

# UTRGV ACADEMIC AFFAIRS EXECUTIVE COUNCIL

APRIL 21, 2016

1:30PM – 4:30 PM

HARLINGEN RAHC  
CONFERENCE ROOM 1.100

<b>MEMBERS PRESENT</b>	Havidán Rodríguez, Nina Young, Lisa Smith, Marcy de Leon, Dave Jackson, Cynthia Brown, Parwinder Grewal, Isai Ramirez (representing Jeff Graham), John Ronnau (representing Francisco Fernandez), Walter Diaz, Patricia McHatton, Bobbette Morgan, Kristin Croyle, Mark Kroll, Alexander Domijan, Ala Qubbaj, Michael Lehker, Eduardo Gutierrez, Mark Andersen, Marie Mora, Peter Dabrowski (representing Steven Block)
<b>MEMBERS EXCUSED</b>	Francisco Fernandez, Steven Block, Jeff Graham
<b>OTHERS PRESENT</b>	Melba Sotelo
<b>REVIEW OF MINUTES</b>	March 22, 2016 Minutes Approved

## AGENDA TOPICS

### PROVOST ANNOUNCEMENTS

**HAVIDÁN RODRÍGUEZ**

<b>DISCUSSION</b>	<p>The University P/T Committee did "an excellent job with reviews." Please inform faculty the importance of having complete and accurate information in their dossiers. It is the responsibility of all reviewing levels to request missing information; faculty have the responsibility to make sure their documentation is accurate. The School/Department level review is one of the most important levels of review. Faculty deserve thorough and constructive reviews and feedback provided by their Colleagues, Directors/Department Chairs, Deans, etc.</p> <p>Some of the external reviewers had a potential conflict of interest (e.g., close colleagues/dissertation advisors etc.). Additionally, we must ensure the confidentiality of the external reviewers. Faculty being reviewed may be given copies of the external reviews, but individual-identifying information must be redacted. The <a href="#">Guidelines for the Selection of External Reviewers for Faculty Promotion and Tenure</a> are available online.</p>
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### DISTRIBUTION OF CLA UNDRGRADUATE STUDENTS ACROSS POSTAL CODE AREAS IN CAMERON, HIDALGO, STARR AND WILLACY COUNTIES

**WALTER DIAZ**

<b>DISCUSSION</b>	Walter Diaz presented on the geographic distribution of UTRGV students. The data show there are relatively few students who are taking classes on both campuses in his college. His college uses these data for viewing how students are geographically distributed and helps in the decision-making process towards student success.
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### SELECTION & RESPONSIBILITIES OF FACULTY DIRECTORS AND ACADEMIC PROGRAM COORDINATORS

**CYNTHIA BROWN**

<b>DISCUSSION</b>	The Academic Program Coordinator title is used within a Program/Department/School. The Faculty Director title is used when the graduate program is not solely encompassed in a specific School/Department. All appointments are made by the Dean in consultation with the Provost's Office. It is important to have correct titles due to SACS reporting. Program Coordinators should be tenured faculty with experience in curriculum and interacting with academic programs. The <a href="#">document</a> on the Selection and Responsibilities of Faculty Directors is available online.
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### GENDER EQUITY REPORT

**HAVIDÁN RODRÍGUEZ**

<b>DISCUSSION</b>	<p>The Huron report on gender equity was completed. Provost Rodríguez sent it to Dr. Bailey and UT System. Dr. Rodríguez provided an implementation plan to Dr. Bailey. The report examines salaries at the aggregate level within departments.</p> <p>Internally, gender equity issues at the individual level will be examined to account for salary-related differences explained by differences in rank, productivity, etc. This review will be initiated beginning with the Colleges of Liberal Arts and Sciences; the goal is to complete the analysis this summer and begin addressing gender-related salary differences in these two colleges this Fall 2016. Another two colleges will be examined during the fall, followed by another two in the spring, and the last one next summer.</p> <p>UTRGV technically has five years to address gender equity issues campus-wide. However, Dr. Rodríguez expects this process to be completed in one year; this illustrates UTRGV's commitment to gender equity.</p>
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**REVISIONS TO GENERAL PRACTICES  
OF COURSE OFFERINGS DURING THE  
SUMMER SESSIONS**

