

THE UNIVERSITY OF TEXAS AT SAN ANTONIO

DOCUMENTS AND PROCEEDINGS OF THE GENERAL FACULTY

SUMMARY MINUTES OF THE FACULTY SENATE MEETING of September 13, 2012

The regular monthly meeting of the Faculty Senate for the 2012-2013 academic year was held September 13, 2012, at 3:30 p.m. in the University Room (BB 2.06.04) with Dr. Rebekah Smith, Chair of the Faculty Senate, presiding.

I. Call to order and taking of attendance

Present: Diane Abdo, Maria Arreguin-Anderson, Kimberly Bilica, Mark Blizard, Natasha Burns, Fengxin Chen, Frank Chen, Renee Cowan, Glenn Dietrich, Jim Dykes, Martha Fasci, Donovan Fogt, John Frederick, Robert Hard, Anne Hardgrove, Judith Haschenburger, Daniel Jimenez, Drew Johnson, Jerome Keating, Donald Kurtz, Juliet Langman, Melvin Laracey, Richard Lewis, Christine Linial, Lydia Martinez-Rivera, Alycia Maurer, Joycelyn Moody, Byongook Moon, Branco Ponomariov, Libby Rowe, Misty Sailors, Dan Sass, Rebekah Smith, Woodie Spivey, Patricia Thompson, Heather Trepal, Alistair Welchman, Bennie Wilson, Floyd Wormley

Absent: David Akopian, Robert Ambrosino, Rajesh Bhargave (excused), Mary Kay Houston-Vega, Francisco Marcos-Marin (excused), Marcelo Marucho (excused), Emilio Mendoza (excused), John Merrifield (excused), Elizabeth Murakami (excused), Anand Ramasubramanian, Juana Salazar (excused), Rodolpho Sandoval, Johnelle Sparks (excused)

Guests: Manuel Berriozabal, Donna Edmondson, Sarah Leach, Long Liu (for John Merrifield), Nancy Martin, Sunay Palsole, Ken Pierce, Mickey Stevenson, Raydel Tullous

Total members present: 38

Total members absent: 13

II. Approval of the May 10, 2012 minutes

The minutes were approved.

III. Reports

A. Chair of the Faculty Senate - Dr. Rebekah Smith

Dr. Smith welcomed new and returning senators and reminded them of the senate's primary purpose; to serve as representatives of UTSA's faculty to the administration and to the UT System by developing and revising policies, often through committees. She mentioned the work between the senate, the Provost, and Dr. Zapata regarding the annual review and CPE policies. These policies were revised by the senate's Evaluations, Merit, Rewards, and Workload committee and the committee on Academic Freedom and Tenure, in response to revisions of Regents Rule 31102.

Dr. Smith listed a few senate resources: Sarah Leach, Administrative Associate II in the Provost's Office who assists the senate, and the senate's webpage, www.utsa.edu/senate. The webpage offers information on meetings (including minutes, agendas, and reports), bylaws, committee membership lists, and responsibilities of senators. She encouraged senators to attend all meetings or to send a departmental representative. In addition, reports and other materials should be reviewed before the meeting, and senators should report back to their departments to relay what was covered in the meeting. She mentioned a few special requests for presentations at the meetings, such as using larger font sizes in reports for ease of viewing. She also reminded senators that according to the bylaws, committee reports must be posted five business days before the meeting.

