

UTRGV ACADEMIC AFFAIRS EXECUTIVE COUNCIL

AUGUST 17, 2017

1:30 PM -4:30 PM

EDINBURG CAMPUS, COE DEAN'S
CONFERENCE ROOM

MEMBERS PRESENT	Patricia Alvarez McHatton, Nina Young, Marcy de Leon, Lisa Smith, Ala Qubbaj, Pamela Anderson-Mejias for Dr. Walter Diaz, Maggie Hinojosa, Paul Sharpe, Marie Mora, Mark Kroll, Michael Lehker, Jeff Graham, Steven Block, Mark Andersen, Kristin Croyle, Alexander Domijan, Alma Rodriguez, Cynthia Brown, Parwinder Grewal, Dave Jackson
MEMBERS EXCUSED	Walter Diaz, Dora Saavedra, Volker Quetschke
OTHERS PRESENT	Isai Ramirez, Esther Dominguez, Trini Yunes, Vangie Chia, Michelle Alvarado, Cathy Vale, Elizabeth Heise
REVIEW OF MINUTES	July 27, 2017 – Minutes Approved Unanimously

AGENDA TOPICS

ACADEMIC AFFAIRS' UPDATES

PATRICIA MCHATTON

DISCUSSION	<ul style="list-style-type: none">• Soft Hiring Freeze The soft hiring freeze will continue this fiscal year, and the judicious filling of vacant positions will help cover some of the significant reduction our state appropriations. As information is received, it will be provided for discussion.• Faculty Salary Inversion/Compression Analysis: Marcy de Leon Letters were sent to all active faculty August 16, 2017. Deans received a spreadsheet including all the inversion/compression information for their college.• Human Resources continues to review staff salaries, however, it is a lengthy evaluation process due to the various number of classifications. Staff Senate will continue to ask Rick Anderson and Mike James for regular updates regarding staff salary increases.• MWF Classes – Currently, UTRGV offers a majority of Mon/Wed and Tues/Thurs classes. In order to better utilize class spaces, conversations will continue regarding MWF class offerings.• NTT Promotions: According to the established Guidelines for Review, Reappointment, and Promotion of Full-time Lecturers, Professors in Practice and Clinical Faculty, Non-Tenure Track faculty must have a minimum of one peer observation conducted per academic year. Deans were encouraged to apply this requirement through their respective department chairs/school directors. Failure to comply with this requirement will have a significant impact during the faculty member's review for promotion.• College/Department Policies & Guidelines: Ala Qubbaj Many departmental promotion policies are in the final stages, however it is vital to have one in place by the Fall semester. If separate department/school policies and guidelines are not finalized, the college document will be used.
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GUIDELINES TO DEVELOP AN EDUCATIONAL PARTNERSHIP AGREEMENT (ATTACHMENT)

CYNTHIA BROWN

DISCUSSION	Companion guidelines for educational partnership agreements are required, to identify the process that MOU's will follow in the routing of the agreements. Another part of this will be an Annual Assessment Report. Attachments were provided for review and approval. Dr. Kroll motioned for approval; Dr. Grewal seconded the motion. Unanimous approval to approve and post the guidelines .
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SUBSTANTIVE CHANGE**CYNTHIA BROWN**

DISCUSSION	<p>Substantive change updates will be an ongoing topic at the AAEC. Recently, a notification was sent to SACSCOC for the new agreement between the College of Education and P-16 Integration to offer the MED in Ed Leadership off-campus to a cohort of students from the D-M-W school districts. A substantive change action form must be submitted to SACSCOC if a degree is 50% or more at a new off campus location. Other items that could be a substantive changes are dual degrees requests. The Substantive Change Action Plan form is posted on the Office of the Provost website.</p> <p>SACSCOC's reviews substantive changes during two timelines, January 1st and July 1st.</p> <p>For the upcoming January deadline, four programs are being submitted: (1) BS in Hospitality & Tourism Management, (2) MA in Political Science, (3) BS in Nutritional Sciences, and (4) MS in Civil Engineering. Three additional programs are close to being submitted: (1) BS in Statistics, (2) BS in Bio Chemistry, and (3) BS in Sustainable Agriculture of Food Systems. Undergraduate programs are also reviewed and approved at the UT System Level.</p>
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PEOPLE SOFT IMPLEMENTATION**ISAI RAMREZ**

