

# ACADEMIC AFFAIRS COUNCIL MEETING MINUTES

SEPTEMBER 10, 2015

2:30 PM

EDUC 3.102B

MEMBERS PRESENT	Havidán Rodríguez, Nina Young, Lisa Smith, Parwinder Grewal, Dahlia Guerra, Kristin Croyle, Patricia McHatton, Dora Saavedra, Dave Jackson, Walter Diaz, Jeff Graham, Mark Kroll, Michael Lehker, Mark Andersen, Miguel Gonzalez, Cynthia Brown, Ala Qubbaj, Barry Linger (representing Francisco Fernandez), Marie Mora, Sadiq Shah, Marcy de León
MEMBERS EXCUSED	
OTHERS PRESENT	Mohammed Farooqui, Associate Dean
REVIEW OF MINUTES	

## AGENDA TOPICS

### INTRODUCTION

HAVIDÁN RODRÍGUEZ

DISCUSSION	<p>Dr. Rodriguez welcomed everyone to the first UTRGV Academic Affairs Council meeting. The Council represents major units of Academic Affairs that includes representation from the Colleges, Student Success, Information Technology, School of Medicine, Faculty Affairs &amp; Diversity, Women's Faculty Network, and the UTRGV Faculty Senate Constitution Committee (until the UTRGV Faculty Senate is established).</p> <p>The Council is a policy decision making group with voting members, with the exception of the Provost's Office staff. Recommendations are made for decisions that require President approval, HOP policies requiring OGC approval, and divisional guidelines.</p>
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### ENROLLMENT UPDATE

KRISTIN CROYLE

	<p>Enrollment was reported at 28,841 The Academic Advising Center has a new Director, Gabriel Bermea. Handouts were distributed that included the top 50 waitlisted sections for the Fall 2015 semester. Discussion followed regarding the issues related to waitlisted sections and space issues.</p>		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
<i>Space for faculty offices and for other academic/administrative purposes. All units in Academic Affairs should do a census of available office space. Especially for faculty, given the current round of ongoing faculty searches. Many of the current searches are for faculty who separated through the VSIP, retirement, resignations, etc. A UTRGV Space Committee has been established that is looking at short- and long-term space needs.</i>	Deans	Friday, October 23, 2015	

### MINIMUM CLASS SIZE

HAVIDÁN RODRÍGUEZ

DISCUSSION	<ul style="list-style-type: none"><li>Limit of Class Size Enrollment is 5 for Doctoral, 10 for Masters' and 15 for Undergraduate classes per university guidelines.</li><li>Faculty should be aware that they will receive proportional workload credit for small classes.</li><li>Moving forward, issues regarding class sizes need to be addressed when schedules are being developed. Deans, Chairs, and Directors should consider consolidating sections to help resolve small class sizes.</li></ul>
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### FACULTY POSITIONS: DISTRIBUTION AT INSTITUTIONAL AND COLLEGE LEVEL

HAVIDÁN RODRÍGUEZ

DISCUSSION	<ul style="list-style-type: none"><li>Searches for about 90 faculty positions will be initiated this semester. Positions should be carefully reviewed to ensure recruitment requests are prioritized and meet the needs of the college as well as the institutional mission and goals. However, the Provost can determine</li></ul>
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	<p>whether positions can and should be transferred if they are vacant; this will occur in consultation with the Deans.</p> <ul style="list-style-type: none"> <li>Moving forward, Deans should review and prioritize hiring requests before submitting to the Provost for his approval.</li> </ul>
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## FACULTY HIRING PROCESS 2015-2016

HAVIDÁN RODRÍGUEZ

<b>DISCUSSION</b>	<p>The hiring Process for faculty has already been initiated. The School of Medicine is also actively searching to fill faculty positions.</p> <p>The Provost's Office staff will work on updating the the faculty recruitment manual.</p>		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>	
Will circulate current version of Faculty Recruitment Manual.	Nina Young	Following AA Council Meeting	

## COMMUNICATION WITH DEANS, CHAIRS, AND FACULTY

HAVIDÁN RODRÍGUEZ

<b>DISCUSSION</b>	<p>The Provost reminded the Deans that issues should be handled systematically at the college level. Faculty and departmental requests for Provost's action should come from the corresponding dean.</p>
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## FACULTY SENATE CONSTITUTION COMMITTEE

