

# THE UNIVERSITY OF TEXAS AT SAN ANTONIO

## DOCUMENTS AND PROCEEDINGS OF THE GENERAL FACULTY

### SUMMARY MINUTES OF THE FACULTY SENATE MEETING of May 10, 2012

The regular monthly meeting of the Faculty Senate for the 2011-2012 academic year was held May 10, 2012, at 3:30 p.m. in the University Room (BB 2.06.04) with Dr. Carola Wenk, Chair of the Faculty Senate, presiding.

#### I. Call to order and taking of attendance

Present: Diane Abdo, Sos Agaian, Manuel Berriozabal, Rajesh Bhargave, Kimberly Bilica, Frank Chen, Glenn Dietrich, Beth Durodoye, Carol Dyas, Donovan Fogt, Robert Hard, Anne Hardgrove, Judith Haschenburger, Mary Kay Houston Vega, Amy Jaspersen, Daniel Jimenez, Drew Johnson, Donald Kurtz, Juliet Langman, Richard Lewis, Christine Linial, Francisco Marcos-Marin, Alycia Maurer, Elizabeth Murakami, Branco Ponomariov, Anand Ramasubramanian, Libby Rowe, Misty Sailors, Dan Sass, Rebekah Smith, Johnelle Sparks, Woodie Spivey, Raydel Tullous, Alistair Welchman, Carola Wenk, Bennie Wilson, Walter Wilson

Absent: Robert Ambrosino, Karan Bhanot, Gary Cole (excused), Renee Cowan, Mansour El-Kikhia, Marcelo Marucho (excused), John McCray (excused), Emilio Mendoza (excused), John Merrifield, Joycelyn Moody, Byongook Moon, Judy Perry, Hazem Rashed-Ali, Juana Salazar (excused), Ted Skekel

Guests: Dalin Bruns, Sarah Leach, Jesse Zapata

Total members present: 37

Total members absent: 15

#### II. Approval of the April 12, 2012 minutes

The minutes were approved.

#### III. Reports

##### A. Chair of the Faculty Senate - Dr. Carola Wenk

Dr. Wenk notified the senate that members are needed for the senate committees, and that a list of current committee members would be passed around for senators to serve on a committee beginning this fall. She also mentioned that the Office of Undergraduate Studies will change its name to University College effective

September 1<sup>st</sup>. Dr. Wenk said that there is a food services meeting scheduled May 16<sup>th</sup> and that Aramark will make a presentation to extend their contract with the University for 7 years. She mentioned that an increase in tuition was approved by the Regents which will allow for implementation of a portion of the Graduation Rate Improvement Plan (GRIP). She said that there were some recently updated HOP policies, including 2.25 “Faculty Development Leave Program”, 10.05 “Managing and Certifying Effort on Sponsored Programs”, 10.06 “Institutional Base Salary on Sponsored Programs”, 10.07 “Cost Sharing on Sponsored Programs”, and 10.08 “Cost Transfers on Sponsored Programs”. Dr. Wenk asked that the senators verify if they still wanted to include the new senate procedure into HOP 2.36 “Hearing Procedures for Faculty Hearing Panels on Matters Related to Nonreappointment”. This procedure specifies how the senate designates nearly half of the panel in which the hearing tribunal would be chosen. The senate agreed that this procedure should still be included into HOP 2.36. The CAFT committee chair, Rebekah Smith, asked for senators interested in serving on the panel to write their names on the committee list already being circulated. Dr. Wenk also mentioned that the CAFT committee was working on revisions to the PPE policy with Dr. Zapata. One of the committee’s main concerns is for the policy to identify what the review period would be for faculty members who are on leave, proposing that it should begin at the submission of materials deadline and be deferred for one year. Another concern is the frequency of reviews if a faculty member is on leave during the 6 year window. The scheduling is unclear, and the committee recommends delaying the review until the next PPE cycle to make it easier for the reviewers and administration to manage. Dr. Wenk said that a model policy is being drafted for Regents’ Rule 31102 involving PPE and annual evaluations for faculty. She said that all the feedback that was received has been incorporated, and that a proposed model policy approved by SYSFAC has been sent to the office of general council to review.