Dr. Smith briefly discussed some summer work that took place in the senate. The HOP committee worked on the following policies: 2.35 "Substantive Change Procedures Required to Obtain Southern Association of Colleges and Schools Commission on Colleges Approval", 5.18 "Travel or Events that Involve Students and Other Non-Employee Participants", and 9.36 "Nonsmoking/Tobacco Free Policy". The senate also consented to approval of the Master of Engineering in Sustainable Energy Systems. A full listing of the policies approved at the UT System may be found in the Chair's report at the link below. Dr. Smith and Dr. Sailors also worked with Mickey Stevenson and Marianne Woods to find faculty representatives to serve on IRB Accreditation Task Force, which will include Reed Hunt, Mary McNaughton-Cassill, Xiaohe Xu, and will be chaired by LJ Shrum. Dr. Smith said that she attended a one day retreat focused on the Graduation Rate Improvement Plan (GRIP), and senators on the Executive Committee will attend the weekly meetings of the GRIP Cross Campus Team. She said this will allow for increased faculty input and improved notification of activity to the senate. She also noted that faculty involvement and support are important components of the success of the GRIP.

Dr. Smith mentioned the recent voter registration drive held by the Student Government Association. She said that the office of legal affairs has released a statement in response to student participation: "Students may participate in registering voters if they have the approval of the professor teaching the class, however, the students participating in this voter registration activity/project CANNOT express support or give the appearance of supporting one candidate, issue, party, etc." Dr. Smith said that chip and snack vending machine bids are due

in three weeks, and faculty representation is needed from the senate. This would only require a few meetings to review and score between 3-6 proposals. Anyone who is interested may contact her about joining the committee.

Dr. Smith notified the senate that a Texas Higher Education Coordinating Board town hall is set to take place on September 27th between 2:30-3:30 p.m. at the Marriot Plaza San Antonio. Visit <http://www.thecb.state.tx.us/sanantoniotownhall> to register for free. Dr. Smith and Dr. Sailors are both planning to attend.

Lastly, on August 30th, the city council voted to rename San Antonio's café college as the Manuel P. Berriozabal Café College. Dr. Berriozabal serves as a mathematics professor for UTSA and has mentored students for over 30 years in the pre-freshman engineering program, which was founded in 1979. Dr. Smith and the senate congratulated Dr. Berriozabal on this great achievement.

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

[http://www.utsa.edu/Senate/fsminutes/2012/09-13-2012/Senate Chair's Report Sept13 2012.pdf](http://www.utsa.edu/Senate/fsminutes/2012/09-13-2012/Senate%20Chair's%20Report%20Sept13%202012.pdf)

B. Secretary of the General Faculty - Dr. Misty Sailors

Dr. Sailors informed the senate that the University Assembly had voted to approve the Retired Faculty Association Chair/President as an ex officio member. She said that the senate will also hold a vote for this at the next meeting. Dr. Sailors said that Staff Council reminded the assembly that the State Employee Charitable Campaign (SECC) begins October 1st. She said that last year, UTSA gave 25% of the total amount raised in San Antonio. She said that SGA has planned a grand opening of the new downtown Starbucks location on September 28th. Dr. Sailors said that SGA has also been working to deputize faculty and students in order to register voters. As of Tuesday's meeting, 1,335 people have been registered. She mentioned that SGA is also following Dream Act initiatives to see what the possibilities may be for implementation at UTSA, and that SGA is exploring the possibilities of concealed carry policies being set by individual institutions.

Dr. Sailors told the senate that there had not been a SYSFAC meeting, but the first meeting is set for next week. She said that since the last meeting in May, a conflict of interest policy has been implemented, and a conflict of commitment "model policy" is currently in the works. She said that Mickey Stevenson from the office of research integrity would be speaking about these items later in the meeting.

C. Provost's Report – Dr. John Frederick

Dr. Frederick introduced Donna Edmondson as the new ombudsman for research. He explained that her role is to be an independent problem solver and process-improver. Donna encouraged the senate to direct any questions or concerns to her, and said that she reports to Marianne Woods, Senior Associate VP for Research Administration.