DISCUSSION	<p>Isai Ramirez presented the UTRGV PeopleSoft Implementation Program. The program (UTShare 9.2) consists of two major projects which will replace Oracle (Human Capital Management & Financial Management Solutions). UTRGV Campus Solutions (CS) 9.2 will replace Banner.</p> <p>The UTRGV Governance Committee membership is Janna Arney, Rick Anderson, Maggie Hinojosa, Karla Loya, Doug Arney, Mike James, Jeff Graham, and Isai Ramirez.</p> <p>The program timeline for the HCM/FMS implementation is September 1, 2018. The timeline for the Campus Solutions implementation is October 1, 2018.</p> <p>iShop will remain, however, it will be streamlined, user friendly and integrated with PeopleSoft.</p>
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**ONLINE TEACHING ASSIGNMENT
VALIDATION FORM DEMO
(ATTACHMENT)****ALA QUBBAJ
ELIZABETH HEISE**

DISCUSSION	<p>The Teaching Assignment Validation form is online and Live. A workshop will take place on September 1, 2017. Dr. Heise will reach out to department chairs/school directors to provide a demonstration in order to meet SACSCOC requirements.</p>
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**UNDERGRADUATE ENROLLMENT
UPDATE****MAGGIE HINOJOSA**

DISCUSSION	<p>Undergraduate enrollment is up by 4%. This is one UTRGV's largest freshman class. Enrollment of transfer students has increased almost 10% from last year. The expectation is for these numbers to turn into 4 year graduation rates. The payment deadline for Fall 2017 is next week.</p>
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GRADUATE ENROLLMENT**DAVE JACKSON**

DISCUSSION	<p>Dr. Jackson showed graduate enrollment rates from last year in comparison to this year. Overall, graduate enrollment has decreased; an estimated 200 students is necessary to achieve an increase over last year. SCH's have increased at the Masters level, but are down slightly on the Doctoral. The accelerated master's programs have increased by 55 students.</p> <p>The Interim Provost will continue to meet with College Deans to discuss and determine changes regarding viable programs, graduate program coordinators expectations, etc.</p>
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**NEW HOP POLICIES
(ATTACHMENTS)****ALA QUBBAJ**

DISCUSSION	<p>ADM 07-400 Intellectual Property: Policy was approved unanimously by AAEC.</p>
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	<p>ADM 06-110 Acceptance of Money from Students: Policy was approved unanimously by AAEC.</p> <p>ADM 06-208 Continuing Education Fees: Policy was approved unanimously by AAEC.</p> <p>ADM 09-100 Acceptable Use of Information Resources: Tabled for review at a later meeting. The Faculty Senate will be inviting Jeff Graham to discuss this policy with the faculty.</p>
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UPDATES

DISCUSSION	<ul style="list-style-type: none"> Strategic Enrollment The call center is entering peak season with approximately 80K to 100K calls and only 22 call cubicles. A new transcript request fee of \$5.00 will be implemented. Round Up takes place next week and each college is represented; Brownsville events will take place at TSC and Edinburg events will be at the Fieldhouse. Student Success Student Success teams are making great strides bringing people together to work on immediate actions that affect students. The Student Success Kickoff is in September. Best Week Ever events are taking place during the first week of school. Faculty Affairs & Diversity Several faculty were nominated for the Greater Texas Foundation. Angela Chapman received the award, along with \$30K/year. Faculty Development Leave will now have one cycle with a deadline in early January. Seven (7) out of 18 applications were approved. New Faculty Orientation Day was a success and an orientation for OYA's/PT's will take place Friday, August 25th. AALP Program calendar dates were sent, the first meeting is September 29th all invited are encouraged to attend. A workshop and luncheon for Department Chairs/School Directors will occur on September 1, 2017 with guest Tony Cucolo from UT System. A Tenure & Promotion Workshop will be held on September 8, 2017 UTRGV received the designation as a Texas Mother-Friendly Worksite. Women's Faculty Network All deans were asked to submit two nominees to serve on the Provost Search Committee. The WFN was asked to submit two names per college. A joint email was sent to President Bailey. The First WFN meeting for the academic year will take place on September 15, 2017 in Harlingen. Karina Stiles-Cox, 17-18 Chair will be attending AAEC meetings effective September 2017.
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OTHER UPDATES:

DISCUSSION	Dr. Mark Kroll announced the College of Business & Entrepreneurship was designated by NSF as an I-Corp site. NSF will provide funds to commercialize new ventures. An informational meeting will take place soon to discuss more details.
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ADJOURNMENT	Meeting adjourned at 3:45 PM
NEXT MEETING	September 14, 2017