The meeting began at 2:30pm in room 273D of the Ferguson Building. People in attendance were the following:

Dr. Kwame Antwi-Boasiako (Government)
Dr. Mark Barringer (History)
Ms. Dixie Groll (Dean’s Office)
Dr. Marc Guidry (Associate Dean)
Dr. John Hendricks (Mass Communication)
Dr. Scott Hutchens (Psychology)
Dr. Mike Martin (Multidisciplinary Programs)
MAJ Timothy Graham (Military Science)
Dr. Brian Murphy (Dean)
Dr. Lee Payne (College Council)
Dr. Mark Sanders (English)
Dr. Robert Szafran (Social & Cultural Analysis)
Dr. Jeana Paul-Urena (Languages, Cultures, & Communication)

Dean Brian Murphy distributed information about enrollment trends in the college. Data for the current semester, however, are not available but will be shortly. He requested chairs to schedule individual departmental meetings to review enrollment and to obtain feedback on any issues currently looming. Dean Murphy has a meeting arranged with the Office of Enrollment Management to discuss the possibility of a college-wide open house for high school juniors and seniors tentatively to occur during the upcoming Fall Semester.

Dean Murphy circulated a proposal from an ad hoc committee about including high impact practices in the college’s curriculum. The proposal had three recommendations:

• All academic advisors in the college will encourage students to engage in as many high impact activities as feasible prior to graduation;
• All academic programs in the college will have a 3-hour internship course as an option available to students;
• The application process for an internship must include, at a minimum, three sets of materials: a clear statement about the expectations a student is required to fulfill during the experience; the expectations required of an employer/ supervisor; and mandatory feedback by the employer about a student’s performance.

The departments were requested to ensure that the last recommendation on internship materials is in place as soon as possible. Examples of these materials will be emailed to chairs.

Dean Murphy informed the chairs that the college is now tasked with conducting a regional UIL event at the 5A level. This change should expand recruiting opportunities to highflying students. Dean Murphy next reviewed the tenure and promotion process to minimize any potential errors. The list of candidates was updated and the dean’s charge discussed. The chairs recommended that the dean’s charge continue to be presented in a face-to-face format.

Assessment procedures for the college-level review of unit and program objectives were considered and it was agreed that the names of reviewers should remain on the evaluation form to enable a dialogue between reviewers and chairs about any suggestions for modification. The implementation of the core assessment LiveText tool engendered wider discussion. The chairs believed that the current practice of sending emails to instructors to encourage LiveText compliance by students was neither effective nor was not well received by faculty. The chairs requested the dean to contact the Office of Assessment to propose three alternative options:

• Place a hold on non-compliant students as is currently used for fixed tuition. Once the student completes the fixed tuition form, the hold is automatically removed without the need for visiting another office;
• Have OIT place a link to LiveText en bloc;
Office of the Dean
College of Liberal and Applied Arts

- Use registration during summer orientation to have the students complete the LiveText process.

Dean Murphy updated chairs on developments involving SFA’s relationship with the Lone Star System and its Woodlands center. Specifically, an articulation agreement has been signed between SFA and the entire Lone Star System involving the BAAS degree. It is likely the BAAS program will begin delivery of courses in Spring 2016. Additionally, the Provost invited a proposal from the School of Social Work to offer both the BSW and MSW degrees in the Woodlands center.

Dean Murphy informed the chairs that a “view book” will be created for the college and its programs that highlights points of pride and emphasizes giving opportunities. This book will be distributed to potential donors. In an effort to generate new revenue to expand the salary pool, SFA is contemplating a contract with Academic Partnerships to deliver online certificates through overseas institutions. At present, three certificates are under consideration: elder care/gerontology, cyber security, and sustainability.

The meeting concluded with a review of upcoming deadlines and adjourned at 3:35pm.