



2017-2018 Faculty Senate Meeting Minutes

Meeting IV

Edinburg, EACSB 1.106

Brownsville, BBRHB 1.222 (WebEx)

Friday, October 20, 2017

2:00 pm- 4:30pm

Minutes prepared by Michelle Alvarado, UTRGV Faculty Senate, Secretary

SENATORS PRESENT: Michelle Alvarado, George Amorim, Andrew Anabila, Sonja Arredondo, Bruno Arthur, Jameela Banu, Don Carlson, Kathy (Kathleen) Carter, Dumitru (Micky) Caruntu, Frederick Darsow, Arden Dingle, William Donner, Richard Edmonson, Raquel Estrada, Ibrahim Farooqi, Teresa Feria Arroyo, Eleftherios Gkioulekas, Margaret Graham, Saara Grizzell, Britt Claude Haraway, Sharon Helsley-Mcginley, Maria "Miriam" Herrera, Elamin Ibrahim, Sunand Kallumadanda, Murat Karabulut, Mark Kaswan, Hale Kaynak, Sanjeev Kumar, Irving Levinson, Donald "Jerry" Lyles, Fidencio Mercado, Bobbette Morgan, Jacob Neumann, Jung-Il Oh, DongYop Oh, Nicolas Pereyra, Volker Quetschke, Ernesto Ramirez, Rosalva Resendiz, Candace Robledo, Maria Romero-Ramirez, Dora Saavedra, Sam Sale, Gary Schneider, Andrea Schwarzbach, Laura Seligman, Hilda Silva, Douglas Timmer, Annelyn Torres, John VandeBerg, Jorge Vidal, Christopher Vitek, Bailey Wang, Michael Weaver, James Wenzel, James Whittenberg, Justin Writer, Jasang Yoon, Aziza Zemrani, Mohammadali Zolfagharian

SENATORS ABSENT: David Anshen, Marcus Farris, Laura Gephart, Kip Austin Hinton, Marci McMahon, John Newman, Cynthia Paccacerqua, Mahmoud Quweider, Samuel Snyder, Garry Souffrant, Yasar Tasnif, Yingchen Yang

EXCUSED ABSENCES: Elvia Ardalani, James Bullard, Steve Chamberlain, Frank Dirrigl, Lilia A. Fuentes, Anahit Galstyan, Marsha Griffin, Wendy Innis

FACULTY SENATE OFFICE ASSISTANT III: Vanessa Ceballos

VISITOR(S): Ala Qubbaj, Karin Lewis, Patty McHatton, Cynthia Brown, Kristin Croyle, Isai Ramirez, Jeff Graham, Thomas Owen

- I. Convene Meeting and Welcome New Senators and Guests
 - a. Introduced new senators
 - i. President Saavedra welcomed and introduced the new senators; Senator Edmonson, Senator Arthur, Senator Schneider, Senator Kaswan, Senator Torres-Reveron, Senator Kallumadanda
 - ii. The Senate recognized the late Senator Joe Lacher for his service. He will be greatly missed.
- II. Guest Updates:
 - a. Dr. Patty McHatton, Interim Provost –

- i. Dr. McHatton thanked the faculty for submitting portfolios to the Faculty Portfolio System. She will establish an FPT work group in the spring to identify how to streamline and improve the process.
- ii. Other updates
 - 1. 26 Tenure and Promotion cases are going forward.
 - 2. Three (3) task forces:
 - a. Chair Task Force – to evaluate professional development needs of chairs
 - b. Program Coordinator Work Group – to eliminate barriers that hinder our work and to identify solutions that promote support to our students
 - c. Class Schedule Work Group – invitations were sent out to Faculty Senate requesting nominations to serve on this task force. The task force will gather data for best practices and students' needs as well as addressing pedagogical needs. There will be two students serving on the committee. Maggie Hinojosa and Kristen Croyle will provide support for the committee.
 - d. Names of those serving on the three work groups will be shared with Faculty Senate.
 - 3. Salaries – Clinical faculty salaries will be looked at as well as the issue of OYAs, the length of time they have served as OYAs, and how to budget to convert OYA positions to 3-year lecturers.
 - 4. Lecturer salaries – The goal is to examine lecturer salaries to propose recommendations. This process may take time.
 - 5. Faculty searches – Currently, there are fifty-two tenure searches and thirty-three non-tenure track searches. Search Committees need to complete candidate on-site campus visits by March 15, 2018. The deadline to make submit recommendations for hiring candidates to the Provost is March 31, 2018. Please adhere to these deadlines.
 - 6. The issue compression study has not been solved and Administration will continue addressing the issues. The institution does not have the money to address the issue and will need to develop a system address it.
- b. Dr. Cynthia Brown, Deputy Provost
 - i. SACS/COC Update
 - 1. Special committee visited this week from Monday-Thursday. We received very good feedback, submitted materials, and the materials will go for independent review. The SACS/COC Meeting will take place in Dallas in December. No written report has been issued; we have just received verbal feedback.
 - 2. Dr. Christine Shupala has been hired as Associate Provost for Institutional Accreditation. She started October 1st.
 - 3. Faculty from the Brownsville campus that were involved in the process were Bobbette Morgan, Virgil Pierce, and Elizabeth Heise. The issues the committee looked at involved the registrar's processes. The committee meet with the Student Government president, an Orientation