**LISA SMITH**

<b>DISCUSSION</b>	Revisions were made to include the amount of compensation for 3 SCH's during the summer. Summer instruction must meet the highest standards of academic excellence. The minimum enrollment for a class to make is 15 for Undergraduate, 10 for Masters, and 5 for Doctoral classes. The revised <a href="#">guidelines</a> are available online.
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**USE OF PERSONAL EMAIL FOR  
UNIVERSITY BUSINESS**

**HAVIDÁN RODRÍGUEZ**

<b>DISCUSSION</b>	As UTRGV employees, UTRGV email addresses are to be used for all University related business. If personal email addresses are used for UTRGV business, this information can become public under a public information request.
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**WEBSITE UPDATE**

**LISA SMITH & ISAI RAMIREZ**

<b>DISCUSSION</b>	Progress is being made on the development of new websites. In the last 30 days, an additional 20 websites were completed. The AA Council meeting minutes, as approved, are posted on the Provost's website ( <a href="http://www.utrgv.edu/provost">www.utrgv.edu/provost</a> ), in addition to the membership list of academic committees and councils.
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**FACULTY TEACHING FOR OTHER  
INSTITUTIONS**

**HAVIDÁN RODRÍGUEZ**

<b>DISCUSSION</b>	Full-time faculty and staff must be approved for outside employment and other activities before such activities are undertaken; there is a specific process to follow: <a href="http://www.utrgv.edu/compliance/outside-activities-portal/index.htm">http://www.utrgv.edu/compliance/outside-activities-portal/index.htm</a> . Outside employment for faculty up to 11 hours per week must be approved by the Chair and Dean; more than 11 hours must be approved by the Provost. The "week" includes weekends and evenings.
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**WORKLOAD RELEASE REQUESTS &  
REPORT OF WORK ACCOMPLISHED**

**NINA YOUNG**

<b>DISCUSSION</b>	Faculty requests for Presidential workload credits (e.g., release time for research, administrative work, etc.) for 2016-17 were due on Friday April 22 <sup>nd</sup> . <a href="http://www.utrgv.edu/files/documents/provost/faculty-resources/presidential-workload-credits-types-and-definitions.pdf">http://www.utrgv.edu/files/documents/provost/faculty-resources/presidential-workload-credits-types-and-definitions.pdf</a> . These requests are made through ASSIST. Reports on the work accomplished in 2015-16 for those with presidential workload credits are due May 6 <sup>th</sup> .
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**OVERLOAD GUIDELINES**

**HAVIDÁN RODRÍGUEZ**

<b>DISCUSSION</b>	If faculty are given release time, they should not be assigned a teaching overload. However, under extenuating circumstances, exceptions can be made with clear justification.
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**FACULTY STAFFING PLANS FOR FY17**

**HAVIDÁN RODRÍGUEZ**

<b>DISCUSSION</b>	The faculty hiring cycle ends on May 31 <sup>st</sup> . Departments and Colleges must do due diligence in checking CV's, references, etc. All files should be complete when they arrive in the Provost's Office.
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**ENDOWMENTS**

**HAVIDÁN RODRÍGUEZ**

<b>DISCUSSION</b>	Searches to fill endowed positions for the 2015-16 academic year were put on hold for one year due to the transition to UTRGV. This hold had to be approved by the President and Board of Regents. However, these positions are only filled until August 31, 2016. Searches to fill these positions for 2016-2017 should be underway; if the process is not concluded soon, the endowed positions will be vacated as of September 1 <sup>st</sup> .
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**ALLOWING OUTSIDE  
ORGANIZATIONS TO USE CAMPUS  
FACILITIES**

<b>DISCUSSION</b>	As a reminder, if someone requesting the use of our facilities, they must follow the process and complete the forms required. <a href="http://www.utrgv.edu/hop/policies/adm-10-301.pdf">http://www.utrgv.edu/hop/policies/adm-10-301.pdf</a>
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## FOREIGN TRAVEL REQUEST PROCESS

