

UTRGV ACADEMIC AFFAIRS EXECUTIVE COUNCIL

MARCH 22, 2016

1:30PM – 4:30 PM

BROWNSVILLE, SALON CASSIA

MEMBERS PRESENT	Havidán Rodríguez, Nina Young, Lisa Smith, Marcy de Leon, Jeff Graham, Ala Qubbaj, Parwinder Grewal, Maggie Hinojosa, Cynthia Brown, Paul Sharpe, Melba Sotelo, Bobbette Morgan, Marie Mora, John Ronnau for Frank Fernandez, Michael Lehker, Mark Kroll, Steve Chamberlain for Patricia McHatton, Javier Martinez for Walter Diaz, Dave Jackson, Alexander Domijan, Steven Block, Jonikka Charlton for Kristin Croyle,
MEMBERS EXCUSED	Eduardo Gutierrez, Walter Diaz, Kristin Croyle, Francisco Fernandez, Patricia McHatton, Dora Saavedra
OTHERS PRESENT	Melba Sotelo
REVIEW OF MINUTES	February 18, 2016 Minutes – Minutes were approved unanimously.

AGENDA TOPICS

PROVOST UPDATES

HAVIDÁN RODRÍGUEZ

DISCUSSION	An article on halting academic incivility was distributed, and the council was encouraged to distribute it to their colleagues. The article discusses how this issue is too big to ignore in higher education.
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SUMMER FUNDING ALLOCATIONS

MARCY DE LEON

DISCUSSION	An e-mail was sent on March 7th to Deans and Assistant Deans with the estimated budget for summer instruction based on FY 15 actual summer expenses for both Brownsville and Edinburg campuses. The Office of the Provost will work directly with the Assistant Deans to monitor expenses as we progress to Summer I and Summer II and to determine additional funding needs.
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BUDGET CYCLE UPDATE

MARCY DE LEON

DISCUSSION	<p>FY 2016 revised budget was uploaded to Hyperion, the budget development system. Assistant Deans have worked on entering corrections and ensuring permanent changes that occurred during the current fiscal year were entered. New faculty hires were also entered in Hyperion. Access for Assistant Deans closed today. The Office of the Provost now has access to review at the division level through March 31st.</p> <p>Templates were provided to submit requests to the Provost that require additional funding. These are due to the Office of the Provost on Thursday, March 31. The Provost will review and submit to the President by April 15th.</p> <p>The budget videoconference with UT System is scheduled for April 18th. A draft of the FY17 budget is due to UT System by May 19th, and the final budget is due to System on June 9th.</p>
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COMMITTEE DIVERSITY

ALA QUBBAJ

DISCUSSION	Diversity is important as it relates to the composition of Search Committees and Academic Committees. Search Committee composition must have geographic and gender diversity, and is reviewed by the Office of Faculty Affairs. Composition and diversity for Academic Committees is reviewed by both the Provost and Dr. Qubbaj. Rank, gender, and ethnicity are important with the understanding we should not overburden women or junior faculty and allow them sufficient time to make progress towards promotion and tenure.
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FACULTY HIRES AND REFERENCE CHECKS**HAVIDÁN RODRÍGUEZ**

DISCUSSION	Reference checks are very important for the faculty hiring process. Verifying credentials, calling references, asking the reason for leaving previous employment, and conducting criminal background checks etc. are all important aspects of the hiring process.
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MINIMUM TEACHING LOAD**ALA QUBBAJ**

DISCUSSION	<p>The Board of Regents Rule 31006 states the standard workload for Tenure Track faculty doing research and service is 18 hours or 3/3. For one year appointment faculty who are only assigned teaching, the workload is 5/5. If faculty are conducting less research, their workload should be adjusted appropriately, which may involve increasing their teaching. Teaching load is set at the School/Department and College levels. Schools/Departments and Colleges should develop teaching load criteria that are in line with our HOP and Regent's Rules.</p> <p>The UTRGV HOP Policy ADM 06-502 states that tenured and tenure-track faculty will be evaluated in three areas; 1) Teaching, 2) Scholarship and 3) Service. Tenure Track faculty should not be assigned to administrative appointments; they should be devoted to teaching, scholarship, and other forms of service.</p>
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HURON GENDER EQUITY SALARY STUDY**HAVIDÁN RODRÍGUEZ**

