to continue using the past funding procedure, I think the College should reserve a little more (probably 6.5%). One problem is that programs really get hurt with changes in funding, which happened this year when our budget was reduced. I want to make sure that the College has enough to help in instances where a funding reduction might mean that an adjunct lecturer who earns $40k can’t be hired because the unit now only has $38k to pay that individual’s salary.

Advisory Board Meeting. I had a very good meeting with the College Advisory Board last week. In that meeting, we discussed College needs and things that the Board can do to help. The advisory board is very willing and eager to help (in fact the meeting already lead to a donation). We identified a few things to do that will allow us to get better help and assistance from the Board. First, all of you should submit a three item wish list (2 pages) for your department or program. In it you should briefly describe three things your department/program really needs. Second, we are collecting information about the advisory board for all of you that will have their information and their contacts. A number of them are associated with foundations, businesses and other entities that might be able to help with things like fund raising or student support (e.g., internships that are important for UTEP Edge). Third, one member of the advisory board offered to host a reception at her house for everyone on the advisory board and all of you. This will allow us to get to know one another and will allow you to connect with members of the advisory board that have interests/connections that relate to your unit. Our plan is to have this event sometime in the spring after we share our wish lists with them and we have all of their contacts that we’ll share with you. Finally, we are also working in our office to get all of the accounts to which people can contribute (e.g., gift accounts, endowments) so we can share these
with the advisory board and put them on our web page so people can more easily see possible ways to help the College.

**Dodson Funding.** As you think about scheduling, please recall that the College has some seed money to help advance UTEP Edge activities in the College. We are looking for ideas that impact a number of students and especially interested in those that might have continuing effects in the future (e.g., using the money to help get a capstone experience going that can continue without future funding).

**Spring Appointments.** As of late last week, the College Business office had processed all of the appointments that had arrived. But, the university budget office is way behind on their processing (see also Fall Funding & Scheduling #1). Thus, there were over 200 appointments that had not yet been processed by the budget office.

There is more news to share but I’ll let you digest that and include the remainder in the next Digest.

**Vol. 1 #9 (Jan. 10, 2018)**

Happy New Year! I hope all of you had a relaxing and enjoyable break.

In an earlier Dean’s Digest (Vol. 1 #3), I asked for your feedback regarding how to distribute unallocated instructional funding. I’m attaching two documents that have the results of this survey. Please read the Executive Summary on pages 1-4 of the Instructional Survey document. It may be helpful to look at the spreadsheet as you read the executive summary. After reading the Executive Summary (pp. 1-4) please send Estella your input on how to proceed with distributing unallocated instructional funding for 2018-19. If you would have feedback on the mechanism that discussed in the executive summary, please let include that in the e-mail to Estella or e-mail me directly. *Please send your input and comments by Jan. 16.*

**Outstanding Student Awards.** Please remember to submit your applications for the Outstanding Thesis, Dissertation and Project awards by January 19th. You may select select from your department, theses, dissertations, and fine/performing arts projects submitted by December 2016; May 2017; August 2017. Each department may select one from each category for both the undergraduate and graduate levels as applicable. For more information contact Crystal G. Herman at gherman2@utep.edu

**50th Anniversary Events.** Please let Maryse know about events that you organize, so that they can be promoted as College of Liberal Arts 50th Anniversary events. Send relevant information and flyers to mjayasuriya@utep.edu. You are also encouraged to put the anniversary logo on promotional material for your events. Please email Maryse for the logo. Please support student success by purchasing a 50th anniversary t-shirt for $10 (available in Dean’s Office, Art Department, Criminal Justice, or English).

**Vol. 1 #8 (Dec. 21, 2017)**

As we close this semester, I want to thank all of you for helping me get through my first semester as Interim Dean. As you know, there were a few big challenges this semester – the change in budgeting and the business center. All of you have been terrific in understanding the situation and helping me as we adjust to these changes. That brings me to some potential good news; Chris Loya thinks we are on
track to being within our budget (or at least will be very close). I know this was stressful and not easy for many of you, and I greatly appreciate your help with this potential accomplishment.

One of the things that we are trying to improve is publicizing all of the great things that your faculty are doing. Maryse Jayasuriya (mjayasuriya@utep.edu) has been spearheading this initiative so please continue to let us know about significant events, awards, grants, publications, etc. An easy way to do this with events is to use CalendarWiz. I encourage all of you to try using this. One way to do this is to ask your administrative assistant take care of CalendarWiz. As we transition to the business center, your admin should have more time to help you and your faculty with other things; a great way to help is to help spread the word about things you are doing.

