

# UTRGV ACADEMIC AFFAIRS EXECUTIVE COUNCIL

FEBRUARY 18, 2016

2:30PM – 5:30 PM

EDINBURG CAMPUS, COE DEAN'S  
CONFERENCE ROOM

<b>MEMBERS PRESENT</b>	Havidán Rodríguez Nina Young, Lisa Smith, Marcy de Leon, Eduardo Gutierrez, Kristin Croyle, Ala Qubbaj, Jeff Graham, Mark Kroll, Patricia McHatton, Alexander Domijan, Steven Block Michael Lehker, Walter Diaz, Parwinder Grewal, Mark Andersen, Marie Mora, Dora Saavedra, John Ronnau representing Frank Fernandez, Maggie Hinojosa
<b>MEMBERS EXCUSED</b>	Cynthia Brown, Dahlia Guerra, Dave Jackson, Frank Fernandez
<b>OTHERS PRESENT</b>	Melba Sotelo
<b>REVIEW OF MINUTES</b>	January 28, 2016 Minutes Approved

## AGENDA TOPICS

### PROVOST ANNOUNCEMENTS

HAVIDÁN RODRÍGUEZ

<b>DISCUSSION</b>	<ul style="list-style-type: none"><li>• Challenge of the Deans' Basketball game at 7pm Feb. 18<sup>th</sup>.</li><li>• Press Conference 2/18: Plains Capital Bank donated \$1 million to create endowed scholarships for the College of Business &amp; Entrepreneurship, the College of Sciences, and the School of Medicine.</li><li>• School of Medicine welcomed its charter class of 50 medical students.</li><li>• The UTRGV scientists and student researches at the Center for Gravitational Wave Astronomy were key contributors to the first direct detection of gravitational waves; the entire team of over 1,000 researchers recently received widespread media coverage.</li></ul>
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### STRATEGIC PLANNING PROCESS

HAVIDÁN RODRÍGUEZ

<b>DISCUSSION</b>	The input/feedback from all groups of stakeholders is necessary for the plan to be successful. The AAEC is encouraged to engage their faculty, staff, and students in this process. The Provost and other members of the SPC are more than willing to help raise awareness, solicit input/feedback/etc. at the department/college level. Activities/events, updates, committee membership, etc. are posted on-line at <a href="http://utrgv.edu/spc">http://utrgv.edu/spc</a> .
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### 2015-2016 FACULTY RECRUITMENT CYCLE

HAVIDÁN RODRÍGUEZ

<b>DISCUSSION</b>	<b>Strategic Hiring:</b> As discussed in past meetings, two of the most important processes we engage in are: (1) hiring of faculty and (2) tenure. Deans and the Faculty Senate were asked to discuss strategic hiring with their faculty. Given our goal of becoming an emerging research institution, are the positions/areas/fields/ranks for which we are recruiting the ones that will move us in this direction? Search Committees should not feel pressured to hire faculty simply to "fill the positions". However, we need to proactively recruit faculty; we cannot simply advertise and wait for candidates to apply. Interdisciplinary research collaborations when hiring faculty should be considered.
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### TENURE & PROMOTION

HAVIDÁN RODRÍGUEZ

<b>DISCUSSION</b>	<p>A. The University Tenure and Promotion Committee has been formed and is moving forward in reviewing all tenure and promotion cases for AY15-16.</p> <p>B. Later this spring, there will be training for faculty (including Lecturers) who will be applying for tenure and/or promotion in the fall to assist them in assembling their dossiers.</p> <p>C. Starting in the fall, faculty review processes (annual evaluation, tenure/promotion, tenure-track review, post-tenure review, etc.) will have the same timeline.</p> <p>D. Starting in the fall, a pilot project, involving one or two colleges, will use an electronic tenure and/or promotion dossier review process.</p>
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**DEVELOPMENT OF DEPARTMENT AND COLLEGE P&T, PTR, ANNUAL FACULTY EVALUATIONS**

**HAVIDÁN RODRÍGUEZ**

<b>DISCUSSION</b>	Departments should currently be working on their tenure and/or promotion criteria; these should be developed in line with UTRGV's core priorities and our goal of becoming an emerging research institution.
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**FY17 BUDGET COORDINATION**

