

UTRGV ACADEMIC AFFAIRS EXECUTIVE COUNCIL

MARCH 8, 2018

1:30 PM – 4:30 PM

EDINBURG CAMPUS, COE DEAN'S
CONFERENCE ROOM

MEMBERS PRESENT	Patricia Alvarez McHatton, Nina Young, Marcy de Leon, Rita Garza (in place of Juan Sanchez), Maggie Hinojosa, Paul Sharpe, Mark Kroll, Steve Block, Michael Lehker, Alma Rodriguez, Ala Qubbaj, Walter Diaz, John Krouse, Jeff Graham, Dora Saavedra, Karina Stiles-Cox, Volker Quetschke, Cynthia Brown, Dave Jackson, Kristin Croyle, Parwinder Grewal
MEMBERS EXCUSED	
OTHERS PRESENT	Robert Cantu, Linda Matthews
REVIEW OF MINUTES	January 25, 2018 – Minutes Approved with three abstentions

AGENDA TOPICS

ACADEMIC AFFAIRS' UPDATES

PATRICIA MCHATTON

DISCUSSION	<p>Draft: ICR Distribution (ATT.) ICR funds associated with research grants will be distributed as follows: 50% VPAA, 20% VP for Research and 30% for Research Infrastructure (President controlled). The distribution to the colleges will remain unchanged. Deans were asked to share this information with Chairs/Directors and faculty.</p> <p>Draft: Fixed Cost Contract Policy (ATT.) In a negotiated contract, residual balances up to 10% of direct costs will be retained. The remaining funds will be swept by the institution.</p> <p>Small Class Size A final list of small classes should be submitted with a justification for continuing the class. Colleges are responsible for the managing of small classes and utilizing funds and resources wisely.</p> <p>Draft: Summer School Allocation Model The target is to increase SCH's for Summer 2018 by 10%. The net revenue above the target, will be allocated 50/50. This is an incentive allocation, therefore, funds from this allocation should be used for faculty development and faculty travel, not for operating expenses or additional compensation to faculty salaries. The entire target must be met in order for the distribution to occur.</p> <p>Deans Retreat Debrief A Data Retreat took place on February 1st. Dr. McHatton will be meeting with all colleges on a Listening Tour.</p> <ul style="list-style-type: none"> - College Specific Data Meetings – It was agreed to have college specific data meetings to have department chairs/directors learn of all the tools available. Some meetings with colleges have already been scheduled. - College Specific Schedule Meetings – The goal of the meeting is to review course schedules with department chairs/directors and provide input or professional development. These efforts are focused on student success and maximizing our expertise. <p>Academic Affairs Staff Retreat The Academic Affairs Staff Retreat will be held on Friday, May 18th 9:30 – 3:00PM at Pearl South Padre. All classified staff were invited. Deans were asked to support their staff and allow them the time to attend the retreat. There will be a motivational speaker, team building activities and lunch.</p>
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TEXTBOOK ADOPTIONS IN VCOBE**ROBERT CANTU & LINDA MATTHEWS**

DISCUSSION	<p>Robert Cantu, Executive Director for Auxiliary Services and Linda Matthews from VCOBE presented on their process for textbook adoptions. It is a higher education federal requirement to offer textbooks at campus bookstores. The impact of timely textbook adoptions affects accessibility and affordability.</p> <p>March 15th was the deadline for textbook adoptions. The earlier deadline allows the bookstore to know the textbook needs and allows for sole sourcing in order to have books on shelves prior to the start of the semester.</p> <p>The online textbook adoption system is managed by Follett. There are multiple avenues to submit orders.</p> <ul style="list-style-type: none"> - Order online via Follett Discover via Blackboard. Books adopted in the past will be listed, or enter an ISBN # to adopt a new book. - Book orders can be dropped off in person at the bookstore; or orders can be called in or emailed.
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POLICY ON OFFERING INTERACTIVE TELEVISION CLASSES (ATT.)**CYNTHIA BROWN**

DISCUSSION	<p>The draft policy outlines the best practices for the scheduling of ITV classes and the expectations for the faculty. The policy was discussed with the AALT and the Faculty Senate for review. More discussions will occur regarding a mechanism for travel allowances for faculty teaching at another campus, and for those students taking an ITV class at one campus but the exam takes place at the other campus. Students should not be required to go to a difference campus to take an exam; faculty should make arrangements to proctor the exam.</p>
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DISTANCE EDUCATION (ATT.)**CYNTHIA BROWN**

DISCUSSION	A draft policy was disseminated to all for review. The topic will be discussed at the next meeting.
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ACADEMIC PROGRAM REVIEW GUIDELINES (ATT.)**CYNTHIA BROWN**

DISCUSSION	Degree programs will be reviewed every seven years in compliance with the THECB. Approval of the 7-year cycle must be in advance. Reviews will occur in fall and spring. Three components of the review are to include a report for <i>External Review</i> , <i>Self-Study</i> and the <i>Response to the Program</i> .
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TRAVELING STUDENT SURVEY UPDATE**WALTER DIAZ**

DISCUSSION	Preliminary results of the survey were shared. Dr. Diaz' team is working on a formal report that will be shared once finalized.
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CLIMATE SURVEY**ALA QUBBAJ & LISA SMITH**

DISCUSSION	Meetings were held with ModernThink and our UTRGV Executive Leadership Council and Academic Affairs Leadership Team. More information can be found at http://utrgv.edu/climatesurvey .
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SUBSTANTIVE CHANGE**CYNTHIA BROWN**

DISCUSSION	No Report.
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DEANS' UPDATES**MARK KROLL**

DISCUSSION	<p>Vackar College of Business & Entrepreneurship – Mark Kroll</p> <p>Dr. Kroll presented on the Mission of the College, NSF I-Corps designation and its expectations, Ecosystem Flowchart, and the Center for Innovation & Commercialization.</p>
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UPDATES

DISCUSSION	<p>Strategic Enrollment Registration opened for Summer and classes are filling up. As a reminder, the waitlist report only counts students once even if the student is waitlisted in several sections. If a more detailed student list is needed please contact Dr. Hinojosa.</p> <p>Each Dean was provided a 3-year trend report. All Deans were asked to meet with their chairs/directors to look at course offerings. Please contact Dr. Hinojosa if you see a problem.</p> <p>Do not change Roadmaps before doing an analysis and a programmatic review. If a Roadmap is in place, it must remain as is. The published schedule is in essence a contract to the students, so the courses must be offered as published.</p> <p>Graduate College Potentially 700 students are attending the Grad Fair on March 8, 2018. It took place from 4pm – 7pm. Deans were encouraged to stop by and talk to faculty and students.</p>
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ADJOURNMENT	Meeting adjourned at 4:30 pm
NEXT MEETING	April 9, 2018