

# ACADEMIC AFFAIRS COUNCIL MEETING MINUTES

OCTOBER 15 2015

1:00 PM

RAHC AUDITORIUM 1.100

<b>MEMBERS PRESENT</b>	Havidán Rodríguez, Nina Young, Marcy de León, Eduardo Gutierrez, Miguel Gonzalez, Jeff Graham, Mark Kroll, Parwinder Grewal, Dave Jackson, Patricia McHatton, Michael Lehker, Francisco Fernandez, Kristin Croyle, Mark Andersen, Peter Dabrowski representing Dahlia Guerra, Walter Diaz, Ala Qubbaj, Marie Mora, Cynthia Brown
<b>MEMBERS EXCUSED</b>	Dahlia Guerra
<b>OTHERS PRESENT</b>	Melba Sotelo, Monica Garcia
<b>REVIEW OF MINUTES</b>	Review of Minutes from September 10, 2015. Minutes were approved unanimously with a minor correction.

## AGENDA TOPICS

### FACULTY WORKLOAD & PRESIDENTIAL CREDITS

**HAVIDÁN RODRÍGUEZ**

<b>DISCUSSION</b>	<p>The Provost announced Workload Release Forms (Form A &amp; C) are not needed for Associate Deans or Directors/Department Chairs.</p> <p>He also reminded everyone that workload is determined at the College and/or School/Department level. Although the minimum workload for TN/TT is 3/3 and 4/4 for NTT, there are faculty involved in research/scholarly activities, which may warrant a reduced teaching load. The Director/Department Chair and Dean need to monitor releases to ensure instructional needs within their school/department are being met. Monitoring workload is also very important since we submit workload reports to UT System and the THECB.</p> <p>The Provost also mentioned the expectation for research faculty who have reduced teaching duties is that they have an active research/scholarly agenda, including external funding.</p>
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### HOP POLICIES & FACULTY SENATE CONSTITUTION

**HAVIDÁN RODRÍGUEZ**

<b>DISCUSSION</b>	<p>Some HOP policies are already uploaded to the UTRGV website. The Provost asked everyone to review the policies as they are posted.</p> <p>The Faculty Senate Constitution was approved by UT System, and is now posted on the UTRGV website.</p> <p>Faculty Senate membership is made up of approximately 70 representatives, including the School of Medicine. The first meeting will take place soon. A workshop on Shared Governance is being discussed.</p>
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### UTRGV AGREEMENTS, MOU'S AND OTHER PARTNERSHIPS

**HAVIDÁN RODRÍGUEZ**

<b>DISCUSSION</b>	<p>The Provost asked that any agreements, MOU's, and partnerships be vetted by the Office of the Provost through the Deputy Provost. These type of documents must also be reviewed by Legal Affairs once the Provost has reviewed. Agreements must be signed by the Provost, or if required, the President and/or UT System.</p>
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### ACCREDITATION & ASSESSMENT

**CYNTHIA BROWN**

<b>DISCUSSION</b>	<p>Dr. Cynthia Brown discussed the accreditation and assessment processes for UTRGV. Establishing firm timeliness is of the essence with accreditation reports. A handout with contact information for the Office of Accreditation and Assessment was provided.</p>
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	<p>The Provost reminded everyone that it is important for the Director/Department Chair and the Dean to review accreditation reports and documents before sending to the Provost for review. All accreditation reports must be reviewed by the Provost prior to sending them to accrediting agencies to ensure consistency in the information that is being submitted.</p> <p>Deans should forward official documentation sent to and received by accrediting bodies to Dr. Laura Saenz and Dr. Cynthia Brown to maintain on file with the Office of Accreditation and Assessment.</p> <p>The Provost added that accreditation is not the sole responsibility of the Dean, the Director/Department Chair, or of a particular faculty, although they play a critical role in this process. Accreditation is the responsibility of the entire faculty of a School/Department, the Director/Department Chair, and the Dean. We need to encourage faculty to be actively engaged in this process.</p>	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Forward copies of accreditation documents to Drs. Laura Saenz or Dr. Cynthia Brown for review and record keeping.	Deans	N/A

