

UTRGV ACADEMIC AFFAIRS EXECUTIVE COUNCIL

NOVEMBER 16, 2017

1:30 – 4:00 PM

EDINBURG CAMPUS, COE DEAN'S
CONFERENCE ROOM

MEMBERS PRESENT	Patricia Alvarez-McHatton, Nina Young, Marcy de Leon, Lisa Smith, Frank Zecca (for Jeff Graham), Cynthia Brown, Steve Block, Karina Stiles-Cox, Volker Quetschke, Alma Rodriguez (COE), Alberto Davila (for Mark Kroll), Constantine Tarawneh (for Alex Domijan), Ala Qubbaj, Dora Saavedra, Michael Lehker, Mark Andersen, Maggie Hinojosa, Pamela Anderson-Mejias (for Walter Diaz), Kristin Croyle
MEMBERS NOT PRESENT	Mark Kroll, Alexander Domijan, Walter Diaz, Dave Jackson Paul Sharpe, Jeff Graham, John Krouse, Juan Sanchez
OTHERS PRESENT	Elizabeth Heise, Mark Blakemore, J. Fernando Gonzalez
REVIEW OF MINUTES	October 12, 2017 – Cynthia Brown motioned for approval, Michael Lehker seconded the motion. <i>Unanimous approval of the Minutes.</i>

AGENDA TOPICS

FACULTY PORTFOLIO TOOL WORKFLOW DEMO

ELIZABETH HEISE

DISCUSSION	A PowerPoint was presented on the Faculty Portfolio Tool Workflow feature. Dr. Heise explained and demonstrated the steps when conducting an annual review. General faculty information is automatically populated and the system is user friendly. CV's are able to be uploaded and dates no longer have to be entered. Phase 1 is complete with the pilot in the College of Business and Entrepreneurship. It will transition to other colleges the following academic year.
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BOARD OF REGENTS' RULE 90101 – INTELLECTUAL PROPERTY

J. FERNANDO GONZALEZ

DISCUSSION	A PowerPoint was presented regarding Intellectual Property. Two main changes from the last couple of years were highlighted. The Regents' have created a different distribution in the royalties split between inventors and the university. Copyrights for software are treated as an invention. Public disclosure and the patent process was discussed.
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ACADEMIC AFFAIRS' UPDATES

PATRICIA MCHATTON

DISCUSSION	<p>ICR Policy: The current ICR guidelines are being reviewed and the final document will be shared.</p> <p>Chairs' Taskforce, Program Coordinator Work Group, Class Schedule Work Group Updates:</p> <ul style="list-style-type: none">- Dr. Bruce Reed is the chair of the Chairs' Taskforce. They are currently seeking feedback via email and are working on a variety of issues and challenges along with discussing the structure of the evaluation of chairs. The group was asked to provide a report in January.- The Program Coordinators Work Group was convened to discuss graduate enrollment and the role of the program coordinator.- The Class Schedule Work Group recently convened with Dr. Pamela Anderson-Mejias as the chair. The goal for this taskforce is to evaluate the scheduling of classes and how to best utilize time particularly with evening classes. <p>Summer School: The base year begins in the summer, which means our enrollment will be included in the calculation to determine the budget for the next biennium. We all have a responsibility to increase our enrollment. Pell money will be made available this summer, therefore an increase in student enrollment is anticipated. We are reviewing ways to</p>
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	<p>incentivize colleges based on increased summer instruction activity as it relates to offering courses that may be a bottleneck and others that are in high demand.</p> <p>Faculty Recruitment Manual: The manual has been updated and posted on the website. Please share with your search committees to assist them in ensuring they adhere to the requirements.</p> <p>Master Deadline Calendar for Chairs/Directors: The Office of the Provost is gathering information on all the deadlines for Chairs/Directors. This will assist with determining if any deadlines overlap.</p> <p>Staff Professional Development, April 2018</p> <ul style="list-style-type: none"> - An Administrative Staff Development Retreat is being planned during staff appreciation week in April of 2018. Nina Young is leading the planning along with an organized Steering Committee. This is one way to tell our staff “thank you” for all that they do. Dr. McHatton is asking for a contribution of at least \$500 to cover the cost of a guest speaker and food, etc. Please let Marcy know the amount of your contribution. - A Staff Service Award Ceremony is being planned for January 17 (Edinburg) and January 18 (Brownsville). - A UT System Outstanding Employee Award has been established. A call for nominations was sent out from Staff Senate. A minimum of four staff will be nominated from UTRGV to UT System. 30 awards will be presented across all institutions with a \$10K award to each staff member. <p>Strategic Plan Proposals: A call was sent for proposals that aligned with our Transforming our World Strategic Plan. We received a total of 42 Transforming Our World Strategic Plan proposals. The Strategic Planning Steering Committee was extremely pleased at how strongly linked these proposals were with UTRGV’s strategic plan and how they aligned with our Vision, Mission, Values, Core Priorities, and Other Key Areas of Focus. We initially set aside \$100,000 for these efforts, however, after reviewing the quality work from these proposals, the Committee worked with the Office of the Provost to fund 10 proposals for a total of over \$130,000. This is a true testament to the value the institution places on initiatives linked to the implementation of our strategic plan. These will be showcased on the strategic plan website.</p> <p>Campus Climate Study: We are currently in the process of finding a vendor to conduct the survey for Faculty and Staff. Further updates will be provided moving forward.</p> <p>School of Medicine Assignments: Discussions are taking place regarding how to handle faculty assignments with the SOM. Moving forward, faculty working with the SOM should coordinate with their primary college to ensure this additional assignment is part of their base salary. Faculty need to have these early conversations with their department chairs/school directors.</p>
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DEPUTY PROVOST’S UPDATES

