



**2017-2018 Faculty Senate Minutes**

**Brownsville: BSABH 1.104**

**Edinburg: ELABS 185 (WebEx)**

**Friday, November 17, 2017**

**2:00 pm- 4:30pm**

Minutes prepared by Michelle Alvarado, UTRGV Faculty Senate, Secretary

**SENATORS PRESENT:** Michelle Alvarado, George Amorim, David Anshen, Elvia Ardalani, Bruno Arthur, Jameela Banu, Don Carlson, Kathy (Kathleen) Carter, Dumitru (Micky) Caruntu, Steve Chamberlain, Richard Edmonson, Raquel Estrada, Ibrahim Farooqi, Marcus Farris, Teresa Feria Arroyo, Lilia A. Fuentes, Anahit Galstyan, Laura Gephart, Eleftherios Gkioulekas, Saara Grizzell, Britt Claude Haraway, Sharon Helsley-Mcginley, Maria "Miriam" Herrera, Kip Austin Hinton, Elamin Ibrahim, Murat Karabulut, Mark Kaswan, Sanjeev Kumar, Donald "Jerry" Lyles, Fidencio Mercado, Bobbette Morgan, Jung-Il Oh, DongYop Oh, Cynthia Paccacerqua, Nicolas Pereyra, Volker Quetschke, Mahmoud Quweider, Rosalva Resendiz, Candace Robledo, Maria Romero-Ramirez, Dora Saavedra, Gary Schneider, Andrea Schwarzbach, Douglas Timmer, John VandeBerg, Jorge Vidal, Michael Weaver, James Wenzel, James Whittenberg, Justin Writer, Yingchen Yang, Michelle Zeager, Mohammadali Zolfagharian

**SENATORS ABSENT:** Andrew Anabila, James Bullard, Frederick Darsow, Frank Dirrigl, William Donner, Wendy Innis, Irving Levinson, Marci McMahon, Jacob Neumann, John Newman, Ernesto Ramirez, Sam Sale, Hilda Silva, Garry Souffrant, Yasar Tasnif, Christopher Vitek, Bailey Wang, Aziza Zemrani

**EXCUSED ABSENCES:** Hale Kaynak, Margaret Graham, Laura Seligman, Jasang Yoon, Sonja Arredondo, Arden Dingle, Annelyn Torres-Reveron, Samuel Snyder, Sunand Kallumadanda

**FACULTY SENATE OFFICE ASSISTANT III:** Vanessa Ceballos

**VISTOR(S):** Karin Lewis

**I. Convene Meeting and Welcome New Senators**

- Meeting was convened at 2:10 p.m.
- No actions at the beginning of meeting to discuss
- President Saavedra introduced Karin Lewis, Women's Faculty Network Liaison.
- New senators were introduced:
  - Senator Yingchen Yang, Mechanical Engineering, Brownsville
  - Senator Michelle Zeager, School of Medicine, Harlingen
- President Bailey was going to address Faculty Senate today but had to cancel due to a personal emergency.

- II. The Faculty Senate Executive Committee voted to make this meeting a working meeting with no Guest Updates from administration. The following updates were presented by Senators.
- a. Work Group Membership Information: no update
  - b. Graduate Coordinator Work Group update
    - *Senator Karabulut* provided an update on the workgroup. The committee has met twice and there are two subgroups researching information.
      - The first subgroup is looking at UTEP & UTSA for information regarding release time for Chairs and what kind of help they are receiving.
      - The second subgroup is collecting data and identifying strategies to increase graduate enrollment.
    - Question: Is the committee considering compensation for summer work performed by Chairs? The answer is yes, the committee is considering summer compensation for Chairs.
    - Concern: Consider differential compensation for faculty who teach graduate coursework in the summer. Currently, they receive the same salary as those teaching undergraduate coursework.
    - The Chair of the Graduate Coordinator Work Group is Peg Graham.
  - c. Administrator Evaluation Task Force
    - The committee is researching practices and instruments at other universities to develop an evaluation instrument for administrators. The target date to evaluate administrators is after spring break (March 2018).
  - d. Course Scheduling Work Group Update
    - Senator Timmer provided an update. The committee has met and will be meeting on Monday.
    - The committee requested information on how many classes does the university offer and inquired how many students travel from Brownsville to Edinburg to take classes. It was noted that Brownsville offers more seats than Edinburg and Edinburg offers more classes.
    - It was recommended that the work group take into consideration a family-friendly course scheduling for faculty. Senator Timmer will take recommendation back to the work group.
  - e. Provost's Search Update
    - Senator Morgan, co-chair of the Provost's Search Committee, provided an update.

