

# ACADEMIC AFFAIRS COUNCIL MEETING MINUTES

NOVEMBER 9 2015

1:00 PM

SALON CASSIA, BROWNSVILLE

<b>MEMBERS PRESENT</b>	Dr. Havidán Rodríguez, Nina Young, Marcy de León, Lisa Smith, Dr. Kristin Croyle, Dr. Jeff Graham, Dr. Dahlia Guerra, Dr. Walter Diaz, Dr. Mark Andersen, Dr. Marie Mora, Dr. Miguel Gonzalez, Dr. Ala Qubbaj, Dr. Bobbette Morgan, newly elected officer for UTRGV FS, Dr. Mark Kroll, Dr. Parwinder Grewal, Dr. Robert Nelson (representing Dr. Francisco Fernandez), Dr. Michael Lehker, Dr. Patricia McHatton, Dr. Dave Jackson, Dr. Cynthia Brown
<b>MEMBERS EXCUSED</b>	
<b>OTHERS PRESENT</b>	Melba Sotelo, Monica Garcia
<b>REVIEW OF MINUTES</b>	Review of Minutes from October 15, 2015. Minutes approved.

## AGENDA TOPICS

### FACULTY RECRUITMENT MANUAL (ATTACHMENT)

**HAVIDÁN RODRÍGUEZ**

<b>DISCUSSION</b>	<p>A new Faculty Recruitment manual was approved by the Academic Affairs Council. The document will be posted on-line at the Provost's website, under Faculty Resources.</p> <p>Each search committee will now have an Equity and Diversity Advocate.</p> <p>Regarding faculty searches, the Provost heard concerns that some faculty were being left out of the process, including being able to provide input into the job announcement. Faculty should be actively engaged in the process. If they are being left out, they should discuss this issue with their Department Chair/School Director.</p> <p>There are currently over 130 replacement searches for vacant faculty positions; departments did not lose lines if they did not fill these vacancies this past year. They want to fill positions, not cut them. The Provost is considering requests by the Deans regarding new faculty lines. He is taking into account several criteria, including: (1) how will these new lines help us build doctoral programs, (2) how will they contribute to building an emerging research institution, (3) how will they help meet accreditation standards, and (4) how will they help meet our teaching needs?</p>
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### JOINT APPOINTMENT GUIDELINES & TEMPLATE (ATTACHMENT)

**HAVIDÁN RODRÍGUEZ**

<b>DISCUSSION</b>	Joint Appointment Guidelines were approved by the Academic Affairs Council. The document will be posted on-line at the Provost's website, under Faculty Resources.
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### DUAL ACADEMIC CAREER HIRING PROGRAM GUIDELINES (ATTACHMENT)

**HAVIDÁN RODRÍGUEZ**

<b>DISCUSSION</b>	The Dual Academic Career Hiring Program and Guidelines were approved by the Academic Affairs Council. The document will be posted on-line at the Provost's website, under Faculty Resources.
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### PROPOSED CHANGES TO THE GUIDELINES FOR APPOINTMENT & COMPENSATION OF SUPPLEMENTAL ADMINISTRATIVE ASSIGNMENTS FOR FACULTY

**HAVIDÁN RODRÍGUEZ**

<b>DISCUSSION</b>	Guidelines were approved by the Academic Affairs Council. The document will be posted on the Provost's website, under Faculty Resources.
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**FACULTY HIRES:  
INSTITUTIONAL/COLLEGE GOALS &  
PRIORITIES**

**HAVIDÁN RODRÍGUEZ**

<b>DISCUSSION</b>	<p>New Faculty position requests have been reviewed. Deans should submit in priority order the top 3-5 positions. Deans were asked to think about how new positions help to build doctoral programs; how they help to expand and strengthen research enterprise, and how they help with accreditation purposes.</p> <p>The Provost asked deans to review again the document sent. Nina will follow up with an email to the deans. New lines will not be created unless the criteria indicated is met.</p>	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Submit in priority order, top 3-5 positions	Deans	ASAP

