TEXAS A&M UNIVERSITY
College of Liberal Arts

Department Heads Meeting

Tuesday, May 3, 2022 – 1:30 – 2:30 pm
via ZOOM

Attending: Steve Oberhelman, Maura Ives, Stefanie Harris, Carlos Blanton, Darryl de Ruiter, Leroy Dorsey, Mindy Bergman, Steve Garner, Martin Regan, Rick Curry, Bill Clark, Ted George, Paul Wellman, Violet Johnson, Steven Puller, Maria Escobar- Lemmon, Kristine Brisco, Hart Blanton, Kathy Payne

Meeting began: 1:32 p.m.

Agenda Items

1. Steve's Updates
    - José Bermúdez has been named the Interim Dean of Arts and Sciences and he is asking for nominations for approximately 10-11 Associate Deans positions in the new college. José and Kathy Banks have said they are not enthusiastic about divisions. José prefers 19 departments reporting directly to him. Kathy Banks agrees. He is seeking an Executive Associate Dean and will accept nominations. Steve offered to be a reference.

    - Journalism will be housed in Communication.
      Hart Blanton- Tim Scott is coming to COMM faculty meeting Wednesday, May 3, to discuss the addition of Journalism. The department will be voting to have the department renamed Communication and Journalism.

    - Stephanie Harris- Department of Global Languages and Cultures has been approved. The department will be home to those INTS faculty not moving to the Bush School along with Religious Studies, Africana Studies, and Hispanic Studies. Latina/o, Mexican American Studies, and Women's and Gender Studies Program are not included in the new department but must be housed in a department. It has been recommended that the coordinators of the programs find a department home before one is assigned.

2. Faculty Transfer Agreement & 2022-2023 Reappointment Letter- Violet, Kristine
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Violet-
Every faculty member tenure-stream and APT in CLLA must have a completed transfer agreement. A template has been provided by Faculty Affairs although the routing is flawed. Violet suggested a cover memo initiating from the department routing to Faculty Affairs including a master list of all faculty with the individual transfer letters attached. Paragraph 2 on page 2 of the template can be tailored for each department.
Kristine- The deadline for the transfer letters is July 31 but strongly recommends having them done by the first part of July.

Q. Maura- Does this take the place of the appointment letter?
A. Violet- Yes.

Q. Maura- do we include percent effort in faculty letters? This is very unclear for new library faculty.
A. Kristine- Yes, include what is known at the time.

Q. Darryl- Sending this to all faculty in lieu of appointment letters, APT faculty too? What if they can't be reached?
A. Kristine- Start now with information known. Merit and salary will be sent at another time.

Q. Maura- does this include staff?
A. Kristine- staff is coming from HR.

Q. Stephanie Harris- Can we have direction on process routing.

Q. Mindy- who transfers the department admin?
A. Violet- the college. Mindy- asked for administrative help to process. Kristine- the college agreed to get admin help.
Kathy- Google drive suggestion as a depository for the departments.

A memo was sent to Deans and Department Heads after the meeting from Faculty Affairs dated April 29 Subject: Guiding Principles to Transfer Faculty (see attached)

3. Budget -Kristine
   Merit-There has been no formal announcement yet but we have been told it will be 2%. It is hoped to have the merit figures out by the end of May have to wait to hear from the university. It will be a quick turnaround when merit is released. Recommendations- start prepping your merit matrix. No details on equity.

Please start a preliminary document with the following information for your most critical faculty member (s):

- Name
- Proposed percent effort
- Proposed new salary rate
- Paragraph justification of why needed
- **DUE May 23**

Department budget meetings will be in mid-June. Each of your business leads should have access on the U-drive to your FY23 budget spreadsheets. Phase II calls are on hold pending discussions with the new dean.

Q. Marty- matrix guidelines from the college.
A. Steve-use previous years and department bi-laws guidelines.

Q. Carlos What about T&P promotions?
A. BoR meet May 18-20

Q. Mindy- Are retention offers included in this?
A. Kristine- No, those are funded from a different source

Q. Bill- Doing equity before merit seems backward?
A. Kristine- agreed

Q. Ted- Any information about computer refresh and equipment funding?
A. Kristine- yet to be determined. She recommends a faculty and staff workstation process similar to what is currently in place in CLLA. Bill Clark shared that in his move to the Allen Building he has been told that the computer labs will be taken over by IT.

4.Maria- Research

The University System has increased all research security. She has asked for a form to clarify what activity is flagged to proactively address justifications. All FDL applications that involve international travel will be reviewed for conflicts. This is happening across all disciplines.

5.Leroy - Summer Courses

The provost's office provided us funding for summer courses with two guidelines: <u>The College needs to offer an approximate 50/50 split between face-to-face and online courses, and the courses need to be high enrollment</u>.

Next meeting – Department Heads: HOLD May 31, 2022

If you have a summer session one course with at least 10 students on Tues, 5/17, you can keep that course on the books (and as long as that minimum number is maintained).

If a course does not have at least 10 students by 5/17:

1) You need to cancel that course on 5/17;

2) Please send me a list of those courses you canceled by Friday, 5/20 (identifying if they were face-to-face or online).

Q. Marty- Does anyone notice low enrollment in in-person courses?
A. Mindy- We have many students enrolled in online courses- not so many in person.
C. Steve- I asked for more online courses this summer because this is a revenue year but was told there must be 50% online and 50% in person

Steve- Final Comments

- Executive Council Tuesday, May 10, Academic Building, 4th floor José Bermúdez will be attending

- Department and head annual reviews are due.

Steve is out of the country from May 16- to June 2

Violet is out of the country from May 9- to May 24

Steve thanked the group for the work they do and offered support.
Meeting adjourned: 2:52

Reminders

Graduation ceremonies, May 7, Doctoral Hooding, May 13, Masters and Undergraduates.

Final Grades for degree candidates are due by 6:00 p.m., Wednesday, May 11. All final grades are due by noon, Monday, May 16.

Staff Evaluation suggested due dates for timely completion:

Manager – Employee Discussion	5/07/2022 – 5/14/2022
Manager Submits Review in Workday	5/14/2022 – 5/21/2022
Employee Acknowledgment	5/21/2022 – 5/31/2022

Next meeting – Department Heads: HOLD May 31, 2022

Manager Acknowledgment	5/31/2022

Information

The 2022-2023 Promotion and Tenure Guidelines

https://facultyaffairs.tamu.edu/dof/media/DOF-Media/Documents/Faculty%20Evaluation%20Guidelines/University-Promotion-Tenure-Submission-Guidelines.pdf