

UTRGV ACADEMIC AFFAIRS EXECUTIVE COUNCIL

NOVEMBER 17, 2016

1:30PM – 4:30 PM

WESLACO EDC VISITORS CENTER

MEMBERS PRESENT	Havidán Rodríguez, Nina Young, Lisa Smith, Eduardo Gutierrez, Cynthia Brown, Kirstin Croyle, Maggie Hinojosa, Ala Qubbaj, Isai Ramirez (representing Jeff Graham), Mark Kroll, Patricia McHatton, Alexander Domijan, Steven Block, Michael Lehker, Walter Diaz, Parwinder Grewal, Dave Jackson, Mark Andersen, Elizabeth Fehsenfeld (representing Steven Lieberman), Marie Mora, Bobbette Morgan
MEMBERS EXCUSED	Jeff Graham, Steven Lieberman, Marcela de Leon
OTHERS/GUESTS PRESENT	Dalyn Ruiz, Patrick, Elizabeth Heise, Melba Sotelo
REVIEW OF MINUTES	October 27, 2016 Minutes Approved

AGENDA TOPICS

PROVOST ANNOUNCEMENTS

HAVIDÁN RODRÍGUEZ

DISCUSSION	<p>ICR Allocations – Research Activities:</p> <ul style="list-style-type: none"> UTRGV has institutional guidelines for the allocation of the IDC which are posted online. The latest indirect cost allocations from research activities/external funding have already been sent to the colleges and departments/schools. <p>Allocation of Academic Partnership Program Funds: Funding from Academic Partnerships is now being reallocated to the Colleges participating in Academic Partnerships programs.</p> <p>Salary Adjustments-Review of CVs:</p> <ul style="list-style-type: none"> The Provost provided an update and outlined plans regarding steps the Administration is taking to address faculty salary issues (including, but not limited to, gender equity). He announced a memo sent to the campus community would be forthcoming. A separate memo outlining steps being taken to address staff salaries would also be forthcoming. The gender equity study will continue to be reviewed for tenured and tenure-track faculty. The analysis is complete for College of Business & Entrepreneurship. Meetings with Deans will take place to determine adjustments needed. Faculty should be encouraged to do service, mentoring, publishing, presenting, grants, etc. Deans were advised to review CVs carefully. The goal is to not send something to System that will not be approved. The inversion/conversion study for tenured and tenure-track faculty is in progress. The process is expected to be complete in Spring 2017. Deans have been asked to provide a metrics guideline to help with adjustments to clinical faculty and lecturers. <p>Huron Report:</p> <ul style="list-style-type: none"> Part of the salary adjustment process includes the consideration of the recently released HURON report that compared UTRGV faculty salaries with those at peer institutions. Study was conducted for tenured and tenure-track faculty only. Handouts were disseminated for review and feedback or questions should be addressed to the Office of the Provost. A memo to staff is being worked on to address the upcoming study. Lisa stated that a more structured list, similar to the faculty version has been requested to Staff Senate. Any adjustments being made will not be retroactive. The effective date of the final study is the date that adjustments will be made. <p>Did You Know?:</p> <ul style="list-style-type: none"> A monthly email/newsletter has begun. Lisa Smith is coordinating the topics and announcements. Let Lisa know of any topics to place on the email/newsletter. <p>Expanding Educational Opportunities in RGV:</p> <ul style="list-style-type: none"> The expansion of educational opportunities has begun with the merger of Texas A&M Kingsville. This expansion serves as a competition with UTRGV. There are no issues or concerns at the moment. However, UTRGV must expand infrastructure, build doctoral programs, etc. It was reiterated to build and strengthen our educational programs, research infrastructure, philanthropy and gift-giving, etc.
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	<p>Strategic Plan 1 page Summary (ATT):</p> <ul style="list-style-type: none"> Handouts were provided to all. The document developed shows the Strategic Planning Process and serves as a roadmap as we move forward in becoming an emerging research university. Feedback can be provided to Office of the Provost. <p>2017 Regents' Outstanding Teaching Awards Nomination Process:</p> <ul style="list-style-type: none"> The nomination process has been received by the Vice Chancellor. Last year UTRGV submitted 15 members. This year, a maximum of 6 can be submitted, but 4 is the max amount that can be selected.
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UNIVERSITY MARKETING & COMMUNICATIONS RESOURCES

**DALYN RUIZ
PATRICK GONZALES**

DISCUSSION	<p>PowerPoint was presented on newly launched resources.</p> <ul style="list-style-type: none"> UTRGV Messenger is used as a campus wide platform for announcements. One version is for Faculty & Staff, the other is for Students. Announcements can be submitted by logging on with UTRGV credentials. UTRGV News are weekly emails with headlines that contain external news outlets from Regents' and national. A contract was recently finalized with an external vendor for the production of a Master Calendar. It has a self-serve platform that can be logged into using UTRGV credentials. This will be launched next year. Lastly, they are working closely with Information Technology to design a news website devoted to UTRGV. Dalyn Ruiz is new to the team as Coordinator of Special Events. She can assist with large event planning, coordinating with Patrick's office for the news release, news photographer, etc. Dalyn coordinates the stage party at the Commencement Exercises. Services she can assist with are mentioned on ppt.
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DEMO OF FPT ELECTRONIC REVIEW DOSSIER