**MARCELA DE LEON**

<b>DISCUSSION</b>	Guidance has been received from the Office of Planning and Analysis. The draft budget is due to UT System on May 19 <sup>th</sup> . During March, budget reviews for FY 16 will take place for each college. An email was sent with more specifics along with the timeline. Budget requests should be entered into Hyperion.
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**ACADEMIC PROGRAMS: TENURED FACULTY**

**HAVIDÁN RODRÍGUEZ**

<b>DISCUSSION</b>	Faculty appointed to administrative positions, such as chairs, associate chairs, directors, coordinators, etc., should be tenured.
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**COURSE RELEASE/PRESIDENTIAL CREDITS & OVERLOAD**

**HAVIDÁN RODRÍGUEZ**

<b>DISCUSSION</b>	Faculty awarded presidential credits for allowable/approved responsibilities will have their teaching load reduced (i.e., release time). Consequently, they should not be assigned an overload.
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**SUMMER TEACHING LOAD**

**HAVIDÁN RODRÍGUEZ**

<b>DISCUSSION</b>	Junior faculty should take advantage of the summer to strengthen their scholarship, creative work, research, etc. Excessive teaching loads in the summer may adversely impact scholarship, research or creative activities, and the faculty member's quest for promotion and/or tenure.
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**PATRON OF THE ARTS**

**HAVIDÁN RODRÍGUEZ**

<b>DISCUSSION</b>	If there are issues circulating that seem incorrect, we should investigate if there is any basis behind the claims. For example, there was a claim that the Patron of the Arts Program was cancelled in Brownsville and that there was a moratorium of all doctoral programs at UTRGV. Both were rumors or incorrect information.
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<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
If there are issues/concerns that arise, please let us know as we are willing to investigate if they are rumors/misinformation or true matters of concern. Please let us know if you can think of ways we as UTRGV can systematically address rumors/misinformation from spreading.	ALL	

**UPDATES**

<b>DISCUSSION</b>	<p><b>Student Success</b></p> <ul style="list-style-type: none"> <li>a. Has a new email address for scheduling needs (<a href="mailto:scheduling@utrgv.edu">scheduling@utrgv.edu</a>).</li> <li>b. The search for the Registrar is moving forward.</li> </ul> <p><b>Faculty Affairs &amp; Diversity</b></p> <ul style="list-style-type: none"> <li>a. Faculty should remember to update their profiles in the FPT and upload their Spring 2016 syllabi.</li> <li>b. Over 100 nominations were received for the UTRGV Faculty Excellence Awards; the nomination/application packets are due Monday, February 22<sup>nd</sup>.</li> <li>c. Due to the lack of eligible nominations for the Department Excellence Award in Faculty Mentoring, the initial nomination deadline has been extended to Monday, February 29<sup>th</sup>.</li> <li>d. There were approximately 40 awards given in this cycle's Junior Faculty Travel Support Program; this Program provides \$500 in supplemental travel funding for tenure-track faculty to present their research/creative work at major conferences.</li> <li>e. 18 applications were received for the Summer Writing Retreat.</li> <li>f. Academic Committees are being finalized with the Faculty Senate President.</li> <li>g. There will be a university committee to address conflicts of interest.</li> </ul> <p><b>Faculty Senate</b></p> <ul style="list-style-type: none"> <li>a. March 4<sup>th</sup> is the next Faculty Senate meeting.</li> <li>b. There are 21 committees reviewing various HOP policies.</li> </ul>
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**Women's Faculty Network**

- a. Over 14% of the WFN were engaged in part of the Strategic Planning process by providing input into the provisional mission statement and discussing UTRGV core priorities at its February 4<sup>th</sup> meeting.
- b. The WFN meetings on February 17 and 18 had a guest speaker, Michelle Deardorff, Professor and Department Head, Political Science & Public Service, at the University of Tennessee at Chattanooga who discussed her professional experiences.
- c. Deans were asked to remind their School Directors/Department Chairs to disseminate information to the faculty. There are many cases where important information from upper administration is not reaching the faculty, despite the fact that upper administration presents and discusses the same information with multiple groups on campus.

<b>ADJOURNMENT</b>	Meeting adjourned at 5:30 pm
<b>NEXT MEETING</b>	March 22, 2016, 1:30 – 4:30PM, Brownsville, TX: Salon Cassia, MAIN 2.402