

UTRGV ACADEMIC AFFAIRS EXECUTIVE COUNCIL

DECEMBER 14, 2017

9:00 AM – 11:30 AM

HARLINGEN AUDITORIUM

MEMBERS PRESENT	Patricia McHatton, Ala Qubbaj, Nina Young, Lisa Smith, Mark Kroll, Alma Rodriguez, Parwinder Grewal, Karina Stiles-Cox, Alexander Domijan, Cynthia Brown, Dave Jackson, Dora Saavedra, Kristin Croyle, Marcela De Leon, Mark Anderson, Michael Lehker, Paul Sharpe, Steven Block, Walter Diaz
MEMBERS EXCUSED	Jeff Graham, Maggie Hinojosa, Volker Quetschke
OTHERS PRESENT	Frank Zecca
REVIEW OF MINUTES	November 16, 2017 Unanimous Approval of the Minutes

AGENDA TOPICS

SACSCOC UPDATES

PATRICIA MCHATTON

DISCUSSION	Regarding the correspondence from Dr. Bailey on December 5 th , UTRGV remains on probationary status pending a SACSCOC review of the Audit for FY 2017, conducted by the Texas State Auditor's Office. The report is scheduled to be released in February 2018. As a reminder, UTRGV remains accredited.
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ACADEMIC AFFAIRS UPDATES

PATRICIA MCHATTON

DISCUSSION	<p>Chair Taskforce, Program Coordinator Work Group, Class Schedule Work Group Updates: The three groups are working diligently to gather data to make informed decisions and to develop recommendations for action as needed. The Chair of each committee will report their findings to the AAEC.</p> <p>Tuition and Fee Survey Results A student survey was conducted as part of the tuition and fee setting process for 2019-2020.</p> <p>Resources This summer will be a base line year and therefore, it is crucial to increase our enrollment. Dr. Bailey will be visiting each college to present on "Trends in American Higher Education and their Impact on UTRGV." As an institution, we need to address these concerns and ensure students graduate in a timely manner.</p> <p>We will be piloting a course roadmap with a cohort of students. If the roadmap is followed, students are guaranteed to graduate within four-years. If a course on the roadmap is not available and it delays a student's graduation, their tuition will be paid for by UTRGV.</p> <p>Creation of 3YR Appointment Lines to Fill OYA Needs 62 new 3-year lecturer positions have been authorized for recruitment. These positions were approved based on reoccurring need of one year appointment (OYA) hires. Recruitment for these positions will be competitive. If there is a current OYA that is interested in the 3-year lecturer position, they must apply for the position and follow the hiring process.</p> <p>Summer Overpayments Deans are asked to work with department chairs/school directors to ensure paperwork is submitted in a timely manner for summer courses that are canceled.</p> <p>Summer School PELL will be made available this Summer and we are expecting an increase of students wanting to take classes. Deans should evaluate courses with a waitlist and increase their summer offerings as appropriate.</p> <p>Faculty Recruitment Deans are encouraged to follow up and ensure all their searches are advertised.</p> <p>Regents Outstanding Employee Award The application to nominate staff for this award was sent out campus wide and the deadline was extended to January 5th. Three letters of recommendation should be included when submitting a nomination.</p>
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SUBSTANTIVE CHANGES

CYNTHIA BROWN

DISCUSSION	The continued probation status has changed our scenarios as far as approval for new degree programs. Next week, five substantive change prospectuses for new programs mentioned at past meetings will be submitted. The review process will be delayed since the final decisions will be made by the Board, which only meets twice a year. Recruitment can begin for new programs, but a statement that reads "pending SACSCOC approval" must be added to all materials. In order to avoid a violation, it is imperative this statement is noted on any correspondence or discussion with students.
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STUDENT SUCCESS TEAM UPDATES:

KRISTIN CROYLE

DISCUSSION	Student Success Teams are progressing very well.
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CONVERSATION WITH FACULTY SENATE EC

