

UTRGV ACADEMIC AFFAIRS EXECUTIVE COUNCIL

SEPTEMBER 16, 2016

1:30PM – 4:30 PM

**EDINBURG CAMPUS, COE DEANS
CONFERENCE ROOM**

MEMBERS PRESENT	Havidán Rodríguez, Nina Young, Lisa Smith, Marcy de Leon, Walter Diaz, Parwinder Grewal, Maggie Hinojosa, Mark Kroll, Dave Jackson, Cynthia Brown, Eduardo Gutierrez, Michael Lehker, Alexander Domijan, Jeff Graham, Kristin Croyle, Steve Block, Mark Anderson, Ala Qubbaj, Jackie Michel (for Theresa Maldonado), Bobbette Morgan, Steven Lieberman, Marie Mora, Patricia McHatton, Dora Saavedra
MEMBERS EXCUSED	Theresa Maldonado
OTHERS PRESENT	
REVIEW OF MINUTES	July 21, 2016 Minutes Approved

AGENDA TOPICS

PROVOST ANNOUNCEMENTS

HAVIDÁN RODRÍGUEZ

DISCUSSION	<ol style="list-style-type: none"> 1. The gender equity analysis for Liberal Arts and Sciences has been completed. Faculty will be sent letters notifying them if an equity adjustment will be processed. The next review will be for the College of Business and Entrepreneurship and Education and P-16 Integration; followed by the Colleges of Fine Arts and Engineering and Computer Science (Spring 2017), and the College Health Affairs (Summer, 2017). 2. Colleges should develop a document that denotes standardized salary ranges as it relates to each non-tenure track title by degree. This will serve as a universal model to follow when hiring faculty. These salary ranges need to be approved by the Office of the Provost. 3. Increased Stipends for the Promotion of Lecturers: UTRGV increased the promotion stipends for non-tenure track faculty, effective September 1, 2016, as follows: <ul style="list-style-type: none"> • For promotion to Lecturer II (and the corresponding Clinical faculty rank), the stipend increased from \$1,500 to \$2,000. • For the promotion to Lecturer III (and the corresponding Clinical faculty rank), the stipend increased from \$2,000 to \$3,000. • For the promotion to Senior Lecturer (and the corresponding Clinical faculty rank), the stipend increased from \$3,000 to \$5,000. 4. University Travel Guidelines were recently emailed. Primary issues contributing to delayed approval or non-approval of travel requests: <ul style="list-style-type: none"> • Submitting late requests; requests must be submitted at least three (3) weeks prior to travel • No justification noted • Incomplete documentation • No funding source • Not registered with ISOS • If travel is to a country with a Department of State warning, the International Oversight Committee (IOC) must review for approval. 5. HOP Policies: Policies posted on the UTRGV HOP website are approved and official. Guidelines appearing on the Provost’s website are official guidelines that were approved by the AAEC. Any issues or concerns regarding HOPS or these guidelines should be brought to the AAEC for discussion or review. 6. 2016-2017 Internal Communications’ Plan: A variety of communication mechanisms are being developed to increase communication to the internal and external UTRGV community. We still need to improve how information is distributed from the Provost’s Office to the Deans/VPs, to the Department Chairs/School Directors, and to the faculty.
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	<p>7. The final 2016 Convocation for Student Success, Strategic Enrollment and Information Technology will take place on Thursday, September 29th. It will begin with a reception at 9:00 am, followed by a presentation at 9:30 am.</p> <p>8. A Dashboard is currently being developed to provide various forms of up-to-date UTRGV data, including retention rates, enrollment, etc.</p> <p>9. Undergraduate Enrollment is currently at 27,551; a drop of over 1,000 students from last academic year. Graduate Enrollment is down about 16%. Recruitment and retention is the responsibility of all the Academic Affairs' units and its staff, and it impacts everyone.</p>
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**STEWARDSHIP & DONOR
RELATIONS KIT PRESENTATION**