**ELIZABETH HEISE
ALA QUBBAJ**

DISCUSSION	<ul style="list-style-type: none"> Dr. Heise showed the online page regarding the FPT electronic process for dossiers. Information is entered based on the dropdown menu to build a report. CV's are built out of Digital Measures and the tabular summaries feed off of the report. There are no limits on attachments. Peer review documents along with supporting documents, research, external reviews, service, narratives, etc. can all be attached. Once all is entered, the report is downloaded, and saved as a .pdf document. A final report was shown to all. Must be logged into digital measures for these links to work. Electronic Routing will be added in Spring 2017, along with SACS reporting. Provost Rodriguez thanked Elizabeth Heise and Ala Qubbaj for the great amount of work and collaboration required to complete this project. He also thanked College of Business & Entrepreneurship for assisting with the pilot of this project.
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REGENTS' RULE 31006 ACADEMIC WORKLOAD REQUIREMENTS

NINA YOUNG

DISCUSSION	<p>Copy of memo was passed out regarding guidelines pertaining to Regents' Rule on Academic Workload Requirements. In response to findings in a 2015 Audit, guidelines were established to attain consistency across academic units. Some changes will be made in terms of graduate level practicums and labs and calculations will be adjusted. Courses were cross-listed and changes will take effect Fall 2017.</p>
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HOP POLICY RECOMMENDATIONS FROM FS, ADM 6-101

DISCUSSION	<ul style="list-style-type: none"> Regarding the faculty role in shared governance, a Blue Ribbon Committee will be established to review critical HOP policies. The committee will consist of Bobbette Morgan, Dora Saavedra, Marie Mora, Ala Qubbaj, Walter Diaz, Patty McHatton, Parwinder Grewal and Steve Block. Once the committee reviews policies, they will be sent to AAEC for review and recommendations to move forward to the HOP Committee. Policy ADM 6-101 was brought forward to AAEC for review and recommendations. <i>Dr. Brown moved that Policy ADM 6-101 be forwarded to the HOP Committee with changes as discussed. Dr. Grewal seconded the motion. All in approval. HOP Policy will move to HOP Committee as recommended by AAEC.</i>
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DEVELOPMENT OF DEPARTMENT & COLLEGE P&T, PTR, ANNUAL FACULTY EVALUATIONS DOCUMENTS/GUIDELINES

HAVIDÁN RODRÍGUEZ

DISCUSSION	<ul style="list-style-type: none"> The Provost discussed the importance of faculty in Departments/Schools in developing their tenure/promotion, post-tenure review, and annual review guidelines. He understands why some faculty going up for tenure/promotion next year are facing uncertainty, but it is the responsibility of the faculty at the Department/School level to develop the criteria. The Provost also emphasized that the Department Chairs/School Directors and Deans need to provide feedback to the Departments in a timely fashion after receiving the Department's drafted criteria because the process is designed to be iterative. This was a point discussed at the November 11th meeting of the Faculty Senate, as some faculty had expressed concerns about delays in receiving feedback after the guidelines had been approved at the Department/School level. The Provost again emphasized that the process is supposed to be iterative, and that when the next level (i.e., Chairs and Deans) receives the drafted guidelines, it is their responsibility to provide their feedback in a timely manner and "keep the ball rolling". The Provost also reminded the AAEC that none of these tenure/promotion/annual review/post-tenure-review guidelines are official until he approves them.
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ADMINISTRATIVE APPOINTMENTS FOR NTT AND TT FACULTY

HAVIDÁN RODRÍGUEZ

DISCUSSION	Requests to appoint NTT and TT are being received. Many positions should be occupied with tenured faculty, so the concern is why these requests are being made. What are tenured faculty doing if they are not filling these positions.
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UPDATES

DISCUSSION	<p>New VP for Research:</p> <ul style="list-style-type: none"> Dr. Juan Sanchez, will begin effective January 2017, and will report to the Office of the Provost. Dr. Theresa Maldonado will return as faculty to College of Engineering and Computer Science. <p>Strategic Enrollment:</p> <ul style="list-style-type: none"> Effective immediately, Dr. Maggie Hinojosa reports to Office of the President, however, will remain on the AAEC membership. Commencement is coming up soon. A call for volunteers will be sent out to the colleges, so deans are asked to please allow staff to work Commencement. They are needed to assist in checking in graduates, to line them up, etc. The additional time worked can be flexed. The goal is to encourage participation and to provide comp time. Spring registration is in process. Lists will be sent to everyone showing who has not enrolled in Spring. In past years, the 94% mark with hit; this year UTRGV has reached 90%. This Spring is the last semester for base funding, so it is very critical to hit the 93% mark or higher. Degree Works is live. Some degree plans are still not up and students will be receiving this message. Online course substitution and waivers are fully online. <p>Student Success</p> <ul style="list-style-type: none"> Two year course projection is making progress and will be online soon. Save the Date: UTRGV & STC Articulation Signing Ceremony, December 12, 9am-11am at STC Campus Several are working on a number of initiatives with Jonikka Charlton. Advising is at its peak time. Scheduled advising appointments are booked until early December. Walk in hours are from 1pm-4 pm. <p>Faculty Affairs & Diversity</p> <ul style="list-style-type: none"> Deans were asked to assign an Associate Dean as a champion for the Online System. Announcements are being sent regarding student course evaluations being open. Recently hosted an ADVANCE meeting with approximately 60 participants. Center for Teaching Excellence is working on a variety of initiatives. <p>Faculty Senate</p> <ul style="list-style-type: none"> Blue ribbon committee is being established. Moving ahead on all policy reviews. <p>Women's Faculty Network</p> <ul style="list-style-type: none"> The last meeting was on Tuesday and they hosted the Provost with some discussion on some faculty salary related issues. Incoming of a new chair transition will take place.
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ADJOURNMENT	Meeting adjourned at 4:30 pm
NEXT MEETING	December 15, 2016, 9am-12 noon