She also mentioned that the senate’s research committee has worked though the Provost’s research enhancement proposal and prepared a report with a few main concerns:

- 1) There should be a method for people to give feedback on the reorganization process,
- 2) Cost factors with the reorganization should mirror other institutions’ best practices and ensure a service-oriented culture,
- 3) While the Research Advisory Board (RAB) may be given a role in HOP policy review, the Faculty Senate is charged to consider HOP policy revisions pertaining to academic and faculty matters (HOP 2.01) and in order to ensure a fast stakeholder review process should therefore also be involved in drafting the revisions,
- 4) There will be a research concierge to provide premier services for recipients of external funding, which is not fully accepted as it may create a two-tiered system,
- 5) The portfolio of the Senior Associate VP of Research should be clarified,
- 6) The IRB’s issues are scheduled to be handled in the fall, which may be too late.

The Faculty Senate felt that the scope of the RAB outlined in the research enhancement plan is too broad, and would also like to recommend changes to the membership to include faculty representatives without administrative appointments. There was a motion to approve the report, pending these two modifications. The report was unanimously approved.

Dr. Wenk said that the 5 senate-endorsed members for the Research Advisory Board (RAB) are needed since the RAB is forming over the summer. The following 5 interim members were recommended until a procedure for nominating future members is made in the fall. The members are Frank Chen (COE), Robert Hard (COLFA), Misty Sailors (COEHD), Johnelle Sparks (COPP), and Carola Wenk (COS). There was a motion to approve the member list and it was unanimously approved. The last issue that Dr. Wenk spoke to the senate about, was a recent investigation involving a faculty member and a request to see all of the faculty member's email, without notification by the administration conducting the investigation. Dr. Zapata assured the senate that Dr. Frederick is following up with the compliance office to see why neither the faculty member nor a supervisor were notified. Dr. Wenk said that there was another recent issue involving the IT security office. There was concern about a breach of data and a faculty member's computer and multiple external hard drives were confiscated without any notification. The senate members were concerned about investigations of faculty being conducted without notification of the faculty or any supervisor, and about the negative impact on research productivity caused by confiscating research equipment. The senate agreed that it may be helpful to have the legal office attend a meeting to speak to the Faculty Senate about these procedures.

For more information, the Chair's Report can be accessed at:

[http://www.utsa.edu/Senate/fsminutes/2012/05-10-2012/FS\\_chairReport\\_5-10-12.pdf](http://www.utsa.edu/Senate/fsminutes/2012/05-10-2012/FS_chairReport_5-10-12.pdf)

B. Provost's Report – Dr. Jesse Zapata (for Dr. John Frederick)

Dr. Zapata reported that the tuition and fee increase was approved at 1.7%, not 2.6% as expected. He said that the Provost is currently working to determine the impact this will have on the GRIP. He said that feedback on HOP 2.02 "Faculty Titles" is due May 11<sup>th</sup>. He is also working on a new HOP policy, 2.50 "Non-tenure Track Faculty Recruitment, Evaluation, and Promotion Processes". He specified that the recruitment process will be conducted online through UTSA's STARS system. He said that the qualifications for a Lecturer III title have been modified to include a terminal degree or teaching experience. Dr. Zapata said that he has sent a draft to Mary Kay Houston Vega for the annual faculty appraisal, as well as a draft to Rebekah Smith on the PPE review process. He explained that PPE reviews should follow the current process. The Regents Rule uses a 4-category system for reviewing faculty, but 5 categories have been suggested at UTSA. Dr. Zapata said that this new policy will be replacing the current 2-category policy for the September PPEs as instructed by the Provost in order to follow newly revised Regent's Rule 31102. Senate members voiced concerns that the new RR 31102 will be implemented in fall although the corresponding HOP policy HOP 2.22 has not been updated yet and therefore it is unclear how the four

categories should be interpreted. Dr. Jasperson said that she will follow-up with the UT System about what course of action the other universities are taking.

C. Secretary of the General Faculty - Dr. Amy Jasperson

Dr. Jasperson urged the senate members to consider serving on the Evaluations, Merit, Rewards, and Workload Committee to assist in working on the Academic Inquiry and Freshman Focus courses next year. She said that the Curriculum Committee is also reviewing courses for the new University College, which is intended to increase graduation rates and student retention at UTSA. She said that the Faculty Concerns Subcommittee report is now available as well. Dr. Jasperson informed the senate that if their department submitted any new courses which were not approved for the Core Curriculum, they will have until July 3<sup>rd</sup> to revise and resubmit these courses for possible approval. She mentioned that a parking study was recently conducted and presented to the University Assembly. The study on commuter and student parking indicated that there are plenty of available parking spaces in lots 11 and 13 with shuttle service to the campus. She said that the Assembly is also reviewing a proposal to add a Retired Faculty Association (RFA) representative as an ex officio member. Dr. Jasperson reminded the senate that the new MyEdu website would be rolling out soon, and said that Michael Crosno, CEO of MyEdu, had enjoyed productive feedback from UTSA's faculty. She said that a system level task force has been reviewing ways to improve the teaching evaluation process for every campus and is considering to delay the reporting of grades for students who do not participate. She told the senate that all stakeholders at UTSA uniformly believe that students who do not participate in the course evaluation process should not be punished. The possibility of adding incentives is currently being considered to boost student participation in course evaluations. Dr. Jasperson also mentioned that 56 of 91 tenured faculty members at Brownsville had been let go due to program closures and the elimination of positions. She said that a Regents Rule had been applied which had incorporated faculty in the review process. She said that the Conflict of Commitment policy is currently being created at the UT System, and that a policy on professional conduct will be revised soon. She encouraged everyone to look at the post-tenure review model policy, which was developed at the system level to be used as a resource for faculty. The model policy is available on Rowdyspace. Dr. Jasperson also thanked Dr. Wenk for her service to the senate and university governance.