- Committee members will be receiving electronic application packages. The committee will review 14-15 top candidates that the search firm has identified. The committee expects applications right after Thanksgiving. The committee will meet on December 6<sup>th</sup> to review the applications and narrow to 5-8 candidates. The committee will use rubrics to rank the list. The committee will conduct “airport interviews” using Skype or Zoom to narrow the list on December 20<sup>th</sup> and 21<sup>st</sup>.

Campus visits will be scheduled for mid-January. The committee will submit 3-5 names (unranked) and in no specific order to President Bailey. The top 3-5 candidates will meet with the Faculty Senate. The second round of interviews will occur in early March (date TBA). The goal is to have a name selected by Spring Break.
  - The committee has only met once to organize the committee and to explain the search process. There are 184 applicants identified from the search firm plus 24 recommendations for potential candidates. The job announcement was posted in *Chronicle of Higher Education* and *Inside Higher Ed*.
  - Question: Will the committee solicit feedback from the faculty?

Feedback from the faculty was solicited by the Faculty Senate and the Women’s Faculty Network.
  - It was brought up that the faculty want to meet the candidates. Senator Morgan will take the request to the search committee.
  - Question: Is the current interim Provost a candidate? Senator Morgan stated the committee does not know yet since they have not seen the list of applicants. She also stated that President Bailey has not been involved at this point.
- f. President Elect Volker Quetschke and Past President Bobbette Morgan –Update on Texas Council of Faculty Senates
- Senators Quetschke and Morgan attended the conference sponsored by the UT System Faculty Advisory Council, Texas American Association of University Professors (AAUP) and the Texas Association of Colleges for Teacher Education. The Texas AAUP held a summer institute and there was a panel discussion on shared AAUP indicators for sound government and shared governance. Michael O’Quinn from the Texas A&M University System spoke at the conference stating funding was added for some special lines and no institution will lose more than 10% nor less than 6% of their budget. Funding was given back to the School

of Medicine. There may be no pay increases for any UT System institutions.

- Senator Morgan served on a panel discussing shared governance and reminded the administration that faculty must have a voice and must be included in all decision making.
- The Texas Council of Faculty Senates is recommending creating and organizing a National Council of Faculty Senates.
- The UT System is very supportive of Faculty Senates. The UT Faculty Advisory Council usually meets three times a year and four times a year during a legislative year.

g. Update on Board of Regents Meeting: RR 31006 on Workload

- Faculty Senate and Women's Faculty Network (WFN) distributed a brief survey on a few issues that faculty were concerned with and the WFN president compiled the comments. President Saavedra took the comments to the UT System Governance Committee. President Saavedra thanked the WFN for collecting the feedback. There was a discussion regarding faculty workload with the UT System. The new workload policy is very general. The committee looked nationwide and identified that the UT System as the only system with a prescriptive workload policy. The new workload policy will give individual institutions more power to define their own workload policies. The new policy will fully utilize faculty resources. The definition of workload which includes teaching, service, and research was expanded to incorporate the creative arts and value the creativity of our fine arts faculty.
- A best practices document compiled by President Saavedra was reviewed and submitted. Faculty Senate will serve as the central elected governing body that will work on developing the new workload policy in conjunction with the administration. Faculty must be centrally involved developing the new workload policy. The Executive Committee will be meeting with Interim Provost McHatton before our December meeting.

h. Administrator Evaluations Committee Update

President Saavedra and Senators Seligman, Wenzel, and Zemrani serve on the committee.