### START-UP FUNDS

**HAVIDÁN RODRÍGUEZ**

<b>DISCUSSION</b>	<p>The Provost announced that faculty start-up funds are usually awarded for one year. Since the funds are coming from a state appropriation, the funds must be spent by the end of the fiscal year. If funds are not spent, they do not carry over to the next year automatically. All funds for start-up's must be used in a timely manner. Requests to carry over funds will only be approved if fully justified and if requested within a reasonable time frame.</p> <p>For FY 2016, an allocation of funds for equipment in lieu of HEAF was made available to every division. A memo with further instructions and a template to submit requests to the Provost will be sent within the next week. These funds should also be used by this fiscal year.</p>	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Prioritize and justify equipment needs and submit requests for FY 2016 using the template to be sent.	Deans, VPSS, CIO	11/6/15

### UTRGV PHASES I, IIA AND IIB FACULTY HIRES: ANNUAL EVALUATIONS, P&T, PT

**HAVIDÁN RODRÍGUEZ**

<b>DISCUSSION</b>	<p>The Provost clarified the following hiring phases for UTRGV faculty for annual evaluation, tenure, and promotion purposes.</p> <p><b>Phase I:</b> Includes TN/TT faculty who transitioned from the legacy institutions. These faculty transitioned with their UTB/UTPA rank, salary, years of service, and time in rank. The clock towards tenure and promotion continues for them.</p> <p><b>Phase IIA:</b> This includes NTT faculty who transitioned with the same rank, salary, and years within rank. The clock for promotion continues for them.</p> <p><b>Phase IIB:</b> These positions were national/competitive searches. Faculty hired under Phase IIB, regardless of the institution, were hired as new UTRGV faculty members. The clock for tenure and/or promotion starts from zero for them.</p> <p>"Grandfathered" P&amp;T and annual evaluation criteria for 2015-2016 applies to Phase I and Phase IIA. New UTRGV criteria applies to Phase IIB.</p>
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### CENTERS & INSTITUTES

**HAVIDÁN RODRÍGUEZ**

<b>DISCUSSION</b>	<p>A committee has been established, co-chaired by Drs. Rodríguez and Theresa Maldonado, for the creation of guidelines for centers and institutes. They would like to add one or two faculty members to serve on the committee. The purpose is to establish guidelines and a process with the understanding that centers need to be self-sustaining within a 3-5 year period. Dr. Rodríguez asked Deans to inform the Committee (through him)</p>
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	which centers and institutes from the legacy institutions need to be reviewed by the Committee and which are being reviewed at the College level for potential reconfiguration or elimination.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Submit names of faculty members to serve on committee. Review Centers and submit the aforementioned list to Dr. Rodríguez.	Deans	

**SPRING SCHEDULE (EXPANDED ONLINE COURSES)**

**KRISTIN CROYLE**

<b>DISCUSSION</b>	The Registrar’s Office continues to hold informational sessions. IT is working on issues for access to online systems. Course descriptions have been updated and corrected in Banner, but corrections are not available until the Spring semester is open. Staff are working on reviewing course history for students and updating major codes. A handout on course instructional capacity was disseminated.	
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**RESILIENCE MEETING**

**KRISTIN CROYLE**

<b>DISCUSSION</b>	A Resilience Training is taking place on October 16 at 9:00 am. A research group from the University of Pennsylvania’s Positive Psychology Center will be present to provide senior leadership training. Attendance is encouraged to determine how we can best design our new programs to encourage student resilience at the School/Department, College, and University level.	
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**COMMENCEMENT**

**KRISTIN CROYLE**

<b>DISCUSSION</b>	Plans for Fall Commencement are still being developed and a number of options are being considered at this time. Assistance from staff members will be needed, and is highly encouraged. Faculty can rent their regalia through Jostens. A letter will be going out soon to the University community with the relevant information.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Encourage faculty and staff participation at the commencement ceremonies.		