HAVIDÁN RODRÍGUEZ

<b>DISCUSSION</b>	<p>The Faculty Senate Constitution Committee includes members based out of Brownsville and Edinburg. The committee was established by President Bailey and Provost Rodríguez. Dora Saavedra and Marie Mora, who are currently part of the Academic Affairs Council, are members of the Committee, which will remain operational until the Faculty Senate Constitution is approved and the UTRGV Faculty Senate is constituted.</p> <ul style="list-style-type: none"> <li></li> </ul>
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## HOP REVIEWS

HAVIDÁN RODRÍGUEZ

<b>DISCUSSION</b>	<p>The HOP Review process is still ongoing. Janna Arney is coordinating the process. When the HOP policies are approved at the President and OGC level, they will be posted on the UTRGV website.</p>
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## FACULTY TEACHING ASSIGNMENT VALIDATION FORMS & OFFICIAL TRANSCRIPTS

CYNTHIA BROWN

<b>DISCUSSION</b>	<p>Validation Forms are required for every faculty member who is teaching, regardless of rank. This is a critical process, per SACSCOC requirements. Forms must be submitted when hiring new faculty. Degree information must be included on the form and an official transcript must be on file.</p> <p>First round of faculty rosters will be submitted to SACSCOC by mid-September. Dr. Brown will continue to review rosters to ensure credentials on the validation forms are accurate and ready to be submitted to SACSCOC.</p>
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## RELEASE TIME – PRESIDENTIAL CREDIT

HAVIDÁN RODRÍGUEZ

<b>DISCUSSION</b>	<p>The portal to report presidential credits will be ready within the next few weeks. Faculty can be awarded release time to enhance and strengthen their scholarship and for service requirements above and beyond what is normally expected (e.g. department chair; associate dean, etc.).</p> <p>The Provost's Office staff will inform assistant deans once the portal is ready and will facilitate training, as needed.</p>
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## PROMOTION & TENURE

HAVIDÁN RODRÍGUEZ

<b>DISCUSSION</b>	<p>Dr. Rodríguez reminded the deans that promotion and tenure reviews should already be underway.</p> <p><b>Process &amp; Timeline:</b> A number of P&amp;T workshops were (and will be) held to discuss process, pathways, etc. The guidelines are posted on the Provost's website.</p>
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	<p><b>Peer Observation of Teaching:</b> Guidelines are on Provost website. Having peer observations of teaching conducted regularly is required of all faculty.</p> <p><b>P&amp;T:</b> Workshops described the process for promotion and/or tenure. Brownsville and Edinburg P&amp;T criteria for their respective faculty will be used for two years. Moving forward, new criteria will be established, with one process, one set of guidelines, and a single timeline for UTRGV.</p> <p><b>Collaborating with and Mentoring new faculty:</b> Mentoring faculty, especially junior faculty, is key to their success at UTRGV.</p>
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## RESEARCH CENTERS & INSTITUTES

HAVIDÁN RODRÍGUEZ

<b>DISCUSSION</b>	The transition of legacy institutions' Centers and Institutes to UTRGV was discussed. A committee will be established to review guidelines, criteria, and expectations. Provost Rodriguez and Dr. Theresa Maldonado will Co-Chair the committee along with members Dr. Patricia McHatton, Dr. Walter Diaz, Dr. Parwinder Grewal, and Dr. Michael Lehker.		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>	
Deans were asked to nominate a couple of Research-Oriented faculty to serve on the committee.	Deans		

## CURRENT ENDOWED POSITIONS

HAVIDÁN RODRÍGUEZ

<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>UTRGV Guidelines are in place to select endowed faculty. Almost all endowed positions transitioned to UTRGV. If colleges have endowed positions, deans need to establish a committee at the college level, follow UTRGV guidelines, request candidates, and complete the review process in a timely manner..</li> <li>A request to fill these positions (internally or externally) should be submitted to the Provost. By March 31<sup>st</sup>, a recommendation for naming an endowed professor/chair should be submitted to Provost. Endowed appointments must be also be approved by the President, UT System and the Board of Regents.</li> </ul>
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## POTENTIAL NEW ENDOWED POSITIONS: REQUEST & JUSTIFICATION