Speaking of department admins, please make sure that your administrative assistants are sending sick/leave requests to the college so that we can enter them. Individuals cannot enter their own sick/leave requests.

A few weeks ago, Dean Ambler distributed postdoc guidelines to all of the Deans. If your unit has postdocs, you should review the attached document.

Please consider nominating one of your alumni for a Gold Nugget or Distinguished Alumni Award. I’ve been told that the College often does not get enough nominations. I’m sure that all of you have great alumni that are worthy of recognition. Please share this information with us by nominating those individuals.

Recall that we have a couple of new College policies (https://www.utep.edu/liberalarts/resources/faculty-staff-resources/college-policies/index.html). You should review the SAR policy before sending SAR requests to me because some require a justification. Also, if I recall correctly, we will be notified in early spring about endowments that are open and/or up for renewal. In many cases, it will be important that your department/program have a policy for these endowments. I highly recommend that your unit has a policy in place before you make recommendations on endowments because established policy can help prevent friction and misunderstandings.

Finally, Shafik Dharamsi, Dean of Health Sciences, sent this link to Margaret Heffernan’s TED talk on “superchickens” earlier this semester (https://www.ted.com/talks/margaret_heffernan_why_it_s_time_to_forget_the_pecking_order_at_work). There are some useful ideas in this talk, and I encourage all of you to view it.

Thank you again for making this a great semester and enjoy your break.

Vol. 1 #7 (Nov. 17, 2017)

We have a few things to share with you in this addition of the Digest but no work on input on policies.

First, recall in an earlier meeting I encouraged all of you to work on department bylaws and promised that I would get you examples to help with this. I’m attaching bylaws from seven departments/programs. In addition, Brad Chilton passed along bylaws from a department at one of his previous institutions; this department is a collection of a couple disciplines and thus may be useful if your department is also an aggregate of multiple disciplines.
Second, if you have not heard, we are going to be allowed to revise our TLC rules. As the saying goes, “be careful what you wish for” because this will likely mean a lot of thinking and work in the coming months as we revise them. This will certainly involve coordination and work across different levels. You might want to start thinking about this and working on guidelines that might help with TLC flexibility and also with other review procedures (e.g., yearly merit evaluations, T&P, etc.).

Third, please see the attached document that describes different categories of Dodson funding. For most of this funding, we evaluate proposals as they arrive. Because of the time it takes to plan study abroad/away courses, you should let me know soon if you are intending to offer one of these courses in the summer.

Fourth, please remember to send at least one individual from your department who is involved in student advising to the monthly Advising Council Meeting. We have noticed that there are more correctable mistakes in departments that are not sending individuals to this meeting.

Fifth, please visit the faculty resources page to see recent updates (https://www.utep.edu/liberalarts/resources/faculty-staff-resources/index.html). There is now a section for department chairs with some resources, including samples of contracts that you should use for hiring instructors. We have also added the policy on Endowed Faculty Positions that you should review if your department has any.

Sixth, one mechanism your department can use to secure funding is to team-teach a course for the Osher Lifelong Learning Institute (OLLI). Please see the attached document for more guidance on this.

Seventh, the next deadline for Curriculum Proposal submissions is Monday, November 27th. The next LACC meeting is Wednesday, December 6th at 12:30.

Vol. 1 #6 (Nov. 6, 2017)

We (myself, Crystal Hermann, Maryse Jayasuriya, & Michael Zarate) hope all of you are having an enjoyable and productive semester and are writing to share information about some College activities.

We have undertaken a couple of initiatives this semester. The first one involves changing the flow of information in the College. As you know, Liberal Arts is very large and diverse (with 20+ departments and programs), which has meant that information tends to flow from the Dean’s Office to chairs/directors and then (hopefully) to all of you. We want to change this in a couple of ways:

- We want to get more feedback from all of you. One way we are doing this is by having more frequent and smaller chairs/directors meetings on focused topics. This format allows for more discussion and input during the meetings.
- To ensure that chairs/directors still receive timely and relevant information, we send out an email (the Dean’s Digest) to chairs/directors approximately every 2-3 weeks.
- Finally, we are trying to make sure that all of you can follow what is happening in the College by posting everything on the College website (https://www.utep.edu/liberalarts/resources/faculty-staff-resources/index.html). This site has minutes from College meetings, the Dean’s Digest e-mails, information about tenure and promotion, general College guidelines/rules, and a link to the Liberal Arts Curriculum.
Committee. We have meetings approximately every 2 weeks and update the website a few days following each meeting.