**New Graduate Programs**

**Promotion of Lecturers, Clinical Faculty and Professors in Practice**

**HAVIDÁN RODRÍGUEZ**

<b>DISCUSSION</b>	The Provost will prepare a memo regarding promotion of non-tenure-track faculty that transitioned from the legacy institutions to UTRGV during Phase IIA. A one-time exception will be made to allow full-time Lecturers who have served three consecutive years (two years at the legacy institutions and are currently employed full-time at UTRGV) to submit their dossiers for promotion during this academic year, if they select to do so. The memo will specify all the relevant details.  <b>New Graduate Programs:</b> The Provost indicated that Deans need to start having discussions with their faculty regarding the development of new academic programs, especially graduate and doctoral programs. Joint degree and interdisciplinary academic and research programs are strongly encourage. Also, building programs with other institutions of higher education, nationally or globally, should be explored. If three to four doctoral programs are developed each year, in four to five years, UTRGV could meet the criteria for being an emerging research university as it relates to doctoral programs.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
The Provost asked all to submit a list of goals and priorities for the Colleges and other units.	All	

**FACULTY RECRUITMENT MANUAL (ATTACHMENT)**

**HAVIDÁN RODRÍGUEZ**

<b>DISCUSSION</b>	The Provost extended the time for review and feedback regarding three documents, <b>Faculty Recruitment Manual, Joint Appointment Guidelines, and Dual Academic Career Hiring Program.</b>  He asked that all review these documents along with their Associate Deans, Directors/Chairs, and faculty. Feedback should be provided to Nina and/or Lisa.	
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<p><b>This particular document is urgent.</b> Provost will expect feedback, recommendations for approval by early next week. Feedback should be provided to Nina, Lisa or the Provost.</p>	All	10/21/15

**JOINT APPOINTMENT GUIDELINES (ATTACHMENT)**

**HAVIDÁN RODRÍGUEZ**

<b>DISCUSSION</b>	<p>Please see the previous section. This document consists of the guidelines and the MOU.</p>
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**DUAL ACADEMIC CAREER HIRING PROGRAM (ATTACHMENT)**

**ALA QUBBAJ**

<b>DISCUSSION</b>	Please see the previous section. Guidelines have been vetted by the University Counsel.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Feedback for this document should be provided to Dr. Ala Qubbaj.	All	10/21/15

**SPACE UTILIZATION: MCALLEN & STARR COUNTY & THE UNIVERSITY CENTER IN HARLINGEN**

**HAVIDÁN RODRÍGUEZ**

<b>DISCUSSION</b>	<b>TABLED FOR NEXT MEETING</b>	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

**CONFLICT OF INTEREST, CONFLICT OF COMMITMENT AND OUTSIDE ACTIVITIES**

**HAVIDÁN RODRÍGUEZ**

<b>DISCUSSION</b>	<b>TABLED FOR NEXT MEETING</b>	
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**VOLUNTEERS IN UTRGV FACILITIES**

**HAVIDÁN RODRÍGUEZ**

<b>DISCUSSION</b>	<b>TABLED FOR NEXT MEETING</b>	
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**INTERNATIONAL TRAVEL**

**HAVIDÁN RODRÍGUEZ**

<b>DISCUSSION</b>	<b>TABLED FOR NEXT MEETING</b>	
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**ONLINE EDUCATION**

**HAVIDÁN RODRÍGUEZ**

<b>DISCUSSION</b>	<b>TABLED FOR NEXT MEETING</b>	
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**INCREASING EDUCATIONAL OPPORTUNITIES IN THE RGV**

**HAVIDÁN RODRÍGUEZ**

<b>DISCUSSION</b>	<b>TABLED FOR NEXT MEETING</b>	
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**OTHER ITEMS/ISSUES**

<b>DISCUSSION</b>	<p>1) <b>"Campus Carry" Town Halls:</b> Town hall meetings started this week; four are remaining, two in Edinburg and two in Brownsville. Each UT Institution is required to submit a report to UT System regarding how the campus will</p>	
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implement the law. The "Campus Carry" law goes into effect on August 1, 2016. Under this law, concealed handguns can be carried on campus, assuming the individual has the corresponding permit (CHL), with the exception of exclusionary zones to be recommended to the President by a University committee. The Provost encouraged attendance to the town hall meetings. He also recommended that everyone review the FAQ's online.

- 2) **Funding for Graduate Programs:** Call for proposals was sent; a faculty committee reviewed the proposals submitted; a summary was provided by Drs. Brown and Jackson. A separate fund will be used for graduate student travel to present their work at professional conferences.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Attend "Campus Carry" Town Halls	All	

<b>ADJOURNMENT</b>	Meeting adjourned at 4:00 pm
<b>NEXT MEETING</b>	November 9, Brownsville Campus