

Liberal Arts Council Minutes  
February 13, 2019  
2:00 PM—Flowers Hall 230

**Presiding:** Dean Mary Brennan

**Present:** Council members: Manda Anderson, Audwin Anderson, Manda Anderson, Susan Day (recording), Beth Erhart, Ken Grasso, Craig Hanks, Paul Hart, Lucy Harney, Bill Kelemen, Dan Lochman, Yongmei Lu, John Mckiernan-Gonzalez, Angela Murphy, Aimee Roundtree, Chad Smith

**Guests:** Vicki Smith

**Absent:** No one

Dr. Lochman introduced Dr. Vicki Smith, who has been selected to be chair in the Department of English, beginning next year. The minutes of 1.16.19 were unanimously approved after a motion in support by Dr. Grasso and a second by Dr. Lochman.

Dean Brennan had a few comments about CRG. She asked chairs to examine letters written by Personnel Committee members for length and information. In addition, she noted that terms unique to the discipline need to be defined or explained. Only letters from the Chair and PC go “up the line.” Next year, promotion and tenure policies will be on TRACS.

Susan Day explained that she brought a new student complaint policy at Vince Luizzi’s suggestion, and she indicated that they had discussed two issues in the proposal. Dr. Lochman circulated his department’s policy, including a statement about the chair not reading i.e. regrading) student papers and assignments. Dr. Kelemen moved, and Dr. Murphy seconded, to include this statement in the proposed policy in paragraph labeled #3, agreeing to change the word “read” to “evaluate.” In addition, Dr. Smith moved and Dr. Erhart seconded a motion to add a definition of “legal guidelines” inserted parenthetically after that phrase. Dr. Smith asked whether email submissions count as “in writing.” Practice has been to allow students to submit appeals by email using a Texas State email account. A discussion ensued about whether a professor can reply to an appeal on email.

Dr. Day made a motion and Dr. Grasso second the motion to approve the COLA programs recommended by the Liberal Arts College Curriculum Committee. The members of LAC unanimously supported that motion.  
CAD Updates

Dean Brennan provided a handout from Dr. Kathlyn Dailey, the retiring Director of the Texas State Counseling Center. Dr. Brennan noted that the Counseling Center has funds for hospitalizations, and emergency criteria for students in distress. Students in crisis should be walked to the Counseling Center (but not driven in private cars) if the distress is significant, or the University Police Department can be called to get student. Email from students who send emails describing their dire circumstances should be sent to the University Police Department. Dean Brennan asked whether departments have faculty who teach at Texas State, but who live out of state. Dean Brennan noted that out-of-state faculty will be an issue in upcoming semesters.

Dean Brennan reminded chairs that their departments will be required to have policies for representation, evaluation, and promotion of Professors of Practice and Clinical Professors. Dr. Thorne may propose a university level policy in the near future.

Dean Brennan announced that a limited number (up to 10) of temporarily-funded faculty lines will be made permanent in COLA. Chairs must create and prioritize a list of all temporarily-

funded faculty and explain why each should be permanently funded. Explanations should focus on their importance to the department (courses, demand, number of students taught, etc.), supported by arguments about departmental growth by SCH, majors, and minors from CatsStats for the last 5 and 10 years. She requested these lists before spring break or by March 27 at the latest. Dean Brennan must submit the College's requests by April 2. She will discuss documents with chairs. If a faculty line is not made permanent, this does not mean that the faculty member will be let go.

BRG Boards will be removed from campus as they break. Alerts will be sent by ZOOM to digital displays. Departments have been charged for digital sign software in error.

Chairs were asked to submit the names of Family Campaign Reps by Friday or as soon as possible.

Student service fees are in deficit this year. One-time student service fee funding will not be available for 2019-2020. COLA will lose \$16,000 to fund student travel. Undergraduate funding will remain at \$100; graduate student travel will be \$100 or \$150. Student applications for funding should be sent in when submitted by students.

Dean Brennan asked chairs about courses related to sustainability. She also asked whether any departments have an immersive sustainability workshop that is one-week or more. She asked whether anyone besides anthropology had a summer student program.

Around the Table

Dr. Roundtree reminded chairs about Big Ideas workshop Friday, February 15, from 3 to 4 p.m. Dean Brennan asked for Dr. Hart to representative the College on the Big Idea subcommittee, along with Dr. Roundtree.

Dr. Roundtree reminded chairs to submit names of undergraduate students who will submit posters or present spoken presentations at the COLA Research Expo by March 31.

Dr. Roundtree reminded chairs that each department must compile a list of routine and ongoing of faculty enrichment practices to be sent to Dr. Thorne by February 28. Dr. Roundtree gave chairs a list of practices so that they can list their departmental practices. Chairs should add or subtract practices and return to Dr. Roundtree.

Dr. Audwin Anderson announced a presentation by Vera Lopez entitled, "Complicated Lives: Girls, Parents, Drugs, and Juvenile Justice" to be held on Thursday, February 21, at 11 a.m. in Comal 212.

Dr. Anderson also announced a "meet and greet" for faculty interested in research and teaching about diverse populations, including women, gender, African-Americans, and Latinos/as on February 28, from 4 to 6 p.m. in Flowers 230.

Dr. Smith noted problems with the BOSS system.

Dr. Lochman asked about appropriate transportation for students who have medical situations (e.g., seizures). Dean Brennan said if students refuse EMS transportation to hospitals, UPD should be called to transport them to the Health Center. If the UPD is unwilling to transport, then, friends or family should be called. If these alternatives fail, students are without transportation to Health Center.

Dean Brennan announced that a list of COLA students who made the fall 2018 DEAN'S LIST are posted on the College of Liberal Arts' bulletin board, as are all chairs' photos.

The meeting ended 3:53.