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leader, the registrars' team, and the financial aid team. The committee also met with Dr. Bailey and Dr. Arney for several sessions.

- ii. Other updates
 - 1. QEP– This is an independent research project that UTRGV will need to submit for independent review. In February 2019, there will be a site visit. We need to demonstrate that we have student and faculty input into our QEP. We will be looking at programs that promote successful high-end practices that impact student success. It was noted that we looked at UTEP for high-end student success practices that we (UTRGV) may have in common.
- c. Dr. Kristin Croyle, VP for Student Success
 - i. Updates
 - 1. The chess team is hosting the Texas collegiate competition this weekend in Brownsville.
 - 2. College “clusters” advising is going well and advisors are working with program directors to work on updates on road maps and blue prints.
 - 3. October is Accessibility Awareness Month, and there are faculty trainings available through the Center for Teaching Excellence.
 - 4. The Career Center is working on developing a career education program.
 - 5. The Engaged Scholars Symposium is scheduled for April 10th and 11th.
 - 6. Gear Up received a \$21 million grant for student outreach.
 - 7. A Graduation Help Desk based on the UT Austin model was created and will be housed in Student Academic Success. Students will go virtual (it’s a virtual desk) to help stay on track to graduate. The Help Desk’s role is to work with academic programs to collect a list of problems and identify solutions. The Help Desk staff are Samantha Castellanos and Peter James Ehimika.
 - 8. Student advising has increased communication between advisors and departments.
- d. Dr. Ala Qubbaj, Vice Provost for Faculty Affairs and Diversity
 - i. Academic committees have been filled. Thank you to the Faculty Senate for submitting nominations.
 - ii. The office is working with coordinators to improve the Faculty Portfolio Tool process. The office will create a working group to review issues and identify solutions.
 - iii. Thirty-six faculty nominations were submitted for the UT System Board of Regents awards.
 - iv. Twelve nominations were submitted for the Minnie Stevens Piper Award.
 - v. Angela Chapman was one of six professors in Texas to be named to the Greater Texas Foundation.
 - vi. Karen Lozano received an award as one of the top Latina engineers in the nation.
 - vii. The Faculty Development Leave program will have one cycle this year. Last year, eighteen proposals were received, and seven were approved.

- viii. The Faculty Travel Support Program distributed seventy awards and will be able to fund up to \$800 per faculty member.
 - ix. The Office is considering securing funding to help faculty with publication costs.
 - x. A Colloquium series started in October and will host one more in November. Faculty presenters will receive a \$1,000 stipend for presenting.
 - xi. About 22-23 applications for the Advanced Leadership Institute were received. The upcoming cohort will include both faculty and staff.
 - xii. Faculty recruitment training will be face-to-face training and can be coordinated for departments. Contact the Faculty Affairs and Diversity office to coordinate training.
- e. President Elect Volker Quetschke
- i. UTS Faculty Advisory Council Meeting
 - 1. There was a two-day meeting to discuss pertinent faculty issues. Tony Cucolo provided leadership training for the committee. The FAC also provided an update on dual enrollment. Students who enter college with 60 hours of dual credit only shave one semester off their college attendance toward graduation. The K-12th public school system and universities need to work together to streamline the dual credit process.
 - ii. RR 31006 on Workload
 - 1. According to Steve Leslie, Executive Vice Chancellor for Academic Affairs at The University of Texas System, the UT System is the only higher education system in the nation that requires a set number of teaching hours in their Regents Rules.
 - 2. Faculty Senate and the Women's Faculty Network joined efforts and provided feedback and recommendations to the UT System regarding workload. They want to contribute to the development of an equitable workload policy for all faculty.
- f. Senator Raquel Estrada---Library Survey
- Senator Estrada encouraged faculty to take the library survey to provide input for faculty resources and needs. Please share this survey with colleagues.
- g. Isai Ramirez, Associate CIO and Dir Enterprise Resource Planning,
- Isai provided an update on PeopleSoft system. The UT System uses PeopleSoft. UTRGV is preparing for the transition to implement PeopleSoft starting Sept. 1, 2018 with Human Resources and Financial Aid. The first newsletter (Issue 1) was sent to the university community on Sept. 11th. Any questions or comments may be sent to PeopleSoft@utrgv.edu
- i. Jeff Graham, Chief Information Officer talked about important IT Policy updates.
 - 1. He provided an overview of the Acceptable Use Policy. By state law, we are required to have and post this policy (UTS165 Information Resources Use and Security Policy).
 - 2. It was recommended that the university educate people on data usage. A question was asked regarding the whether or not employee/faculty e-mails are being monitored. Graham stated before we can access an active

