

# ACADEMIC AFFAIRS EXECUTIVE COUNCIL

DECEMBER 17, 2015

9:00 AM

MCALLEN TEACHING SITE #104

MEMBERS PRESENT	Havidán Rodríguez, Nina Young, Lisa Smith, Cynthia Brown, Ala Qubbaj, Kristin Croyle, Jeff Graham, Barry Linger, Walter Diaz, Dora Saavedra, Marie Mora, Miguel Gonzalez, Mark Kroll, Michael Lehker, Dave Jackson, Eduardo Gutierrez, Patricia McHatton, Dahlia Guerra, Paul Sharpe, Parwinder Grewal
MEMBERS EXCUSED	
OTHERS PRESENT	Melba Sotelo
REVIEW OF MINUTES	Minutes of November 9, 2015 were approved.

## AGENDA TOPICS

### COMMENCEMENT CEREMONIES

HAVIDÁN RODRÍGUEZ

DISCUSSION	The Provost announced there would be over 2,000 students graduating in the three inaugural UTRGV commencement ceremonies on Saturday, December 19th. State Farm Arena policy is to check ID's of everyone who enters the facilities; therefore, ID's will be requested of faculty/staff and bags/purses/etc. of all attendees/participants will be searched. This is not UTRGV policy.
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### INDIRECT COST ALLOCATION (IDC)

HAVIDÁN RODRÍGUEZ

DISCUSSION	Dr. Rodríguez, Dr. Maldonado, and Mr. Baylor are working on policies regarding the allocation and disbursement schedule for Indirect Costs (IDC) for FY16. In terms of the disbursement for FY 2015, for faculty previously at UTPA, the IDC should be distributed in January. For faculty previously at UTB, the IDCs had already been distributed for FY 2015 because UTB had a different policy/timeline (quarterly disbursements).		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
FY2015 IDC allocations were posted January 21, 2016.			

### INSTRUCTIONAL/RESEARCH EQUIPMENT FUNDS FOR FY 2016

HAVIDÁN RODRÍGUEZ

DISCUSSION	\$1,250,000 funding for equipment has been allocated to the respective units based on requests submitted to and approved by the Provost. Funding must be used before end of FY2016, otherwise the funds will be swept.
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### EXCEPTIONAL MERIT AND EFFECTS ON PTR

HAVIDÁN RODRÍGUEZ

DISCUSSION	<p>We were informed that UTB had an "Exceptional Merit" (EM) process in which faculty who received EM would have their timeline "reset" regarding post-tenure reviews (PTR). For faculty undergoing the EM process in FY 2015, the process was never completed due to lack of funds. Therefore, no one was granted EM this past year at UTB. Dr. Rodríguez emphasized that we cannot waive the PTR, given Regent's Rule 31102 (<i>Evaluation of Tenured Faculty</i>), although this rule permits a deferral for up to one year in special circumstances. [See <a href="http://www.utsystem.edu/board-of-regents/rules/31102-evaluation-tenured-faculty">http://www.utsystem.edu/board-of-regents/rules/31102-evaluation-tenured-faculty</a>.] Dr. Rodríguez noted that it is not in UTRGV's purview to revise or change prior decisions made at the legacy institutions.</p> <p><i>Note:</i> Years of service at the legacy institutions and UTRGV count toward the UTRGV PTR timeline for faculty hired in Phase I. UTRGV faculty hired in Phase IIB had their timelines reset because they were considered to be "new hires" as a result of national searches.</p>
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**SALARY STUDIES****HAVIDÁN RODRÍGUEZ**

<b>DISCUSSION</b>	A meeting was held with the consulting group regarding preliminary results from their gender equity salary study. A revised report is expected to be presented in January, along with a "market study" that compares UTRGV salaries with those at peer/aspirational institutions.
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**ONLINE COURSES AND ACADEMIC COACHES, SPRING 2016****CYNTHIA BROWN  
CYNTHIA BROWN**

<b>Discussion</b>	<p>Faculty have been participating in a workshop regarding teaching large on-line courses. Another workshop is expected in the Spring. UTRGV will provide academic coaches for those faculty who wish to use one for on-line classes with a minimum enrollment cap of at least 75 students, and an actual enrollment of at least 50 students.</p> <p>As a reminder, teaching on-line as well as the use of academic coaches is voluntary. The coaches are being offered to assist faculty with large online courses, if needed and at the discretion of the faculty member. Further, we are not requiring an increase in the maximum number of students in on-line courses; the faculty member and his/her Director/Department Chair must discuss these important issues. Faculty teaching on-line courses who use academic coaches are the instructor of record.</p> <p>Keep in mind that on-line classes follow the <b>same workload equivalencies</b> as regular in-person classes (e.g., with respect to enrollment, graduate versus undergraduate, etc.), as specified in Regent's Rule 31006 (Academic Workload Requirements): <a href="http://www.utsystem.edu/board-of-regents/rules/31006-academic-workload-requirements">http://www.utsystem.edu/board-of-regents/rules/31006-academic-workload-requirements</a>.</p>
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**UPDATE ON WEBSITE DEVELOPMENT****JEFF GRAHAM**

<b>Discussion</b>	Volume is a factor in the delay of website creation as there was a combined total of more than 90,000 websites at the legacy institutions. IT has completed approximately 25% of the requests received. Each request is given a priority according to factors such as accreditation standards/requirements. The process can be initiated by using the "Service Now" icon at my.utrgv.edu.		
<b>Action items</b>	<b>Person responsible</b>	<b>Deadline</b>	
The website-request process was sent to the Council via email from Dr. Graham.			