Dr. Frederick addressed the senate on this year's merit. He said that there is a 3% merit pool, which is larger than last year, but the difference this year is how the funds are being awarded. Of the 3% merit, 2% is in the form of a one-time

payment and the other 1% will be added in addition to the recipient's base salary. The original intent was for both processes to occur at the same time, in the fall semester. However, according to UT System rules, the two types of awards are categorized as two different merit exercises, which must be separated by a six-month period. Dr. Frederick said that the Office of Business Affairs decided to award the one-time payment first (funds dispersed in September), and award the 1% base pay addition in the spring. He said that any savings from the merit pool by delaying the base pay addition will be set aside for each division to use. He said that his area, Academic Affairs will be using this savings to support the QEP project. In response to a question, Dr. Frederick said that an earlier notification to faculty about the merit awards should have been made and that he would like to set firmer timelines in the future. He said that so far, there has been no determination about the method in which funds may be distributed next year.

Dr. Frederick mentioned some upcoming open forums in October within the colleges, where he would be discussing the restructuring of the research division and giving an update on the GRIP.

He brought up the topic of course surveys, and is looking to once again include comments with the rating scale, which will be completely done online. He said that he believes there will be better benefits offered to faculty through this combined method. He said that the issue of how to incorporate the surveys in class is also being looked at. Dr. Frederick said that the comments section will likely be implemented beginning this semester. A question was asked about improvements to response rates. Dr. Frederick said that the spring response rates averaged between 40-50% and that various incentives to increase student participation are still being considered.

Dr. Frederick addressed the senate regarding the two recent faculty investigations. He said that the first began with a hotline complaint which ended with no consequence or actions taken against the faculty member. He said that every hotline call is looked into, although 90% of these calls usually involve staff, not faculty members. He said that the second case involved a faculty member whose computers were confiscated due to sensitive data that had not been previously removed by the hospital that transferred the data. He explained that the computers were removed to verify that no sensitive information had been compromised. In response to a question, he said that if the compliance office performs a preliminary investigation, they don't immediately notify the subject of the investigation or their department chair. Since over 95% of investigations turn up with no consequence, this discretion protects the person involved and avoids placing any type of stigma on a likely innocent person. In addition, no record goes into that subject's personnel files if nothing comes of the case. He also said that email is considered university property, which may be reviewed at any time. In the rare case of a litigation hold, the subject will receive a letter to notify them about the hold so that all data will be preserved.

IV. Election of Officers and Members of Standing Committees

Results of the Election can be found in Appendix A.

V. Reports (continued)

D. Committee on Academic Freedom and Tenure – Dr. Rebekah Smith

As the outgoing committee chair, Dr. Smith discussed the HOP 2.22 CPE revision process. She said the committee reviewed the currently published version in the spring, studied the Revised Regent's rule 31102 in relation to the policy, and reviewed the UT System's model policy. The committee created a revised draft of the HOP policy which was presented to the senate in March, and additional recommendations were presented in April. Throughout the summer, the committee chair met with the Provost and Dr. Zapata, and most of the senate's recommended issues had been addressed in the final version of the policy. The final version is now up for stakeholder review. Dr. Smith said that a key issue involved the timeline for faculty development plans, and the language now distinguishes between long-term goals and specific criteria. In addition, longer timelines are allowed with the dean's approval, and there is some flexibility in the start of the timeline. Dr. Smith said that a departmental committee report will now only be provided in cases of "unsatisfactory" performance, not adding additional suggestions for satisfactory performances. This should help to avoid conflict when looking back at prior PPEs. She said that all CPEs should now be viewed independently. A more detailed report may be found on Rowdyspace and Dr. Smith was pleased to report that the latest version addresses all of the committee's concerns. She noted that the policy had been sent to senators to forward to their faculty for feedback and that faculty should convey feedback, which she would then forward to the new chair of the committee following committee chair elections. She asked for feedback to be sent in at least one week prior to the October senate meeting, so that a final report may be sent to the University HOP Committee.