**SPACE UTILIZATION: MCALLEN & STARR COUNTY**

**HAVIDÁN RODRÍGUEZ**

<b>DISCUSSION</b>	<p>The Provost is aware space is an issue on campus, and while new buildings are going up, it will take time to resolve. Also, the McAllen Teaching Site and the facility in Starr County are being underutilized. He welcomes recommendations for the use of facilities.</p> <p>In order to develop programs at these locations, Deans should submit a proposal for review.</p>	
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**FUNDING REQUESTS**

**HAVIDÁN RODRÍGUEZ**

<b>DISCUSSION</b>	<p>As funding requests are submitted to the Office of the Provost, regarding equipment funding, please submit priorities based on the criteria provided.</p>	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

**FACULTY AND STAFF COMPENSATION**

**HAVIDÁN RODRÍGUEZ**

<b>DISCUSSION</b>	<p>The Huron report has taken longer than expected; a draft should be ready in December, of which the President's Cabinet will review. Compensation issues will be addressed, however, before decisions are made, they must consider the benefits, costs, economic impact, etc. It is difficult to address the issues "piecemeal"; they need to be resolved consistently.</p>	
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**INTERNATIONAL TRAVEL**

**HAVIDÁN RODRÍGUEZ**

<b>DISCUSSION</b>	<p>Handout was passed out. The Provost again emphasized that the International Oversight Committee is only used to review travel requests if the U.S. State Department has issued a travel warning. For faculty traveling abroad, they will need to apply to the SOS insurance, and it is very important to have the complete documentation/paperwork when submitting requests, to avoid delays.</p> <p>International travel requests should be submitted at least 6 weeks prior to travel. Document will be sent out on Wednesday.</p>	
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**ONLINE EDUCATION**

**HAVIDÁN RODRÍGUEZ**

<b>DISCUSSION</b>	<p>The Provost noted there were several rumors regarding on-line courses, which he wants to dispel. The Provost's Office is <b>not</b> mandating that: (1) on-line courses must enroll hundreds of students; (2) Deans "force" faculty to teach on-line courses; (3) Instructional Connections coaches are used by the faculty; and (4) Instructional Connections coaches are the Instructors of Record. Instructional Connections coaches are there as a resource; faculty have the right to use them, but they are not required to. Moreover, faculty can vet the coaches. Faculty should not be forced to teach on-line.</p> <p>Regarding on-line courses, there are upcoming voluntary training workshops that will be announced regarding teaching large on-line classes that will include a stipend.</p>	
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<b>DISCUSSION</b>	UTRGV realizes there is increased competition from other institutions in the area. The goal is to be an institution of choice, through the building of better and stronger programs. This will allow us to attract top students from the area. The Provost emphasized the importance of actively engaging undergraduate and graduate students in research and experiential learning, to promote student success.
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**OTHER ITEMS/ISSUES**

<b>DISCUSSION</b>	<p><b><u>DOCTORAL PROGRAMS:</u></b> Provost Rodríguez, clarified that to become an emerging research institution in the next 5-7 years, we will need at least 10 Ph.D. programs. There will be no doubt that UTRGV will be developing new Ph.D. programs. UTRGV will also be developing new professional doctoral programs. The goal is to submit proposals for 3-4 doctoral programs (both Ph.D. and professional doctoral programs) per year moving forward. He asked deans to have these conversations with departmental chairs.</p> <p><b><u>GRADUATION CEREMONIES:</u></b> The ceremonies changed again due to requests from the SGA. There will be one for all colleges in Brownsville in the morning, and two additional ceremonies for specific colleges at the State Farm Arena, later in the day of Saturday December 19th. (An email was sent yesterday (Monday) from Student Success with this new information.)</p> <p><b><u>COLLEGE TENURE/PROMOTION COMMITTEES.</u></b> Reviews are starting at the college level for tenure/promotion. Any tenured faculty member can represent his/her department, (this is not restricted to the chair of the Department T/P Committee), but preferably they are full professors. Associate Deans and Department Chairs are not eligible to serve on this committee. Only full Professors can evaluate/recommend candidates seeking promotion to full Professor.</p>
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<b>ADJOURNMENT</b>	Meeting adjourned at 3:35 pm.
<b>NEXT MEETING</b>	December 17, 2015, 9:00 am – Edinburg Campus