

# UTRGV ACADEMIC AFFAIRS EXECUTIVE COUNCIL

SEPTEMBER 14, 2017

3:00 PM – 5:00 PM

EDINBURG CAMPUS, COE DEAN'S  
CONFERENCE ROOM

MEMBERS PRESENT	Patricia Alvarez McHatton, Nina Young, Marcy de Leon, Lisa Smith, Michael Lehker, Ala Qubbaj, Dora Saavedra, Volker Quetschke, Steven Block, Alexander Domijan, Jeff Graham, Paul Sharpe, Walter Diaz, Karina Stiles-Cox, Dave Jackson, Mark Kroll, Paul Sale for Alma Rodriguez, Mark Andersen, Parwinder Grewal, Kristin Croyle, Maggie Hinojosa, Cynthia Brown, Juan Sanchez
MEMBERS EXCUSED	John Krouse
OTHERS PRESENT	Doug Arney, Alex Valdez, Alicia King
REVIEW OF MINUTES	August 17 2017 – Minutes Approved with two abstentions

## AGENDA TOPICS

### TRAVEL UPDATES PRESENTATION

DOUG ARNEY  
ALEX VALDEZ

DISCUSSION	<p>Upcoming travel changes are to be aligned with PeopleSoft 9.2. Travel updates will take effect October 1, 2017. Feedback on these changes was received from two peer groups: Administrative Support and Assistant Deans. The goal is to streamline the workflow and to make the traveling process more efficient. Definition of an Account Manager is an employee that acts as an approver and is responsible for verifying legitimacy against accounts.</p> <ul style="list-style-type: none"> <li>• <b>Three steps for the travel process:</b> (1) travel authorization form, (2) single expense report and, (3) reconciler for one card program.</li> <li>• <b>Domestic Travel:</b> Approvals are down from 5 to 2 approvals.</li> <li>• <b>Foreign Travel:</b> Approvals are down from 9 to 3 approvals. If the foreign country is in warning status, then IOC review is required.</li> <li>• <b>Reimbursement Changes:</b> Approval for reimbursement will not be required since travel was preapproved and encumbered Reimbursement should be complete within 7 days; from the day the request is received.</li> <li>• <b>Meal allowance:</b> Travelers receive a standard \$60 meal allowance; no receipts required. Breakdown for meals is \$14 Breakfast, \$17 Lunch, \$29 Dinner. If meals are included in conference registration, reduce the meal allowance in requisition. Receipts may be required for Grant projects.</li> <li>• <b>Gas Cards:</b> Traveler will pay in advance and seek reimbursement. Gas cards will not be provided to travelers.</li> <li>• <b>Concur Service Fee:</b> Cost of \$10 Service Fee will be eliminated.</li> <li>• <b>Intercampus Travel:</b> Intercampus mileage will no longer require Supervisor approval; only project manager approval. An encumbrance can be processed upfront for the year or semester and periodically reimbursed.</li> <li>• <b>Frequent Travel Program:</b> This will become available to frequent travelers once PeopleSoft is in place.</li> <li>• Dr. McHatton encouraged Deans to take this information back to department chairs and asked that they encourage staff and account managers to attend the trainings. Dr. Qubbaj has invited Doug and Alex to attend the AALP meeting on September 29<sup>th</sup>.</li> </ul>
------------	--

### RENEGADE FUNDRAISING PRESENTATION

ALICIA KING

DISCUSSION	Ms. Alicia King, Associate VP for Development Office presented a PowerPoint and discussed the challenges faced in the realm of private philanthropy, raising funds for scholarships or faculty support, etc.
------------	--

