

# UTRGV ACADEMIC AFFAIRS EXECUTIVE COUNCIL

JUNE 23, 2016

1:30PM – 4:30 PM

EDINBURG CAMPUS, ITT  
EXECUTIVE BOARD ROOM

MEMBERS PRESENT	Havidán Rodríguez, Nina Young, Lisa Smith, Marcy de Leon, Eduardo Gutierrez, Melba Sotelo, Cynthia Brown, Walter Diaz, Frank Zecca for Jeff Graham, Michael Lehker, Michelle Alvarado for Kristin Croyle, Maggie Hinojosa, Mark Kroll, Alexander Domijan, Steve Block, Patricia McHatton, Parwinder Grewal, Marie Mora, Miguel Gonzalez for Theresa Maldonado, Dave Jackson, Bobbette Morgan
MEMBERS EXCUSED	Jeff Graham, Kristin Croyle, Francisco Fernandez, Mark Andersen, Ala Qubbaj, Theresa Maldonado
OTHERS/GUESTS PRESENT	Veronica Gonzales, Kelly Cronin
REVIEW OF MINUTES	April 21, 2016: Minutes Approved with minor editorial corrections

## AGENDA TOPICS

### GOVERNMENTAL & COMMUNITY RELATIONS PRESENTATION

VERONICA GONZALES

DISCUSSION	<p>UTRGV is a catalyst for positive change in the Rio Grande Valley. Colleges should inform Governmental &amp; Community Relations (GCR) about faculty success, as they can help publicize these activities/outcomes/etc.</p> <p><b>Upcoming legislative requests:</b> Requests should be sent by phone or email. Requests will be reviewed for priority. Requests should be submitted prior to including an appropriations request. UTRGV cannot lobby requests.</p> <p><b>Committing resources:</b> All requests, prior to making any commitments, should be reviewed by the GCR and the Provost’s Office.</p> <p><b>MOUs:</b> These documents are typically signed by the Provost, President or Mr. Baylor. Dr. Brown is the primary reviewer of MOU’s. However, GCR should be aware of these documents as it pertains to partnerships, etc.</p> <p><b>Legislative session:</b> The session begins in January. Our requests are relatively high in comparison to other institutions, and we may have to scale back due to limited funds.</p>
------------	---

### INSTITUTIONAL ADVANCEMENT PRESENTATION

KELLY CRONIN

DISCUSSION	<p><b>Advisory Councils/Boards:</b> Consult <a href="#">Regent Rule 60302</a> regarding advisory councils. All proposed Councils must be approved by President Bailey prior to appointing members. Everyone should be be mindful of this and use their development officer to assist.</p> <p><b>Events:</b> If RSVP’ing for an event with assigned seating, please be sure to attend.</p> <p><b>Development officers for deans:</b> As a reminder, development officer duties are to work on fundraising not event planning.</p> <p><b>Endowments and Scholarships:</b> As a reminder, Institutional Advancement monitors Endowments, while Student Enrollment manages and monitors Scholarships.</p> <p><b>UTrip Match:</b> The program provides matching funds for philanthropic gifts to support research initiatives. Gifts matched under the UTRIP program include research-designated gifts that range in dollar amount based on the donation with a matching cap of 50%. The funding source is PUF; therefore, utilization of funds is limited to equipment purchases for research.</p> <p><b>Cultivation of Donors:</b> The best approach when cultivating donors is to work with your Development Officer first.</p>
------------	---

**POLICY FOR ACADEMIC CREDIT****CYNTHIA BROWN**

<b>DISCUSSION</b>	To be in compliance with SACS, academic policies are required to be in place. In preparation for the 10 year reaffirmation coming up in the near future, a Reaffirmation Policy will be in place that dictates how credit is awarded. <i>Motion of new policy was approved unanimously.</i>
-------------------	---