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employee's e-mail mailbox, we must have guidelines to access state records and will seek advice from legal counsel. Personal accounts may be subpoenaed for use in legal cases. It is recommended that employees use UTRGV accounts for university business. In criminal investigations, warrants are needed to access e-mail accounts and records including by UTRGV police. E-mails that have suicidal messages are pulled by IT and forwarded to the Police Chief. IT deletes phishing e-mails. Qualtrics surveys are only viewed by Kumar. Diane Sheppard is the Chief Compliance Officer who oversees and protects HIPAA information.

- III. Action Item: Election for Parliamentary position from FSEC members:
Nominee- Doug Timmer, FSEC member
He was elected by acclamation.

- IV. Action Item: Approval of Minutes
 - a. May 5, 2017 Meeting
 - b. May 17, 2017 Meeting
 - c. September 22, 2017 Meeting

Senator Wenzel moved to approve the May 17, 2017 and September 22, 2017 minutes. Senator Zemrani seconded the motion.

The motion carried and the minutes were approved. The May 5, 2017 minutes were tabled until the next meeting.

- V. Action Item: Formation of Faculty Senate Constitution Revision Committee
 - a. The committee members are Senators Caruntu, Wenzel, Kaynak, and Kaswan.
 - b. The School of Medicine will look at UT Austin as a model to incorporate into the constitution.
- VI. Meeting of College Caucuses to identify 3-5 Issues for Faculty Senate Agenda Items was postponed.
- VII. Action Item: Administrator Evaluations and Feedback Survey
 - a. Committee members: Dora Saavedra, Laura Seligman, Peg Graham, Jim Wenzel
 - b. Timelines
 - c. Types of questions (See previous survey questions developed by Linda Matthews committee for last UTPA administrator evaluation)
 - i. There was a brief discussion on the need to include Brownsville faculty and School of Medicine representation on the committee. There was no action taken on this suggestion. There was also a need expressed to get assistance with developing survey questions. The timeline is targeted for spring 2018. Per HOP, administrators are evaluated every three years and we are currently in our third year. Will develop a three-five question survey and we will bring to the November meeting for review by the Senate. The survey should include shared governance questions in the administrator evaluation survey.

VIII. Old Business---HOP Policies

- a. ADM 02-201 Academic Committees and Councils – need to meet with BRC
- b. ADM 06-101 Faculty Role in Shared Governance
 - i. If policy is adopted, it must be aligned with constitution and committees. The Senate needs to familiar with Robert's Rules of Order.
 - ii. The question was asked about who can initiate changes to the HOP. The Senate serves as a recommending body to the administration and encourages recursive and iterative processes regarding policy formulation, review and recommendations. Policy development involves a conversation with our administration.
- c. ADM 06-505 Faculty Tenure and Promotion

The Blue-Ribbon Committee will examine how UTRGV can implement community engagement through HOP policies. In response to a question, it was stated that: No faculty will be forced to participate in community engagement, but Community Engagement will be integrated and supported as an option for fulfilling teaching, research and service duties within the community.
- d. Other policy updates

Tuition and fees update – It was noted that School of Medicine needs to be excluded from the tuition and fees proposal. The Tuition and Fees committee deals primarily with undergraduate education.

IX. New Business:

- a. Upcoming Strategic Plan Presentation

Senator Kaswan would like to provide a five-minute introduction of the strategic plan at the next meeting.
- b. Shared Governance Updates

It was proposed that a training on Robert's Rules of Order be provided for the eighty senators at the next meeting. No action was taken.

X. Adjournment – The meeting was adjourned at 4:37 p.m.