	<p>The Division of Advancement encompasses the Office of Development, Office of Advancement Services, Office of Special Events, and Alumni Relations. She briefly talked about the office location, structure, mission and vision.</p> <p>Fundraising totals raised in FY 2016 were over \$28M, for private philanthropy. In FY 2017, over \$31M was raised. The HOP policy regarding Solicitation is still under review. The final policy will apply to all employees and outlines the process for all UTRGV solicitation including the required Request for Solicitation Form.</p> <p>Maintaining good relationships with donors, foundation funders, etc. is important, therefore, all cultivation of funds should be done in consultation with the Office of Development and Institutional Advancement.</p> <p>Several ways for donors to give to UTRGV are Annual Giving, Major Gifts, Gifts of Securities, Planned and Estate Gifts, Matching Gifts and Endowments. Each college has an assigned Director of Development, who should be very involved and included in departmental and college meetings.</p>
--	--

**ACADEMIC AFFAIRS' UPDATES**

**PATRICIA MCHATTON**

DISCUSSION	<p><b><u>Post Tenure Review Notifications</u></b>          Notice to faculty of upcoming Post Tenure review should come from department chairs. Deadlines and information can be found in the Pathways and in the HOP policy. Dr. McHatton advised Deans to have this conversation with department chairs. As per Regents' Rules, a 6-month advance notice must be provided. She will talk to Dr. Qubbaj regarding the creation of a Calendar of Events.  <a href="http://www.utrgv.edu/provost/files/documents/faculty-resources/utrgv-pathways-deadlines-2017-2018.pdf">http://www.utrgv.edu/provost/files/documents/faculty-resources/utrgv-pathways-deadlines-2017-2018.pdf</a></p> <p><b><u>Soft Hiring Freeze</u></b>          A draft of FY 2018 Staff Hiring Freeze Guidelines was disseminated for review and approval. The objective of the guidelines is to provide a more streamlined process and increased staff salary savings. A minimum of 3-months savings will need to be identified for each vacancy, and a minimum of 2-months savings for student facing positions. This is an opportunity to review your organizational structure and possibly take advantage of the incentive to generate cost savings. Chronic vacancies will be looked at more carefully. The effective date for this process is September 1, 2017.          A motion was made for approval of guidelines. Approval was unanimous to move guidelines forward.</p> <p><b><u>2018 MWF Classes</u></b>          Currently, UTRGV offers a majority of MW and TR classes. In order to better utilize class spaces, it may be necessary to institute a MWF schedule effective Fall 2018.           Timeframe for MWF classes will be 8:00 am - 5:55 pm and 6:00 pm for MW classes only. TR classes will remain the same. This change will allow approximately 543 sections, keeping 15 minute breaks. Deans were encouraged to discuss this with department chairs. A final decision must be made by October 15, 2017. Additional discussion will also take place with Faculty Senate. <i>Topic will be revisited at the October 12 AAEC meeting.</i></p> <p><b><u>Graduate Recruitment Plan for Spring and Beyond</u></b>          Graduate Enrollment did not materialize to the extent expected. Each Dean was provided a folder with individual college information regarding enrollment, headcount, financial information for SCH's analysis, etc. Dr. McHatton asked that the Deans carefully look at their data. The Deans were charged to become extremely proactive and come up with substantive recruitment plan. <i>Topic will be revisited at the October 12 AAEC meeting.</i></p>
------------	--

**SMALL CLASS SIZE APPROVAL**

**CYNTHIA BROWN**

DISCUSSION	<p>Dr. Brown reminded the Deans that the responsibility for small class size approval falls within the colleges. The expectation is that department chairs will monitor class enrollment regularly and consult with the Dean to determine whether to cancel or move forward with the class. A request should be made justifying</p>
------------	---

	the decision to proceed with the class, given the low enrollment. If a justification is not submitted, the class will not automatically be cancelled. Dr. McHatton reiterated this is the responsibility of the department chairs and the associate dean overseeing the programs, and encouraged keeping a watchful eye on small class size, as well as waitlists.
--	--