PATRICIA MCHATTON

DISCUSSION	<p>The provost meeting with Faculty Senate Executive Council went very well with a variety of topics discussed.</p> <ol style="list-style-type: none">1. Professional Development for review teams (Chairs, Associate Deans, and Deans). Dr. Qubbaj was asked to organize a Professional Development Workshop for those involved in the faculty review process.2. Advising: Each college has a specific advisor. Please make sure information is relayed to faculty about their respective college advisors.3. The Provost will be requesting individual college meetings with Deans and their leadership teams to discuss communication issues, lack of transparency, and lack of participation. The conversation will revolve around what the college is doing to develop community and how they address concerns that continue to surface.
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DEANS UPDATES

DISCUSSION	<p>College of Liberal Arts - Walter Diaz Dr. Diaz presented data regarding "Increasing Scheduling Efficiency, Student Access and Hopefully Success".</p> <p>College of Health Affairs - Michael Lehker Dr. Lehker presented the COHA Vision, Mission, and Core Priorities.</p> <p>Deans to present at next meeting are Dr. Mark Andersen and Dr. Steven Block.</p>
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UPDATES

DISCUSSION	<p>Deputy Provost: Cynthia Brown Beside the 5 new programs submitted to SACSCOC, there are other new programs pending approval at UT System, including an Education Specialist Degree and Board Certified Behavioral Analyst Graduate Certificate. Other programs that we plan to start Fall 2018 that do not require SACSCOC approval are degrees that overlap with existing degrees, including a BS Statistics, BS in Addiction Studies, and BS and MS in Biochemistry and Molecular Biology. Any other programs currently under development will not start until Fall 2019.</p> <p>Student Success: Kristin Croyle A Student Fee Advising Call for Proposal has been sent out. Visa Applications need to be submitted very soon.</p> <p>Graduate College: Dave Jackson Staff are in place at the Call Center. Over 2,000 calls were made in the first 10 days. The Toll Free number is 1-833-887-4842 (UTRGV).</p> <p>Information Technology: IT is in the process of finalizing the Associate CIO position in January. IT is currently working on improving the timing of emails sent through a ListServ.</p> <p>Faculty Affairs and Diversity: All OYAs (regardless of previous employment) will be evaluated in the Spring semester following the new faculty pathway timeline. However, the evaluator(s) can still provide feedback on the previous year performance for those who previously worked at UTRGV. Reviews for OYA will be conducted outside of the FPT process; colleges should use their internal review process. Please use HOP ADM 06-502 for further guidance.</p> <p>For this year, new faculty (TT and 3-year lecturers) will use the new FPT Workflow process to generate and submit their review folder electronically through automated workflow. Workshops have been conducted with new faculty (TT and 3-year lecturers) on this process. The first-year faculty will receive an email from Digital Measures with a link to commence the creation of their electronic dossier.</p> <p>For questions regarding the annual evaluation process and/or criteria, we are asking the faculty members to contact their Department Chair/School Director. For technical questions regarding FPT Workflow, they should contact fpt@utrgv.edu.</p>
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	<p>Two nominations were submitted for the Greater Texas Foundation Faculty Fellows Program (GTF Fellows). A call for nominations will be sent for Faculty Excellent Awards in Teaching, Research, Service, Mentoring, Community Engagement, and Sustainability. A new category for Lecturers has been added to the Teaching Excellence Awards.</p> <p>Faculty Development proposals are due January 19th to the Colleges and by February 16th to Dr. Qubbaj's office.</p> <p>New Faculty Orientation will take place January 11th in Brownsville and January 12th in Edinburg.</p> <p>Faculty Senate Recommended changes to HOP policies will be brought forward to the AAEC after approval from Faculty Senate.</p> <p>Women's Faculty Network Celebrated 5 years in service.</p>
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ADJOURNMENT	Meeting adjourned at 11:30 pm
NEXT MEETING	January 25, 2018