- Senator Wenzel provided an update. The committee has met twice and has looked at two instruments from other institutions that we may use to develop our instrument. The committee is researching characteristics of transformational, transactional, and servant leadership. The committee will

develop a concise instrument by the first of the year to be reviewed and approved by Faculty Senate. The goal is to administer the evaluations by March.

- The two institutions the committee researched the instruments were Texas Tech and University of Michigan. The committee is also looking at UTB's and UTPA's administrator evaluations. UTB used UTPA's instrument to evaluate administrators.
- The committee will keep Senators informed by e-mail. All Senators have been added to blackboard to review all materials to ensure transparency.
- It was recommended that the administrator evaluation committee coordinate with the chair work group to develop questions regarding shared governance and how administrators demonstrated and implemented the principles of shared governance.
- Question: Will faculty evaluate former Provost Rodriguez? Response: No, we will focus on the present.
- Question: Is there any criteria to determine the number of questions on the survey? Response: The evaluation will be a qualitative assessment and the committee will identify the dimensions that will be measured. The goal is to have about 3 questions per dimension with the possibility of 6 dimensions.
- Discussion ensued pertaining to the need to adhere to the ADM/HOP policies. None of the twenty plus policies that Faculty Senate has approved have been posted on the website. President Saavedra will meet with the administration to inquire about the status of the twenty-four policies
- Senators Wenzel stated we may identify characteristics that we want a new Provost to possess such as the ability to develop trust, support, and shared governance. Question: Can faculty recommend characteristics we want and don't want in a Provost? Response: Yes, faculty can recommend characteristics that can be provided as feedback for the new Provost position.
- The administrator evaluation developed by Linda Matthews and her committee will be posted on Blackboard for our review.
- It was suggestion to have an open-ended comment section on the evaluation for faculty to provide feedback. Senator Wenzel commented the evaluation will include an open-ended comment section.
- The target date to present the administrator evaluation for Faculty Senate feedback is late January or early February.

### III. Action Item: Approval of Minutes

- a. May 5, 2017 Meeting (with corrections) was pulled and will be on the next meeting agenda.

b. October 20, 2017 Meeting

- i. Senator Caruntu moved, and Senator Morgan seconded the motion to approve the minutes as presented.
- ii. The motion carried. The Minutes were approved.

IV. Goals for Faculty Senate Constitution Revision Committee

Currently, the Faculty Senate has 80 senators and we have approximately 44 senators attending each meeting. The constitution is posted on Blackboard. Senators are urged to read the constitution to determine what is working and what is not. We still need to look at staggering terms more effectively. Any recommendations to the constitution need to be voted by Faculty Senate and ratified by all faculty. We may also need to work with the School of Medicine Faculty Assembly.

V. Faculty Senate History, Procedures and Challenges

a. UTRGV White Paper July 2016—developed to identify campus issues.

- i. President Saavedra reviewed the history behind the development of the White Paper.
- ii. We want leadership and shared governance.
- iii. Mr. Rick Anderson, EVP of Finance and Administration, addressed the administrative processes and advances that have been made to eliminate the issues raised in the UTRGV White Paper.
- iv. The White Paper was voted on by the Faculty Senate and an Executive Summary, along with the full White Paper, was given to President Bailey.
- v. We need continuous feedback on the status of the UTRGV White Paper. The White Paper will be posted on Blackboard.

b. UT System Chancellor's Statement on Shared Governance and White Paper on Shared Governance

- i. President Saavedra shared the UT System's philosophy of shared governance. Stated that the UT System Chancellor McRaven is serious about the "teams of teams" approach.
- ii. The UT System Shared Governance White Paper Executive Summary had been distributed.

c. Parliamentary Procedures

- i. Parliamentarian Timmer provided an overview on Robert's Rules of Order procedures. Shared Robert's Rules of Order procedures used by North Dakota State Faculty Senate and from Western Oregon University Faculty Senate.
- ii. It was suggested we train all Senators on Robert's Rules of Order. We can train the trainers and the start training small groups on rudimentary parliamentary procedures.