**SUBSTANTIVE CHANGE**

**CYNTHIA BROWN**

<b>DISCUSSION</b>	<p>A substantive change was submitted to SACSCOC to increase degree hours in Masters of Rehabilitative Counseling from 48 to 60 hours. As a reminder, this is a process that goes to Laura Saenz. A monitoring report was submitted to 5 members of the committee.</p> <p>A SACS Mock Site Visit will take place September 25 – 27, 2017 with a briefing session taking place next week.</p> <p>The <a href="#">Substantive Change Action Plan</a> form is posted on the Office of the Provost website. SACSCOC’s reviews substantive changes during two timelines, January 1<sup>st</sup> and July 1<sup>st</sup>.</p> <p><b>Reminder:</b> Formal complaints by students should be made through Maxient. All colleges are informed of student complaints through this system and a student log should be maintained.</p> <p><a href="http://www.utrgv.edu/en-us/student-experience/report-it/">http://www.utrgv.edu/en-us/student-experience/report-it/</a>  <a href="https://cm.maxient.com/reportingform.php?UnivofTexasRGV&amp;layout_id=2">https://cm.maxient.com/reportingform.php?UnivofTexasRGV&amp;layout_id=2</a></p>
-------------------	---

**COLLEGE/DEPARTMENT POLICIES & GUIDELINES**

**ALA QUBBAJ**

<b>DISCUSSION</b>	As a reminder to Deans, there is 3-4 days left before the review process for college and department guidelines begins. The main concern is that faculty will go through the Tenure and Promotion process without any policies/guidelines in place.
-------------------	--

**UPDATES**

<b>DISCUSSION</b>	<p><b>Information Technology</b></p> <ul style="list-style-type: none"> <li>• UTRGV now has a Site License for the Adobe Creative Cloud. There is an at-home option. Communication with instructions on usage will be sent within the next few weeks.</li> </ul> <p><b>Strategic Enrollment</b></p> <ul style="list-style-type: none"> <li>• Enrollment has just finished dropping. This means that class rosters have changed. Reminders will be sent out tomorrow to check class rosters; please remind faculty. She needs to figure out how to get students paid on time to avoid classes from being dropped.</li> </ul> <p><b>Student Success</b></p> <ul style="list-style-type: none"> <li>• Information flyer was distributed regarding high school Dual Credit Enrollment</li> <li>• This year is the last of a 3-year cycle for General Ed Assessment</li> <li>• Edinburg roundup was cancelled, therefore, a Freshman Open House is being planned at the colleges. More details will be provided next week.</li> <li>• Advisement has been re-organized into college clusters in order to be specialized into a college for closer relationships.</li> <li>• Distinguished Speakers Series is set. 1) Julian Castro on 9/27/17, 2) Diane Guerrero on 1/30/18, and 3) Daymond John on 3/7/18</li> </ul> <p><b>Faculty Affairs &amp; Diversity</b></p> <ul style="list-style-type: none"> <li>• Deans were asked to encourage anyone facing challenges with FPT (Faculty Portfolio Tool), to reach out to Elizabeth Heise. The tool is useful and beneficial especially for the building of a report.</li> <li>• Workshop for department chairs received good feedback. A Task Force is being created with department chairs to look at compensation and evaluation methods.</li> <li>• As part of the Distinguished Faculty Colloquium 2017, there are two upcoming presentations at the Library. First one is scheduled October 3<sup>rd</sup> in Brownsville.</li> <li>• UTRGV Academy of Distinguished Teachers is being created and coming soon.</li> </ul> <p><b>Faculty Senate</b></p> <ul style="list-style-type: none"> <li>• Faculty Senate continues working closely with WFN.</li> <li>• First meeting is September 22<sup>nd</sup> in Harlingen, with approximately 70 Faculty Senators.</li> </ul>
-------------------	--

**Women's Faculty Network**

- WFN continues collaborating and receiving feedback from faculty. A FS Liaison has been appointed to continue with collaboration efforts.
- First meeting is tomorrow, September 15<sup>th</sup> in Harlingen for the WFN Kickoff Luncheon; approximately 80 attending.

ADJOURNMENT	Meeting adjourned at 5:00 pm
NEXT MEETING	October 12, 2017