**SUBSTANTIVE CHANGE POLICY****CYNTHIA BROWN**

<b>DISCUSSION</b>	It is required to have a policy in place when reporting to SACS. One recent change is for the timing of reporting a new off-campus site. Consult with Drs. Brown or Laura Saenz regarding these issues/policy. <i>Motion of changes in policy was approved unanimously.</i>
-------------------	---

**FACULTY TEACHING ASSIGNMENT VALIDATION****CYNTHIA BROWN**

<b>DISCUSSION</b>	As we finalize all faculty hiring for next year, faculty teaching validation forms must be completed in a timely manner. As part of reporting to SACS, faculty rosters will be sent. For teaching validation forms, it is critical for all credentials to be cleared upfront with any necessary justifications entered in Digital Measures. SACS requested we process a 10 year Certification of Compliance.
-------------------	--

**FACULTY ANNUAL EVALUATIONS****HAVIDÁN RODRÍGUEZ**

<b>DISCUSSION</b>	A summary of the 2015-16 Faculty Annual Evaluation cycle was presented. Of 1,039 faculty, 94.2% met or exceeded expectations (with 2/3 exceeding expectations). Colleges and departments/schools should be reviewing processes and standards to ensure the most productive faculty will be recognized for their work and contributions.
-------------------	---

**FACULTY HIRING FY17****HAVIDÁN RODRÍGUEZ**

<b>DISCUSSION</b>	For FY17, approximately 59 UTRGV tenured/tenure-track faculty and 27 non-tenure-track faculty (3 year appointments) have been hired to start in Fall 2016. FY18 requests for new faculty positions are currently being reviewed by the Provost's Office. Deadlines for faculty hiring will be more strictly enforced next year; deadlines were extended this year due to the transition process.
-------------------	--

**FY17 BUDGET REQUESTS****MARCY DE LEON**

<b>DISCUSSION</b>	A final draft of the budget was sent to UTS earlier this month and will be reviewed at the August BOR meeting. Budget sheets will be sent to each college along with a salary roster. It is important to review all budget information. Marcy will be sending back the final determinations on the budget requests that were submitted. Provost asked all to take a close look at funding availability, and all new requests funded on a limited basis, re-allocations, etc. As a reminder, funding approved for specific purposes, must be used accordingly and based on the timeline approved, such as PUF funds.
-------------------	---

**ADMINISTRATIVE APPOINTMENTS & RETROACTIVE PAY****HAVIDÁN RODRÍGUEZ**

<b>DISCUSSION</b>	Some administrative appointments have been made without Provost approval. Before people begin working in such positions, they need to be approved by the Provost's Office, where necessary. Without official approval, stipends cannot be paid. Retroactive payments are not authorized without the corresponding approval at various levels.
-------------------	---

**UPDATES ON GENDER EQUITY REVIEW  
FOR LIBERAL ARTS & SCIENCES**

**MARCY DE LEON**

<b>DISCUSSION</b>	<p>As previously announced, the College of Liberal Arts and College of Sciences are currently being reviewed for potential gender-related differences in salaries within departments for Tenured and Tenure-Track faculty. A variety of dimensions, including discipline and rank within each department/school are being reviewed. Funding has been allocated to address gender-related salary equity and if inequity is identified salaries will be adjusted effective September 1<sup>st</sup>. Two additional colleges will be reviewed in the fall, another two in the spring, and the last college in Summer 2017. The order of these remaining five colleges has not yet been determined.</p>
-------------------	--

**POSSIBLE AGENDA ITEMS FOR  
AUGUST RETREAT**

**HAVIDÁN RODRÍGUEZ**

<b>DISCUSSION</b>	<p>The Council Retreat is scheduled for August 9, 2016. Additional details will be forthcoming. Possible agenda items include: faculty evaluations and the evaluation of directors/department chairs.</p>
-------------------	---