HAVIDÁN RODRÍGUEZ

<b>DISCUSSION</b>	Foreign-travel requests must be submitted with ample time for processing; all documentation must be submitted and all approvals obtained prior to the faculty member traveling. Travel that is not approved a-priori may not be funded by the institution.
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## UPDATES

<b>DISCUSSION</b>	<p><b>Student Success</b></p> <ul style="list-style-type: none"> <li>• There is a shortage of classroom space at peak times. However, classroom availability after peak times should be explored to also provide more course options to our students.</li> <li>• The Engaged Scholars Symposium consisted of approximately 390 authors, mostly undergraduate students.</li> <li>• We are looking at developing a designation for service-learning and internship courses to be reflected on student transcripts.</li> <li>• Faculty interested in redesigning/revamping existing courses should contact Dr. Croyle's office.</li> <li>• Student advisement has significantly improved relative to the previous semester, and the waiting times for advisement are significantly lower than in the Fall.</li> <li>• UTRGV has an Engagement Zone for students to find volunteer opportunities: <a href="http://ez.utrgv.edu/">http://ez.utrgv.edu/</a></li> <li>• Close to 3,000 students will be graduating in the Spring 2016 commencement ceremonies.</li> </ul> <p><b>Faculty Affairs</b></p> <ul style="list-style-type: none"> <li>• FPT faculty profiles are now "live"; faculty should be updating their information.</li> <li>• COBE has been selected to participate in a pilot project for Fall 2016 to have all reviews (tenure/promotion, annual review, etc.) be conducted using the FPT rather than having a hard-copy dossier.</li> <li>• On-line student course evaluations are currently open.</li> <li>• The Faculty Excellence Awards Ceremony will be held on May 5<sup>th</sup> to celebrate and recognize faculty achievements.</li> <li>• The new faculty orientation for 2016-17 will be held August 22<sup>nd</sup> and 23<sup>rd</sup>.</li> <li>• Annual evaluation criteria should be finalized by the end of this year; there was only a one-year grace period granted for annual review, so the UTRGV criteria should be in place for Fall 2016. A college-level policy could also be developed to apply to all departments/schools. These should be aligned with tenure/promotion guidelines.</li> <li>• College bylaws should be developed; so far, only COBE had its bylaws in place.</li> <li>• There are three workshops scheduled starting May 9<sup>th</sup> for faculty going up for tenure and/or promotion in the Fall, including one for Lecturers.</li> <li>• Space is currently being renovated on the Brownsville campus for the Center for Teaching Excellence.</li> </ul> <p><b>Faculty Senate</b></p> <ul style="list-style-type: none"> <li>• The Faculty Senate Executive Committee will meet on April 22<sup>nd</sup>.</li> <li>• The last meeting of the FS for the 2015-16 academic year will be held on April 29<sup>th</sup>.</li> <li>• The FS is continuing to review HOP policies.</li> </ul> <p><b>Women's Faculty Network</b></p> <ul style="list-style-type: none"> <li>• The call for nominations for the 2016-17 WFN Chair Elect is open; once that position is filled, another call for the three Members at Large (to represent the Brownsville, Edinburg, and Harlingen campuses) will be issued. The WFN Bylaws ensure geographic and college diversity.</li> <li>• The WFN is pleased to have high levels of participation and engagement in the first year of UTRGV. Over 40% of all full-time women faculty have participated in at least one WFN event/activity in 2015-16 thus far.</li> <li>• The next WFN meeting is Monday, May 2<sup>nd</sup>, which will be a working lunch meeting from 12:15-1:30 p.m. on both campuses connected through videoconferencing.</li> </ul>
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## OTHER ITEMS/ISSUES

<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>• The number of courses available to students are being reviewed. Maggie Hinojosa has provided an extensive amount of data to help determine if courses should be offered during activity period, on Tuesdays and Thursdays from 12:15- 1:30.</li> <li>• Faculty annual evaluations are now overdue; these are not optional. Please make sure these are completed.</li> <li>• To address a rumor, there is no policy in place to restrict the stipends for graduate assistants to \$5K per semester; for additional information, contact the Graduate College.</li> </ul>
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<b>ADJOURNMENT</b>	Meeting adjourned at 4:10pm.
<b>NEXT MEETING</b>	June 23, 2016