A second initiative has been to work on developing policies that will help us advance the College. We have done this by developing policies/guidelines to help with ongoing or potential issues and then distributing these to chairs/directors for feedback. The associate deans and I then evaluate the support for these policies and work to reconcile suggested changes before they are implemented and posted online. We have encouraged chairs/directors to include all of you in this process, so please provide input into this process in the future (preferably via your chair/director, but you are welcome to submit things directly to the College).

A third initiative is one of the primary reasons that I am writing directly to all of you. As you probably know, each year the College has received money from the Dodson Fund to support students. We received Dodson funds to continue past initiatives (support individual students and travel for abroad/away classes). This year we requested and received additional Dodson funds to help support departments and faculty in endeavors that increase high-impact practices as defined in the UTEP Edge. You can learn more about UTEP Edge and the ten high-impact practices by visiting this page (https://www.utep.edu/edge/). The College has approximately $14,000 to help if you have ideas for adding high-impact practices. We encourage all of you to think about things that you can do in the spring and summer to increase high impact practices. Please send us a proposal in the form of a memo that describes exactly what you would like to do along with the anticipated costs and outcomes. We are open to nearly any type of activity, from those that focus on a department/program to those that center on existing courses. If you have a somewhat vague idea and want to work with us to help refine it, please let us know. You are welcome to bounce ideas off of me or the Associate Deans or reach out to Cynthia Marentes (cmarentes@utep.edu), who is the lead person in the Dean’s Office on the UTEP Edge. We are looking for new ideas, creativity, and maximum student impact. There is no deadline for using these funds. We will evaluate ideas as they arrive and try to assist as many people as we can.

This e-mail is already too long but we have a few final announcements for all of you.

HSI Pathways to the Professoriate Program. Applications are due on November 10. Please encourage eligible students to apply. For the application form and more information, please go to the following site: https://www.utep.edu/liberalarts/hsipathways/_Files/docs/hsi-2017-application.pdf

50th Anniversary Events. Please let Maryse know about events that you organize, so that they can be promoted as College of Liberal Arts 50th Anniversary events. Send relevant information and flyers to mjayasuriya@utep.edu. You are also encouraged to put the anniversary logo on promotional material for your events. Please email Maryse for the logo. Please support student success by purchasing a 50th anniversary t-shirt for $10 (available in Dean’s Office, Art Department, Criminal Justice, or English).

Vol. 1 #5 (Oct. 30 2017)

We are still struggling to try and keep the budget on track. We appear to have enough money in our instructional funds but are low in funds for TA/AI. Chris Loya recently sent e-mails to all of you about adding courses that can get a sufficient enrollment to make money. Please respond as soon as possible
to this e-mail because we are going to try and add a few more courses. We’ll then need to shift most remaining funds to help support TA & AI students in the spring.

As you know from meetings with Provost Parker, the entire University is actively engaged in promoting and developing UTEP Edge initiatives. We are doing a few things in the the College to help support all of your departments/programs with UTEP Edge.

- First, we have some money from Dodson funds that can be used as “seed money” to help support UTEP Edge experiences. A request for proposals (RFP) will be distributed soon.
- Second, the College is going to try and help you with UTEP Edge activities. The point person for these things will be Cynthia Marentes (cmarentes@utep.edu). For Cynthia and the College to help all of you, however, we need your help in identifying a point-of-contact in your respective departments. This service role will not take much time because it will mostly involve facilitating communication between your department and the college, but we would like to have a meeting or two each semester to discuss UTEP Edge activities. Feel free to nominate yourself in this role or let us know about another individual who is interested in helping your students by facilitating UTEP Edge activities.

We have good news and bad news about College funds to faculty with their creative work. The good news is that we have identified enough money that we are going to continue the grant preparation and arts & humanities programs that the College has conducted in the past few years. The bad news is that, because of the budget issues, we do not have as much money as in previous years. We will distribute more information soon about these programs because we are tweaking them to try and maximize our resources.

In past Dean’s Digests, we have asked for your feedback on various policies/guidelines. The Associate Deans and I assess whether there is a consensus for each policy/guideline and then revise each based on your feedback. You can now see the ones that have been implemented on this page (https://www.utep.edu/liberalarts/resources/faculty-staff-resources/college-policies/index.html).