HAVIDÁN RODRÍGUEZ

<b>DISCUSSION</b>	The Provost asked the Deans to submit requests for new endowed positions.		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>	
Deans should submit a list with 3-5 top priorities for potential endowments, for new endowed faculty/chairs or initiatives for colleges/unit (e.g., Study Abroad). The list will be provided to Drs. Bailey and Cronin.	Deans	Friday, October 9, 2015	

## ASSESSMENT AND ACCREDITATION

CYNTHIA BROWN/HAVIDÁN RODRÍGUEZ

<b>DISCUSSION</b>	<p>Laura Saenz, Vice Provost for Accreditation and Assessment, and Carlos Cuellar, Director of Assessment are working on a framework for assessment and accreditation. Additional information will be forth coming.</p> <p>Regarding accreditation, the Provost expects that the department faculty, department chairs/school directors, and deans will play an active role in developing and reviewing accreditation documents before submitting to him in a timely manner.</p> <p>The Office of Strategic Analysis and Institutional Reporting is assisting in creating a data warehouse to systematically collect and house data to better prepare for accreditation.</p>
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## SUPPORT FOR ADJUNCT/PT FACULTY

ALA QUBBAJ

<b>DISCUSSION</b>	Dr. Qubbaj indicated he received letters from chairs regarding part-time faculty not being informed about access to ASSIST and BlackBoard. Dr. Qubbaj office offered a workshop on teaching tools and pedagogical practices for these faculty members; these workshops will continue into the future.
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**GIT AWARDS AND UTILIZATION OF FUNDS****CYNTHIA BROWN/DAVE JACKSON**

<b>DISCUSSION</b>	<p>Dr. Brown indicated that GIT allocation for FY 16 was sent to the deans. The use of funds is to provide financial support to graduate students (e.g., RAs or TAs) and to enhance and strengthen graduate programs.</p> <p>Dave Jackson indicated that each college received base funding in the amount of \$45,000. An additional amount was allocated based on prior year graduate SCH production per college. In addition, \$275,000 will be allocated for assistantships, travel funds for students, research, supplies, etc., which will be funded on a competitive basis through the submission of proposals.</p>
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**JOINT APPOINTMENTS****HAVIDÁN RODRÍGUEZ**

<b>DISCUSSION</b>	Draft policy will be reviewed at the next AA Council Meeting.
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**OUTSIDE ACTIVITY/OUTSIDE EMPLOYMENT****HAVIDÁN RODRÍGUEZ**

<b>DISCUSSION</b>	<p>Dr. Rodríguez stated that requests for outside employment (less than 11 hours a week) will be approved at the college level. It is expected that the online portal will be functional in October. Keep in mind the impact outside activity/employment has on faculty teaching, scholarship, and service, and how it impacts the university. Faculty members holding a full-time appointment must limit the total time spent in outside activities during the academic term to no more than an average of 11 hours per week or teaching only one (1) course at another institution. Outside activities during the academic term that involve more than 11 hours per week, require the approval of the Provost.</p>		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>	
Conflict of Interest, Conflict of Commitment, and Outside Activities document was distributed via email to the Academic Affairs Leadership Council on Wednesday, September 30, 2015.	Provost		

**COLLEGE LEVEL ACADEMIC AFFAIRS POLICIES**

<b>DISCUSSION</b>	Policies (e.g., Annual Evaluations, P&T, Post-Tenure Review, and Workload) need to be prepared at the department level. Deans will make recommendations to Provost; the Provost will review and, upon his approval, they will be submitted to the President.
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**DISCUSSION ITEMS**

<b>DISCUSSION</b>	<p>Topics for Discussion for the the next AA Council meeting include:</p> <ul style="list-style-type: none"><li>• New Graduate Programs</li><li>• Workload for Faculty</li><li>• Lecturer, Clinical Faculty, Professors in Practice Promotion Process</li></ul>
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<b>ADJOURNMENT</b>	Meeting adjourned at 5:00 pm
<b>NEXT MEETING</b>	Thursday, October 15, 2015 – 1:00 pm, RAHC, Harlingen