**STRATEGIC PLANNING COMMITTEE****HAVIDÁN RODRÍGUEZ**

<b>Discussion</b>	<p>Dr. Rodríguez provided an update regarding the Strategic Planning Committee (SPC), which Dr. Bailey launched on December 9, 2015. A committee retreat will take place in January 21, 2016.</p> <p>We are also seeking feedback from a faculty workgroup, staff, and students regarding issues/concerns related to processes that impact teaching, research/scholarship, and/or service.</p> <p>In this discussion, the Provost again mentioned that workload is determined at the School/Department and College level. He reviews the faculty reports, which are reported to the UT System.</p>
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**MASTER PLANNING COMMITTEE****HAVIDÁN RODRÍGUEZ**

<b>Discussion</b>	This committee will be working with the Strategic Planning Committee. An external consulting group (CannonDesign) is assisting in the master planning process.
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**PEOPLESOF STEERING COMMITTEE****HAVIDÁN RODRÍGUEZ**

<b>Discussion</b>	This committee includes representatives from faculty, staff, students, and some VP's; they are engaged in the transition to PeopleSoft. The goal is to get significant feedback, which will also be shared with the SPC.
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## UPDATES

<b>Discussion</b>	<p><b><u>Faculty Senate</u></b> (update by Dr. Dora Saavedra, President of the UTRGV Faculty Senate)</p> <ul style="list-style-type: none"> <li>• Every School/Department is now represented on the Faculty Senate.</li> <li>• Currently, 73 of the 75 Senator positions are filled.</li> <li>• One of the main priorities is the HOP policy for Academic Committees and Councils.</li> <li>• Members of the Faculty Senate Executive Committee are working with UT System on a White Paper on Shared Governance.</li> <li>• The Faculty Senate is working on a dual-credit study.</li> <li>• They want to encourage more cross-disciplinary collaborations, especially between the Sciences and the School of Medicine.</li> </ul> <p><b><u>Women's Faculty Network</u></b> (update by Dr. Marie Mora, Chair of the WFN)</p> <ul style="list-style-type: none"> <li>• In Fall 2015, 160 women actively participated in the WFN (defined as participating in our meetings and/or committees), 154 of whom are full-time faculty (representing a full one-third of <u>all</u> full-time women faculty at UTRGV). The "active" participation rate of tenured/tenure-track women is even higher, at 41%. Many women who have not been able to attend meetings have been involved in other ways, such as through conference calls/email exchanges/etc.</li> <li>• Broke its UTRGV attendance record at its December 8th meeting with 84 in attendance.</li> <li>• Had its 3<sup>rd</sup>-year anniversary (December 6th) in Edinburg and its 1<sup>st</sup> year anniversary (November 24th) in Brownsville.</li> <li>• The six WFN standing committees have been operationalized, and their ideas/concerns/suggestions were recently shared by the WFN Executive Team with the Provost on December 15th. Updates are forthcoming.</li> <li>• Requesting search committees to ask their job candidates (women or men) if they would like to meet with the WFN as part of their campus visit; the purpose is to provide job candidates a chance to ask questions they might not feel comfortable asking search committees (e.g., about schools, dual career policies, etc.).</li> </ul> <p><b><u>Announcements by the Vice Provost for Faculty Affairs &amp; Diversity</u></b></p> <ul style="list-style-type: none"> <li>• A call for nominations for the UTRGV Excellence Awards will be made right before or after the winter break. There will be four awards: (1) Teaching, (2) Research/Scholarship/Creative Activity, (3) Service, and (4) Student Mentoring.</li> <li>• An announcement for a Summer Writing Retreat at South Padre Island for women in STEM/Social &amp; Behavioral Sciences will be forthcoming; this retreat is made possible through an NSF ADVANCE grant to Jackson State University in partnership with UTRGV and other institutions.</li> <li>• 79.4% of UTRGV students completed course evaluations.</li> <li>• As a reminder, faculty should update their CVs and post syllabi through the Faculty Portfolio Tool.</li> </ul> <p><b><u>Other Items/Announcements</u></b></p> <ul style="list-style-type: none"> <li>• There were close to 3,000 applicants to the School of Medicine; they are currently in the selection process; 50 students will form part of its inaugural class, which will start in the summer, 2016.</li> <li>• Dave Jackson reported he will be in contact with the deans regarding new doctoral programs. On the Master's side, additions are being made in terms of online masters' programs.</li> </ul>
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<b>ADJOURNMENT</b>	Meeting adjourned at 11:00 am.
<b>NEXT MEETING</b>	January 28, 2016