The members of the Faculty Senate presented Dr. Wenk and Dr. Jasperson with tokens of their appreciation and thanks for Dr. Wenk and Dr. Jasperson's dedication to the senate.

D. Graduate Council – Dr. Kim Bilica

Dr. Bilica had three items to present to the senate for consent:

1. MA in Philosophy – This is a 30-33 hour program which will be the first of its kind for UTSA.

2. Certificate in Real Estate Finance Development (REFD)
3. Certificate in Voice Pedagogy

Dr. Bilica said that more detailed information can be found on Rowdyspace.

E. Curriculum Committee – Dr. Raydel Tullous

Dr. Tullous said that her committee reviewed a proposal to phase out the Minor in Electronic Commerce. She said that there are currently only two students enrolled in the program. A motion was made to approve, and the proposal was unanimously approved by the senate.

F. Academic Policy and Requirements Committee – Dr. Bennie Wilson

Dr. Wilson said that his committee endorses the changes recommended by the Associate Dean's Council to modify the honor roll policies. These changes should aid students in finishing their degree programs within 4 years. The committee did want to add one recommendation allowing a final semester exception to the credit hour rule for students requiring fewer credit hours to complete the program in their final semester. The Associate Dean's Council was appreciative of the suggestion, but does not intend to incorporate the APR's recommendation into the proposal. The proposed revision to the requirements for the President's List, the Dean's List, and the Honor Roll was approved by the Faculty Senate.

G. HOP Committee – Dr. Donovan Fogt

Dr. Fogt said his committee reviewed seven policies. Out of the seven policies, the committee recommends to approve the following six with minor changes:

2.40 "Administrative Grade Change"

2.50 "NTT Faculty Recruitment, Evaluation, and Promotion Process"

2.51 "Semester Credit Hour"

4.22 "University Marketing"

5.09 "Class Attendance"

5.18 "Travel or Events that Involve Students and Other Non-employee Participants"

The committee recommends that the senate reject the final policy, HOP 2.02 "Faculty Appointments and Titles", pending suggested changes. The committee's main concerns regarding this policy are the limitation of appointments to less than 1 year for Lecturer II and up to 2 years for Lecturer III. The committee recommends longer appointments for Lecturer I-III titles. The second concern is in relation to Super NTTs currently working without terminal degrees when the changes to faculty titles occur. The committee would like to ensure that a process is clearly communicated, which would fuse the current titles into the new titles without the risk of demotion.

There was no discussion and the senate unanimously approved the HOP Committee's report.

#### IV. Unfinished Business

There was no unfinished business.

#### V. New Business

- Dalin Bruns – IT Project Manager

Mr. Bruns gave an update on the new Digital Measures system that will be implemented later this year. He said that there was originally going to be a rewrite to update FAIR, but the Digital Measures demo was well received. The new system includes a more user-friendly pricing structure with an annual maintenance fee, which includes unlimited changes to the system. Mr. Bruns explained that these changes can be implemented within 10 days as well. He mentioned the recent Digital Measures presentation to the Faculty Senate, which received favorable feedback. He also said that the Digital Measures system is being utilized by The University of Texas at El Paso, who has also expressed a favorable response. Mr. Bruns briefly mentioned a few features, including the ability to customize vitas, add fields, customize reports, and import data from FAIR. He said that the system will also be integrated with Banner for ease of use. The project timeline shows data importation occurring over the summer, with training in the fall months, and a full product launch in November. He also told the senate that they could expect status updates along with other stakeholders as benchmarks are reached.

#### VI. Open Forum

There was no discussion.

#### VII. Adjournment

There being no further business, a motion to adjourn was made, seconded, and unanimously passed at 5:07 pm.