JEANETTE BENAVIDES/DEANNA GARZA

DISCUSSION	<p>The following issues were discussed with the AEC as it pertains to University Advancement, philanthropy, endowments, and other gifts/donations:</p> <ul style="list-style-type: none"> • Mission Statement and Process of Acknowledgments • College Development Officers • Value of Impact Reports
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SPACE ALLOCATION

HAVIDAN RODRIGUEZ

DISCUSSION	<p>Twelve portable buildings have been renovated and occupied primarily for faculty offices. Six portables located in Edinburg, two located in Brownsville, three in Port Isabel, and one in Boca Chica for Stargate. Portable buildings were renovated at an average costs of about \$200K each; higher end portable labs were created at a significantly higher cost.</p>
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FACULTY DEVELOPMENT LEAVE

HAVIDÁN RODRÍGUEZ

DISCUSSION	<p>New guidelines have been developed to provide clear criteria and streamline the application process. A college committee has been added to the process. Moving forward, applications will be accepted twice a year during the two review cycles. A checklist is also included to ensure a complete application. http://www.utrgv.edu/files/documents/provost/faculty-resources/faculty-development-leave-form.pdf</p>
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COLLEGE BYLAWS

HAVIDÁN RODRÍGUEZ

DISCUSSION	<p>A template has been sent to college deans for the development of their College Bylaws. Bylaws are not official until they are reviewed and approved by the Provost. Questions should be sent to Ala Qubbaj.</p>
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**DEVELOPMENT OF
DEPARTMENT/COLLEGE P&T, PTR,
ANNUAL FACULTY EVALUATIONS
DOCUMENTS/CRITERIA**

HAVIDÁN RODRÍGUEZ

DISCUSSION	<p>November 1st is the deadline for criteria to be turned into the Office of the Provost.</p>
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EARLY PROMOTION

HAVIDÁN RODRÍGUEZ

DISCUSSION	<p>Per HOP policy ADM 06-505, for faculty seeking early promotion, if there is a negative review at any level, the review process reverts to a "normal" annual review, and the application for promotion ceases.</p>
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**EXCEEDS EXPECTATIONS: IS
EVERYONE EXTRAORDINARY?**

HAVIDÁN RODRÍGUEZ

DISCUSSION	<p>The very high percentage of faculty being rated as "exceed expectations" was discussed. There is a critical need to review and streamline our evaluation processes.</p>
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MANAGING CONFLICTS OF INTEREST**HAVIDÁN RODRÍGUEZ**

DISCUSSION	Potential conflicts of interest can occur in a variety of settings. Administrators, faculty, and staff have to be cognizant of conflicts of interest and take the necessary steps to avoid or mitigate these conflicts.
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HOP POLICIES**HAVIDÁN RODRÍGUEZ**

DISCUSSION	The Faculty Senate worked on reviewing and recommending edits to a number of HOP policies. Three policies will be placed on the agenda for the next AAEC meeting in October.
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FILLING ENDOWED POSITIONS**HAVIDÁN RODRÍGUEZ**

DISCUSSION	Very few of the existing endowed faculty positions have been filled at UTRGV. While some searches are underway, the Provost had to recently cancel one of the searches due to conflicts of interest. Once the search committees are appointed, they must review and follow the established guidelines to fill these positions. Deans are asked to submit their hiring plans to fill endowed positions.
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UPDATES

DISCUSSION	<u>Student Enrollment</u> <ul style="list-style-type: none"> Spring schedules are due 9/23/16. Department Chairs/Directors should notify the Registrar's Office of any issues/concerns. Updates to Degree Works will be in production mid-October.
	<u>Faculty Affairs and Diversity</u> <ul style="list-style-type: none"> Chairs/Directors' workshop was very successful. Encourage Chairs, Directors, Associate Deans, etc. to attend the next AALP meeting with the Education Advisory Board regarding "Smart Growth."
	<u>Women's Faculty Network</u> <ul style="list-style-type: none"> Currently reconstituting the WFN Standing Committees. The next WFN meeting is scheduled for October 11 at 12:15 pm.

ADJOURNMENT	Meeting adjourned at 4:10pm.
NEXT MEETING	October 27, 2016