**UPDATES**

<b>DISCUSSION</b>	<p><b>Student Success:</b></p> <ul style="list-style-type: none"> <li>- The search for the Dean of Students is ongoing.</li> <li>- Enrollment numbers are being posted daily.</li> <li>- Diplomas for Spring 2016 graduates have been printed.</li> <li>- We are examining ways to address classroom space.</li> </ul> <p><b>Faculty Affairs &amp; Diversity:</b></p> <ul style="list-style-type: none"> <li>- Planning for the new faculty orientation is fully underway; it will be a two-day event: August 22<sup>nd</sup> (Edinburg) and August 23<sup>rd</sup> (Brownsville).</li> <li>- The search for the new Director for the Center for Teaching Excellence is underway (deadline for applications - July 8<sup>th</sup>).</li> <li>- The call for applications for the second wave of the ADVANCE Associate-to-Full Program (designed for faculty expecting to apply for promotion to full Professor in the next 2-4 years) is underway (deadline for applications - July 8<sup>th</sup>).</li> <li>- The call for applications for ADVANCE Administrative Fellows is underway (deadline - July 8<sup>th</sup>). Ten different administrative offices requested fellows through this Program for 2016-17.</li> <li>- 20 faculty members have been accepted into the UTRGV Summer Writing Group, out of 63 applications.</li> <li>- Through a National Science Foundation ADVANCE grant with Jackson State University, UTRGV's ADVANCE Program collaborated to host a Summer Writing Retreat that included 17 participants on South Padre Island in May 2016.</li> <li>- The third cycle of the Junior Faculty Travel Support concluded for 2015-16, with 28 travel grants awarded, out of a total of 46 applications. For the entire academic year, there were approximately 100 travel grants awarded, for up to \$500 in matching funds for junior faculty members to present their work at major conferences/venues.</li> </ul> <p><b>Faculty Senate:</b></p> <ul style="list-style-type: none"> <li>- The UT FAC (Faculty Advisory Council) is working on a white paper regarding shared governance.</li> <li>- The Faculty Senate is working on a proposal for consideration of an ombudsperson.</li> <li>- Dora Saavedra has been elected as the 2016-17 President Elect; Bobbette Morgan is the 2016-17 President.</li> </ul> <p><b>Women's Faculty Network:</b></p> <ul style="list-style-type: none"> <li>- Elections for the 2016-17 WFN Executive Team have concluded, with the transition expected in August 2016. The WFN bylaws guarantee geographic and college diversity.</li> </ul>
-------------------	--

2016-17 Officers:

- . Chair: Karina Stiles-Cox, CoLA
- . Immediate Past Chair: Marie T. Mora, COBE
- . Chair-Elect: Teresa "Paty" Feria, COS
- . Brownsville Member-at-Large: Karin Lewis, COE
- . Edinburg Member-at-Large: Alcione Ostorga, COE
- . Harlingen Member-at-Large: Beatriz Tapia, SOM

**OTHER ITEMS**

<b>DISCUSSION</b>	<b>Havidán Rodríguez:</b> As a reminder, the UTRGV HOP is available on-line ( <a href="http://www.utrgv.edu/hop">www.utrgv.edu/hop</a> ); it can also be accessed through the Provost's website ( <a href="http://www.utrgv.edu/provost">www.utrgv.edu/provost</a> ). The policies currently posted on-line are official UTRGV documents. Recommended changes to the posted policies will need to go through the UTRGV review and approval process.
	<b>Cynthia Brown:</b> The CORE curriculum submitted to the THECB was approved, with the exception of some courses. There is a 30 day window to appeal the THECB decision with a June 28 <sup>th</sup> deadline to resubmit.
	<b>Nina Young:</b> Staff annual evaluations are due to HR July 15 <sup>th</sup> . Prior to this deadline, they must be sent to the Provost's Office by July 1 <sup>st</sup> for Nina's review.

<b>ADJOURNMENT</b>	Meeting adjourned at 4:30 pm
<b>NEXT MEETING</b>	July 21, 2016