DISCUSSION	The study has been completed. It will be forwarded to President Bailey. Further updates will be provided at a later date.
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PHASED RETIREMENT/MODIFIED SERVICE**ALA QUBBAJ**

DISCUSSION	This form must be signed by the faculty member, the Dean, and the Provost. The form is ready to move forward if there is no feedback within the next couple of days.
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HURON SALARY STUDY**HAVIDÁN RODRÍGUEZ**

DISCUSSION	The Provost reiterated that the Huron Salary Study is being developed.
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PRESIDENT'S VISIT TO ACADEMIC COLLEGES**HAVIDÁN RODRÍGUEZ**

DISCUSSION	President Bailey has scheduled a visit to all seven colleges. He has already visited the College of Sciences. The Provost asked the Deans to encourage faculty and staff to attend these presentations, as they are important for the future of our university.
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STRATEGIC PLANNING PROCESS**HAVIDÁN RODRÍGUEZ**

DISCUSSION	The draft of the proposed Mission Statement was presented and discussed. A variety of groups/stakeholders across campus have been engaged in providing input/feedback into this process, including the WFN, the Faculty Senate, the Research Deans Council, the Academic Affairs Leadership Program, etc. Further information, including documents about these activities can be found on the SPC website . Two meetings with staff will take place next week to obtain their feedback on the SP process. The Provost asked the council to be flexible with staff that are invited to attend these meetings. Fifteen (15) Subcommittees have been established as part of the Strategic Planning Committee, focusing on IT, Expanding Educational Opportunities, Institutional Mission, Vision, Values etc. Please visit: http://www.utrgv.edu/spc/files/documents/agendas/spc-meetings/2016/03-28/spc-subcommittees.pdf .
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OFFICE & RESEARCH SPACE**CYNTHIA BROWN**

DISCUSSION	The Institutional Space Committee is working on identifying critical space needs for the Fall for faculty research and office space for a variety of programs, including faculty office space. . Much effort is being made to find short- and long-term solutions.
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ITL FUNDING**CYNTHIA BROWN**

DISCUSSION	We have entered into 4 different “umbrella agreements” governing their financial support for the development of courses to be included in the competency-based BS in Biomedical Sciences degree. Faculty working with ITL on course development will receive either a course release or stipend, but not both. All courses included in the degree have been identified and are included in one of the agreements. Other programs interested in working with ITL should know that the goal of ITL is to scale up these programs, to generate more funding, and to significantly build and increase enrollment in these programs. Their strategy to achieve this is to increase the enrollments in each course. If faculty are not interested in scaling their program in this manner, then ITL is not the option to choose.
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**SELECTION AND RESPONSIBILITIES
OF FACULTY DIRECTORS AND
ACADEMIC PROGRAM
COORDINATORS**
HAVIDÁN RODRÍGUEZ

DISCUSSION	[ATTACHMENT] (To be discussed at the next meeting.)
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**ACCREDITATION REPORTS:
INSTITUTIONAL REVIEW PROCESS**
CYNTHIA BROWN

DISCUSSION	Accreditation reports or self-studies need to be reviewed at all levels, including reviews within the Offices of the Deputy Provost and the Provost. Please contact Dr. Laura Saenz to develop a manageable and efficient timeline to allow for the reviews at different levels. The Office of Accreditation and Assessment is available for consultations and assistance.
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**REVIEW OF POLICIES AT THE
PROVOST’S LEVEL**
HAVIDÁN RODRÍGUEZ

DISCUSSION	<p>As the Office of the Provost receives policy or guideline documents from the colleges, they will be carefully reviewed; feedback and recommendations will be provided, as needed. The Provost, Cynthia Brown, and Ala Qubbaj review many of these documents with the goal of enhancing and strengthening them as they constitute official and legally-binding UTRGV documents once approved. Some of these documents include Tenure and Promotion, Post-Tenure, Annual Review, and Workload. These need to be developed in line with UTRGV policies and procedures, Regent’s Rules, etc.</p> <p>The “two-year grace period” was only for tenure and promotion; there was only a one-year grace period for Annual Review. Therefore, criteria currently being developed for Annual Reviews will be applicable this fall.</p> <p>For Schools/Departments and Colleges without guidelines for external reviews and peer observations of teaching, university guidelines are available on the Provost’s website.</p>
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PATHWAYS DEADLINES 2016-2017**ALA QUBBAJ**

