



TEXAS A&M UNIVERSITY

College of Liberal Arts

Department Heads Meeting

**Brown Bag Boot Camp - Accountability Report & Presentation follow-up (Matthews and Dorsey)
at 12:00 (noon)**

Tuesday, March 16, 2021 – 1:30 pm
via ZOOM

Agenda Items

1. Advising Update – Steve Oberhelman
 - a. Discussion of the new advising structure of the college. Work began on this in 2014. (see attached PowerPoint.)
 - b. Department advisors will continue to work with and for the departments, and department feedback on performance is encouraged.
 - i. Department leadership (head or designee) will give feedback on performance via WorkDay during the annual evaluation process.
 - ii. Department leadership is encouraged to participate and be present for the annual review meeting with their advisor(s).
 - iii. Advisors are encouraged to participate in all departmental meetings and be engaged in public and curricular discussions.
 - c. Budget Process moving forward
 - i. College will continue to furnish offices, equipment, minor renovations as needed and approved;
 - ii. College will continue to provide base funding, reclassification, and merit.
 - iii. College will supply operations structure: supplies, student worker, access to copier and advisor professional development funding;
 - iv. There will be some expectation of shared financial support to ensure advisor success.
2. ICS Update – Pam Matthews, Violet Johnson, Leroy Dorsey
 - a. Effective 9/1/2021, the College will be returning to a Program Coordinator model for programs previously housed in ICS department.
 - b. This is based on direct feedback from the faculty and program coordinators in ICS.
 - c. Faculty affiliations and joint appointments will continue as previously agreed. There must be an agreement on file, signed by the faculty member's home department to establish an affiliation or joint appointment. This agreement should outline the terms of the affiliation or appointment. Copies of affiliation agreements should be submitted to the college.
 - d. Bill Clark requested clarification on how programs differed from departments. Programs are only minors and graduate certificates, except WGST which has an undergraduate degree also. Most of the tenure stream faculty have a primary appointment in another department besides ICS. All the interdisciplinary programs through their coordinators will report to the Associate Dean who will be supervising these programs. And the faculty not jointly appointed with departments will be evaluated following the guidelines of the college and those specific to the respective programs. The program coordinators and the designated Associate Dean will supervise the reviews.

Next meeting – Executive Council: April 6, 2021

- e. ICS scheduling will be shifted to a Dean's Assistant in the College.
 - f. Please forward the Dean's Docket, which will explain these changes, to faculty in your department to facilitate a broad understanding of this transition and the reasons behind it.
3. Appropriate assignments for graduate and undergraduate students – Pam Matthews
- a. The primary goal for all students is to earn a degree.
 - b. Be sure the responsibilities assigned to both undergraduate and graduate students is appropriate for their title. Graduate students should not be running programs and undergraduate students should not be teaching upper level courses. Students working outside the proper scope are being hindered in their progress toward degree. The College and University is also at risk of SACS sanctions, if the assigned duties are not commiserate with the student's station and rank.
4. Other – Paul Wellman
- a. The University is making a shift from Exchange 2015 to the Office 365 version of Exchange. In the past, faculty, staff, and students have elected between Exchange and Gmail. Moving forward, the College will decide which platform to use or may allow individual choice. Users will have to pick one or the other and will not be allowed to retain both. This is in the early stages of implementation. Decisions will be made prior to May 14, 2021. Data suggests that the vast majority of users have historically elected to use Exchange. It is unknown how this may impact those who use Google shared drives, Google forms, etc. Stay tuned for more information in the coming weeks.
5. Other – Travel – Kristine Brisco
- a. Spring 2021 guidance is unchanged from Fall 2020 guidance regarding travel. Currently, travel must be deemed "essential" to the mission of the University. Department heads may allow safe and prudent, in-state travel, if travel is deemed essential and safety protocols are in place.
 - b. The Dean must approve out-of-state travel. The College travel request form should be completed and submitted well in advance of the travel date. There is a prioritization for research travel. Those requesting travel should explain why travel could or should not be delayed and make sure safety protocols are outlined in their request. Department Heads should serve as a sounding board for faculty submitting a request to the Dean.
 - c. It is anticipated that we may see a relaxation of travel limitations for the summer and fall terms, depending on the course of the pandemic.
6. Other – Maura Ives – Should we expect that classes would be shifting more from remote to face-to-face for the fall term?
- a. Bill Clark attended a working group who met with the interim Provost earlier today. The Provost suggested that it would be up to department discretion whether to allow or recant accommodations granted for the fall term, if classes shift to more face-to-face.
 - b. Pam confirmed that it is easier to plan remote coursework and shift to face-to-face, if needed. We are uncertain what the landscape for the fall might look like, but it is doubtful that we would see a full return to campus at previous capacities.
7. Other – Kristine Brisco
- a. Decisions on budget one-time special requests are currently being finalized. Decisions should be forthcoming by early next week.

Reminders and Upcoming Events

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