E. HOP Committee – Dr. Donovan Fogt

Dr. Fogt's committee reviewed HOP 9.01 "Nondiscrimination and Sexual Harassment and Sexual Misconduct". There were three main concerns:

While anyone is able to accuse a faculty/staff member of harassment, there are currently no repercussions for accusers if the incident only harvests defamation. The committee also felt that clarification is needed to explain the "suggested" 30-day filing limit for a report. In other words, what would happen if a report is filed after this period? The last main point of concern involves the timeframe for when the accused person is informed, which is not currently addressed. Dr. Fogt said that more feedback is still needed, and asked for additional recommendations and comments to be sent to him within the next week. The HOP committee's report was approved pending additional feedback.

F. Curriculum Committee – Dr. Raydel Tullous

Dr. Tullous said that the curriculum committee evaluated 117 subcommittee-approved courses over the summer for the core curriculum revision. The coordinating board has approved a 42-hour core curriculum for all institutions split by 36 hours in 8 components, with 6 hours between academic inquiry (3 hours) and any another of the 8 components (3 hours). Dr. Tullous said that subcommittees had been formed to evaluate the rubrics in Appendix A. They sent their recommendations to the core curriculum committee who reviewed them in their August meeting. The committee incorporated their summarized comments into each of the 117 proposals, and listed an approval/rejection for each. The committee ended up approving every one of the proposals. More detailed information on each proposal can be found on the core curriculum website at: <https://coreproposal.utsa.edu>. Dr. Tullous expects an additional 21 proposals to be reviewed and discussed in the October senate meeting, including more on the academic inquiry course. There was a motion to approve the committee report, and the report was unanimously approved.

VI. Unfinished Business

There was no unfinished business.

VII. New Business

- Ken Pierce – Laptop Encryption Update

Mr. Pierce discussed the laptop encryption process. He said that 87% of all campus laptops have been encrypted so far. He thanked the faculty for their support of the project, especially since it was announced with such short notice. He said that his team had been notified from the board of regents through the chancellor in July that the process must be completed by August 31st. Mr. Pierce sympathized with the faculty and said that the timing has been especially challenging with the fall semester beginning. He said that his team hired temporary workers that they trained on the encryption process, due to a lack of available staff in his office. Since they didn't have time to test all configurations, turnaround time has varied. However, he said that they will continue to work towards their 100% encryption goal. Mr. Pierce said that he hopes to be at 95% encryption by the end of September, with the possibility of some equipment qualifying for exemption by the UT System. In addition, replacement laptops have been ordered for surplus machines over 7 years old that need to be replaced.

- Mickey Stevenson – Conflict of Interest Policy

Dr. Stevenson discussed the revised Conflict Of Interest policy as it stands today. The policy is not new, but is being newly enforced, due to a revision in the federal regulations from 1995. She said that the UT System pushed to

apply the revision (which only applies to NIH funding) to all research, whether funded or unfunded. UTSA must now adopt the model policy and adapt it to all research at UTSA. This may also include students that aid in the design, conduct, or reporting of research. However, she said that filing the COI disclosure is a very quick process. With the implementation of the new policy, the deadline for online training is October 31st. Dr. Stevenson said that it is only necessary to disclose financial interests which are related to your institutional responsibilities, such as teaching, research, service, or administrative duties. Basically, anything that could be related to what you do for UTSA. She said that this includes financially interdependent people as well, such as students with parents having an outside financial interest that could be related to the University. She said that all new grant proposals or new awards must be filed with the new disclosure form according to the new regulations. She said that there are some exclusions, such as only going back twelve months. In addition, licensed patents don't have to be disclosed, but books do have to be disclosed. She briefly mentioned the new Conflict of Commitment policy, in which a model policy will be coming soon from the UT System. This policy will apply to all full-time employees. Dr. Stevenson encouraged the senate to email her with any questions.

VIII. Open Forum

There was no discussion.

IX. Adjournment

There being no further business, a motion to adjourn was made, seconded, and unanimously passed at 5:35 pm.