CYNTHIA BROWN

DISCUSSION	<p>Substantive Change: There are no new substantive changes to report.</p> <p>SACSCOC Updates: A sample complaint log was passed out. All should be maintaining this type of log as it is a SACSCOC standard. We must organize existing files to demonstrate handling formal complaints at the college level. Formal complaints are those following the HOP timeline, protocol, etc.</p> <p>Changes to Accelerated Online Carousels: Please inform program coordinators that any changes to any online carousel must be approved through the Dean of the Graduate College.</p>
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STUDENT SUCCESS TEAM UPDATES

KRISTIN CROYLE

DISCUSSION	There are no updates to report.
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DEANS' UPDATES: COLLEGE OF EDUCATION

DISCUSSION	<p>NEW: Deans' Updates added to the agenda as an opportunity to provide updates on college initiatives.</p> <p>A PowerPoint was presented and booklets were passed out regarding activities and initiatives in the College of Education. Alma Rodriguez reported on the following:</p> <ul style="list-style-type: none"> - Step Up Program - Teach to Lead - HEB Read 3 - Ed Leadership Development Partnerships to prepare future leaders - The Torneo de Ortografia, annual spelling bee in Spanish - Edinburg Housing Authority - The Counseling and Training Clinic provides support to the community. - A series of Open Houses are held in Brownsville, Edinburg and Rio Grande City sites. - Bring your family member to school day. - Critical Issues Leadership Conference. - Teacher Entrepreneurs: responding to priorities in teaching and learning, one-day retreat - Holmes Cadets Program; education pipeline in collaboration with South Texas ISD BETA. - Annual Fall Data Summit - HSI SIRGS – 2nd phase, placed a call for proposals both interdisciplinary and collaborative. - Educational Borderlands, a Bilingual Journal; editorial board was formed and first issue is out. <p><u>College of Liberal Arts – Dr. Diaz will present in December.</u></p> <p><u>College of Health Affairs – Dr. Lehker volunteered to present in December.</u></p>
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UPDATES

DISCUSSION	<p>Information Technology – Frank Zecca</p> <ul style="list-style-type: none"> - Telephone migration is beginning with a live telephone system in Edinburg. AVAYA Telephone systems are being replaced with Cisco phones. It will be integrated with Skype. - An energy campaign was introduced to encourage power saving settings. A potential savings of at least \$10K is anticipated with the new power saving efforts. - The upgrade of 10 Smart Classrooms are now complete and will be ready for Spring 2018 semester. - Upgrade to Windows 10 is beginning soon. - Service Now has been upgraded. <p>Strategic Enrollment</p> <ul style="list-style-type: none"> - Summer schedule closes December 1st. - Students are receiving 6 commencement tickets this year. Bert Ogden Arena is a potential location for future ceremonies. This venue change will hopefully allow for more tickets per student. - Deans received a list of students in their college who were enrolled in fall and are not enrolled in the Spring with no identified reason. Please make contact with these students, because they like to hear directly from you. - In both Lectures and Labs, Brownsville offers less sections but more seats. Edinburg offers more sections but less seats. This is good data that will be shared with the Class Schedule Workgroup. <p>Faculty Senate</p> <p>The November Faculty Senate meeting will be a workshop for the group, so administrators will not attend. The group will be working on workload policy, shared governance issues, etc.</p> <p>Women's Faculty Network</p> <p>The Achievement and Advancement newsletter will be coming out in March 2018.</p>
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ADJOURNMENT	Meeting adjourned at 4:00 pm
NEXT MEETING	December 14, 2017