

Liberal Arts Council Minutes  
March 7, 2018  
2:00 PM—Flowers Hall 230

Agenda Items:

- Consider 2.21.18 minutes
- Review notes from meetings with tenure-track faculty
- Review CAD Updates
- Meet with the Dean of the Graduate College

Presiding: Dean Mary Brennan

Present: Council members: Manda Anderson, Audwin Anderson, Dennis Dunn, Beth Erhart, Alberto Giordano, Ken Grasso, Craig Hanks, Lucy Harney, Bill Kelemen, John McKiernan-Gonzalez, Dan Lochman, Angela Murphy, Aimee Roundtree (recording), Chad Smith.

Absent: Susan Day

The minutes from 2.21.18 were unanimously approved on a motion by Dr. Grasso and a second by Dr. Lochman.

Dean Brennan discussed notes from a meeting with tenure-track faculty. She shared highlights from the discussion, which included the variety of ways departments handled scheduling, travel funds, research assistants, mentorship, classroom visits, student evaluations, and social media. Dean Brennan will ask Dr. Bourgeois if internal funds can be used in addition to external funds for research assistant support. Drs. Lochman, Harney, Erhart Kelemen, and Giordano shared department practices.

Dr. Roundtree presented new templates for the COLA website and blog. She asked Chairs to help find stories to highlight and encourage faculty to complete the press release interview process.

Dean Brennan requested nominees to serve on the College of Liberal Arts Advisory Board. Nominees should be diverse, enthusiastic alumnus interested in participating in two meetings a year supporting COLA initiatives. Dean Brennan asked the Chairs to send names to herself and Leslie Garrett.

Dean Brennan offered to host a lunch for departments in which all faculty and staff participate in the Family Campaign.

Dean Brennan shared CAD updates.

- She solicited names of nominees for the Texas Academic Leadership Academy's year-long leadership experience in academic affairs by March 26. The college can send two candidates. Dr. Hanks reminded the group that the nominating department would have to offer travel support. Dean Brennan said the college can assist with travel expenses.
- Dean Brennan reminded the group that all Texas State University emails are discoverable and subject to open records. Faculty and staff should exercise discretion when sending messages about sensitive information. Phone conversations might be more appropriate for confidential and sensitive details. Dr. Giordano also recommended designating emails "confidential" in the subject line.
- Dean Brennan told the group that procedures for providing moving expenses for new faculty will be dispersed as a stipend rather than receipt and reimbursement process.

- Dr. Brennan shared handouts about faculty diversity from CAD. Dr. Erhart mentioned that it should be our priority to diversify undergraduate and graduate student population in order to increase diversity in future faculty ranks. Dr. Harney
- Dr. Kelemen mentioned SACS student complaint log, and they confused appeals with complaint log.

Dr. Kelemen shared information about why start-up accounts reside at college level. For now, start-up packages are administered at the college level, which can be cumbersome for departmental administration to manage. Dr. Kelemen found out that start up accounts can reside and be administered at the department level. Chairs were advised to make decisions what would be best for their departments regarding managing start-up packages. Dr. Lochman asked whether, when summer salary is included in start-up packages, where are these administered. Dr. Brennan would follow up with Dr. Bourgeois.

Dr. Brennan congratulated our new COLA Outstanding Nominees awardees: Gabriela O'Connor (MODL-UG), Marieke Visser (PSY-GRAD), and Guixing Wei (GEO).

Around the table was replaced with a visit from the Dean of the Graduate College, Dr. Andrea Golato.