Because the Associate Deans and I elected to try and use most of the College’s funds to continue supporting the grant preparation and arts & humanities programs, we have a very small amount remaining that we can help with other things that do not fit within one of these programs. The guidelines for requesting help are here (https://www.utep.edu/liberalarts/_Files/docs/college-policies/cla_funding_requests.pdf). Given that it is well into the semester and we do not have a large pool of funds, it would be better if you just send a brief e-mail with your request and we will try to help.

(DUE Nov. 3) Course Requests. Please respond to the e-mail Chris Loya sent about adding courses. If you have courses that can help, we want to identify those funds and approve the courses so you can add them to the schedule.

(DUE Nov. 3) UTEP Connect Courses. Please respond to the e-mail Chris Loya send about UTEP Connect courses. We have money that departments/programs have earned that we want to distribute to all of you. But, we want to verify everything before doing this.

(DUE Nov. 8) Departmental UTEP Edge Representative. Please send Estella the name of the individual in your department who can serve as our facilitator for UTEP Edge activities.
Thanks to all of you who arranged activities for homecoming week!

In this enthralling episode of the Dean’s digest. We have a handful of announcements about important upcoming events or tasks. We begin with two general announcements and then list a number of items below with specific due dates (conveniently organized by due date so you can prioritize).

**HSI-Pathways to the Professoriate**, a Mellon-funded program to prepare undergraduate students for graduate programs in the humanities, is accepting applications for its second cohort. HSI Pathways Fellows can expect preparation for humanities Ph.D. programs, engaged mentorship, development of academic and professional skills, a summer research program, a summer stipend, and other related research support. Please encourage suitable students to apply. More information can be found in the following link, which also includes the application ([https://www.utep.edu/liberalarts/hsipathways/resources/index.html](https://www.utep.edu/liberalarts/hsipathways/resources/index.html)). Please contact Maryse if you would like additional information.

**The Nuevo Siglo Festival** is expanding this year to try and include, not only modern Mexican art and culture, but also to add participating events from El Paso to the menu of advertised festival activities. If you or a colleague have events that deal with Hispanic, Latino, Mexican, Spanish, or Spanish Golden Age arts or culture that are occurring between April 7th and 14th this year, please contact Nancy Kaufman: nkaufman51@yahoo.com or direct your questions to Crystal G. Herman

**(DUE Oct. 10) Ideas for Development Board Tour** (see Attached). The Development Board is a collection of prominent individuals who help guide and promote UTEP. There are many new members on the Board this year. It is very important that we highlight some important thing in Liberal Arts. If you have impressive places, people, or activities, please let me know. If you want to highlight performances, we could also send “tickets” to the Board members for these things. If we don’t hear from you, the Associate Deans and I may “nominate” you because it will look bad if CLA doesn’t have anything to highlight

**(DUE Oct. 19) Endowed Academic Positions** (see Attached) Provide feedback on the attached College policies/guidelines for providing input to the Dean on selection and renewal of endowed academic positions.

**(DUE Oct. 23) Curriculum Proposals** for next Liberal Arts Curriculum Committee Meeting. The new LACC website is up any running if you need help creating or tracking your proposal: [https://www.utep.edu/liberalarts/curriculum-committee/](https://www.utep.edu/liberalarts/curriculum-committee/)

**(DUE Oct. 27) Requests for facility improvements** (see Attached). All requests for improvements for this fiscal year must come through the College. The Associate Deans and I will rank them and submit them to the Provost and VPBAon Nov. 1. Please note that it would be very advisable to work with facilities to get a quote on any proposed renovations or furnishings.

**(DUE Nov. 3)**. Please send **Regent’s Outstanding Teaching Award** nomination packets to gherman2@utep.edu. Limit 1 tenure/tenure track and 1 contingent per department.
Finally, we have been slowly working on adding things to this web page (https://www.utep.edu/liberalarts/resources/faculty-staff-resources/index.html). Please share this with your faculty and keep track of activities here.

Vol. 1 #3 (Sep. 21 2017)

Chris is still working on the budget to determine what additional funds we can distribute to all of you. If you currently have the funds in your budget, please schedule what you need to but try to be judicious and let Chris know ASAP if you can return any funds to help others. If you do NOT have funds in your budget, you need to be very careful – schedule only what is absolutely necessary and do NOT list instructors or let them know they will be teaching. The College is currently over budget. Thus, there is a very real possibility that we will have to cancel classes.