DISCUSSION	The draft of the pathways was provided. This document serves as the timeline for all types of faculty reviews. The timeline for all faculty evaluations (e.g., tenure/promotion, annual review, PTR, lecturer promotions, etc.) is being standardized, so all reviews will occur at the School/Department level at the same time. This will reduce time and effort, as faculty will only need to submit one dossier that will be used for the various reviews. These deadlines are posted on the Provost’s website . Training will be provided in May for Tenure and Promotion. A pilot project for Online Annual Evaluations will begin soon.
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TIME-AND-EFFORT: GRANT FUNDING**HAVIDÁN RODRÍGUEZ**

DISCUSSION	Please ensure that time-and-effort reports accurately reflect employees' time devoted to grant activity. Faculty or staff who have 100% of their time being compensated by a grant should devote 100% of their time to the grant. Time-and-effort should not exceed 100%.
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HR JOB FAMILY REVIEW**HAVIDÁN RODRÍGUEZ**

DISCUSSION	Reviews for job classifications are beginning with Information Technology.
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DIRECTOR/CHAIR AND FACULTY PARTICIPATION: COMMENCEMENT**HAVIDÁN RODRÍGUEZ**

DISCUSSION	Commencement information can be found at www.utrgv.edu/commencement . The Commencement Ceremony on Friday, May 13 at 6pm will be in Brownsville for all Colleges; no tickets will be required. If there is a potential for inclement weather, we will make an announcement 48 hours before the Friday Commencement indicating it will be moved to the McAllen Convention Center. The Commencement Ceremonies on Saturday, May 14, will take place at 9:00am, 1:00pm, and 5:00pm at the McAllen Convention Center. Tickets will be required. Currently, there are over 2,300 applicants for graduation. An additional room has been secured at both commencement sites to allow for overflow seating. The ceremonies will also be set-up with a live feed on the utrgv.edu site. The Provost stressed the importance of all seven Deans attending the ceremony in Brownsville and attending their respective college ceremony in McAllen. Student feedback received indicated the importance of faculty and Directors/Chairs' participation in Commencement.
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UPDATES

DISCUSSION	<p>Student Success:</p> <ul style="list-style-type: none">a. Engaged Scholars Program taking place in April as an all-day event. The Core Curriculum Committee has finished its review. After review and approval at the Provost level, it will be sent to the THECB.b. The ROTC is having their 100th year celebration; the Provost would be delighted to see extensive AAEC participation. <p>Faculty Affairs and Diversity:</p> <ul style="list-style-type: none">c. A notice was sent to faculty requesting they update their faculty profile.d. The Faculty Excellence Awards are being finalized, and the deadline to submit the nomination/application packets for the Department Excellence Award in Faculty Mentoring was on Monday March 21st. There is a significant number of nominations for the Regents Outstanding Teaching Awards.e. The Faculty Development Program and the Council are reviewing applications for Faculty Development Leave (FDL). Please keep in mind that FDL is equivalent to a "Sabbatical," in that faculty can apply for leave for one semester with full salary or one academic year with ½ salary. These types of requests need to be carefully reviewed and approved by the Director/Chair and the Dean. They also need approval by the Provost and the President.f. Through a partnership with Jackson State University, UTRGV is hosting an NSF-funded Summer Writing Retreat in South Padre for STEM women in May. <p>Faculty Senate:</p> <ul style="list-style-type: none">g. The Faculty Senate is working on policy reviews.h. How to conduct the elections for new senators is being discussed. <p>Women's Faculty Network:</p> <ul style="list-style-type: none">i. The position of a Harlingen Member-at-Large has been added to the WFN Executive Team; the interim position has been filled by Dr. Beatriz Tapia for the rest of the semester.
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	<ul style="list-style-type: none"> j. Dr. Paty Feria was elected as the Edinburg Member-at-Large earlier this semester, to fill an unexpected vacancy. k. Elections for the next Chair Elect and the three Members-at-Large on the WFN Executive Team will be held later this semester; with the new Harlingen Member-at-Large, representation from Brownsville, Edinburg, and Harlingen are all ensured on the WFN Executive Team.
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OTHER ITEMS/ISSUES

HAVIDÁN RODRÍGUEZ

DISCUSSION	n/a
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ADJOURNMENT	Meeting adjourned at 4:20 pm
NEXT MEETING	April 21, 2016