VI. Faculty Senate Caucus Meetings of Colleges/Schools/Units and Faculty Groups (such as lecturers, clinical faculty, etc.):

A. Goals (# of Senators per unit are in parentheses):

-1) To identify 3-5 issues in the areas of: Shared Governance, Leadership, Communication, etc.

-2) To recommend Faculty Senate initiatives for 2017-2018.

- a. College of Business and Entrepreneurship (6)
- b. College of Education and P-16 (6)
- c. College of Engineering & Computer Science (6)
- d. College of Fine Arts (7)
- e. College of Health Affairs (13)
- f. College of Liberal Arts (19)
- g. College of Sciences (10)
- h. School of Medicine (11)
- i. University College (1)
- j. University Library (1)
- k. Clinical Faculty
- l. Lecturers
- m. Tenure Track and Tenured Faculty

B. LSenator Recommended Initiatives: Below is a list of issues and concerns as reported by the Caucuses:

- Lecturers 5x5 workload
- OYAs annual review
- Faculty composition (half of the faculty are NTTF)
- Lack of funding/resources and budgetary transparency
- Lab usage fee gets distributed elsewhere assigned by Dean
- No support for professional development
- There is no money for graduate assistants
- Faculty Portfolio Tool
- Feedback from Chairs
- Still have interim chairs (going on 3<sup>rd</sup> year)
- IT issues
- Administrative appointments with no faculty feedback
- Need updates on the progress of addressing the issues raised in the UTRGV White Paper
  - What worked and what didn't work
  - Establish a committee to assess the progress of the White Paper "remedies"
- Faculty are spread across campuses (keep faculty in one building)



# The University of Texas Rio Grande Valley

- Clarification on NTTF annual review
- UTRGV President needs to make a statement regarding the Chancellor's statement on Shared Governance
- Lack of communication
- What's going on at other campuses
- Follow up on Tony Cucolo's visit on Shared Governance in May 2017
- Brownsville representation in Senate
  - 15 out of the 80 senators are from Brownsville
- Revisit Faculty Senate Constitution
  - Need to determine the number of senators needed for Faculty Senate
  - Need representation from both campuses
- Lack of faculty input in decision making at all levels
- No transparency regarding the departments
- Expectation to volunteer and work on projects over the summer with no pay
- Chairs selected by administrator/dean with little faculty input
- Workload: too much and feel overwhelmed
- Need to establish a Library advisory Committee with faculty representation
- Communication
  - ineffective leadership manifests itself as inadequate communication downward
  - does not work very well and they (Administration) do not listen nor respond to faculty
  - lack of or poor communication affects and impacts shared governance
- Practical issue
  - graduate classes need smaller seminar rooms
- Should there be a return to proportional representation on academic committees
- Annual review
  - lack of consistency across departments and colleges
- Favoritism at departmental and other levels
- Micromanagement in departments
- Pressure to increase graduate enrollment
- Turning off air conditioner over break
- Need to have option to allow OYAs to choose 12-month payroll contracts
- Advising is problematic
- More support for research
- Funding for travel and professional associations
- Support for TAs
- Hard to be interactive with faculty on 2-3 campuses
- Need net etiquette training for faculty on web-ex
- Better computer lab maintenance
- Want good leadership not just administrative skills





VII. Old Business-HOP Policies (Tabled until December 8, 2017 meeting)

- a. ADM 06-101 Faculty Role in Shared Governance
- b. ADM 06-304 Academic Committees and Councils (new number)
- c. ADM 06-502 Annual Faculty Evaluation
- d. ADM 06-505 Faculty Tenure and Promotion

VIII. New Business:

- a. Strategic Plan Presentation Committee Formation
- b. Senator Kaswan solicited volunteers to form a committee to determine how Faculty Senate can assist with the implementation of the strategic plan. Volunteers willing to serve on the committee can email Senator Kaswan.
- c. Shared Governance Updates (not discussed)
- d. Community Engagement Initiative (not discussed)

IX. Adjournment – The meeting was adjourned at 4:44 p.m.