As many of you know, the College received approval to search for just 3½ positions (the ½ is a joint hire with the College of Engineering). I spoke to every chair/director (I hope) that submitted a search request yesterday to give you the good or bad news. If you did not hear from me it means that we did not have a search request from your unit.

There are two very important things that you need to do in the next week (due Oct. 1).

First, please complete the attached instructional survey and return it to Estella. Chris, the Associate Deans, and I will review your feedback and try to implement a better system for distributing our general instructional funds. When doing this please keep in mind that the overarching goal is to gradually reduce our need for this general instructional funding so we can hire more T/TT faculty. The process of doing this will (hopefully) establish a more flexible system for putting funds in areas where they are most needed.

Second, as discussed in the Sep. 19 meeting, we are going to develop policies to help guide us that will then be published on the web. I am attaching three different policy documents for your consideration. Please take a look at each and provide me with feedback. I encourage all of you to send these to faculty in your department/program but please consolidate all responses into one e-mail. Send your responses to Estella and when writing comments please remember that I will be sharing these with the Associate Deans and we will collectively try to incorporate them. The policies are:

- supplemental authorizations
- online/campus teaching
- requesting funding from Dean’s office

Vol. 1 #2 (Sep. 12 2017)

I know there is still considerable angst about the budget situation. I will be discussing this with some of you a week from today to provide more insight and guidance on future budgeting and other things (lecturer expectations & contracts; SARs).

Chris has continued to work on clarifying budget issues and this has led to both good and bad news. The good news is that he's identified more dollars to support lecturers (from faculty who left university
but not in time to be included in budget projects). The bad news is that we are way over budget on TA/AI support. The bottom line is that our best guess right now is that we are $500,000 over budget. Thus, for those of you who need money to support lecturers in the Spring, we will be able to help some but maybe not as much as you would like. More support for TA/AI will be difficult as we will be trying to cover our existing allocations.

Chris and I am meeting with the VPBA next Monday and that may give us more guidance. So, we may know more after that meeting or at least have a hint for our Tuesday meeting (Estella has sent invitations to those who are invited).

Announcements:

- If your respective department/program has events that you would like to include in the 50th Anniversary Calendar of Events, please send details to Maryse (mjayasuriya@utep.edu).
- After the Sep. 19 meeting, the next Chairs/Directors meeting will be on Oct. 3 and will involve program directors.
- Attached is a proposed guideline for start-up funding. If you have feedback that you want me to include in my response to the Provost, please get it to me by Thursday at 5:00.

Vol. 1 #1 (Sep. 5 2017)

In our August meeting, I asked for your input on whether to continue to have a single large meeting or to have smaller more focused meetings. I received e-mails from 15 of you and reviewed your responses with the 3 Associate Deans (information distributed to Associate Deans did not contain your names). The results were pretty clear - 9 of you expressed a preference for smaller & focused meetings, 3 expressed a preference for a large monthly meetings (but also one that focused on discussion) and 2 of you had ambiguous responses (one person responded after my meeting with Associate Deans and expressed preference for the smaller meetings).

Thus, we will try the smaller meetings this year. Here is how this plan will work:

- We will have 2-3 large meetings each year (many who wanted smaller meetings also wanted an occasional large meeting).
- Most of our meetings will be smaller and will focus on a few specific topics that are relevant to your specific Department/Program.
- We will disseminate announcements to all of you periodically via these Dean's Digest e-mails and/or on a web page (we are working on a web page that will have the meeting minutes and also other information).
- We will have smaller meetings approximately every 2 weeks and the topics and people who are invited to these meetings will vary depending on the topic (all of you will be able to see the minutes from meetings).
- The Associate Deans and I will work on the list of topics and we will try to distribute these to you in advance. (A number of you sent ideas for discussion to me. Please feel free to send ideas to me at any time and we'll try to work them into the meetings).
- Estella will send invites to those of you who will be attending the upcoming meetings. Please remember that the idea here is to keep meetings small so that we can have discussions. Thus, you will not be invited to every meeting and you may go more than a month without an invite. I and the Associate Deans will try to make sure that the topics very enough that everyone is
invited sometimes. Also note that you may at times be invited to two or three meetings in a row (but we will also try and avoid this to allow all of you to focus on other things).

- We will keep the meetings focused and progress quickly so I expect that most of them will last an hour.

We'll have the first meeting either Tue 12th or (more likely) 19th. This meeting will be one of the bigger ones because it will focus on budget changes and include all Departments/Programs that hire lecturers. Estella will be communicating with all of you to identify whether Tuesday at 2 or 3 is best for the meeting.