Appendix A

Officers and Executive Committee		
Rebekah Smith *	Chair	
Vacant	Past Faculty Senate Chair	
Robert Hard *	Vice Chair	
Kim Bilica *	Chair, Graduate Council	
Misty Sailors *	Secretary of the General Faculty	
Johnelle Sparks *	Secretary	
Jim Dykes *	Parliamentarian	
Mark Blizard *	College of Architecture	
Glenn Dietrich *	College of Business	
Donovan Fogt *	College of Education and Human Development	
Drew Johnson *	College of Engineering	
Richard Lewis *	College of Liberal and Fine Arts	
Mary Kay Houston Vega *	College of Public Policy	
Fengxin Chen *	College of Sciences	
Bennie Wilson *	NTT Member	
Academic Freedom and Tenure Committee		
Mark Leung	COB	8/31/2013
Michael Miller	COLFA	8/31/2013
Brent Nowak	COE	8/31/2013

James Powell	COS	8/31/2013
Chris Reddick	COPP	8/31/2013
William Short	COLFA	8/31/2013
Stephen Temple	COA	8/31/2013
Rebecca Weston	COLFA	8/31/2013
Johnelle Sparks *	COPP	8/31/2014
Rajesh Bhargave *	COB	8/31/2014
Maria Arreguin-Anderson *	COEHD	8/31/2015
Academic Policy and Requirements Committee		
Andrey Chabanov	COS	8/31/2013
Sandy Norman	COS	8/31/2013
Anuradha Roy	COB	8/31/2013
Patricia A. Thompson	COS	8/31/2014
Patricia McGee	COEHD	8/31/2014
Saadet Beeson	COA	8/31/2014
Juliet Langman *	COEHD	8/31/2014
Byongook Moon *	COPP	8/31/2014
Liang Tang	COE	8/31/2015
Libby Rowe *	COLFA	8/31/2015
Patricia L. Thompson *	COLFA	8/31/2015

Budget Committee		
Thomas Coyle	COLFA	8/31/2013
Kirsten Gardner	COLFA	8/31/2013
Robert Hard *	COLFA	8/31/2013
John Zhang	COEHD	8/31/2013
Corey Sparks	COPP	8/31/2014
Frank Chen *	COE	8/31/2014
Marcelo Marucho *	COS	8/31/2015
Martha Fasci *	COB	8/31/2015
Heather Trepal *	COEHD	8/31/2015
Committee on Handbook of Operating Procedures		
Manuel Berriozabal	COS	8/31/2013
Juanita Firestone	COPP	8/31/2013
Melvin Laracey *	COLFA	8/31/2013
Michael Miller	COLFA	8/31/2013
Donovan Fogt *	COEHD	8/31/2014
Sandy Norman	COS	8/31/2014
Suat Gunhan	COA	8/31/2014
Juan Gonzales	COB	8/31/2014
Anand Ramasubramanian *	COE	8/31/2014
Robert Hard *	Faculty Senate Vice Chair	Ex Officio

Evaluations, Merit, Rewards, and Workload Committee		
Thomas Coyle	COLFA	8/31/2013
Mark Leung	COB	8/31/2013
Chris Reddick	COPP	8/31/2013
Anuradha Roy	COB	8/31/2013
Stephen Temple	COA	8/31/2013
Judy Haschenburger *	COS	8/31/2014
Joycelyn Moody *	COLFA	8/31/2014
Mary Kay Houston Vega *	COPP	8/31/2014
Alycia Maurer *	COEHD	8/31/2014
Dan Sass *	COEHD	8/31/2014
Emilio Mendoza *	COE	8/31/2014
Sedef Doganer	COA	8/31/2015
Nominating, Elections, and Procedures Committee		
Diane Abdo *	Freshman Initiative	8/31/2013
Juliet Langman *	COEHD	8/31/2013
Xochitl Lopez-Lozano	COS	8/31/2013
Rebecca Weston	COLFA	8/31/2013
Juana Salazar *	COA	8/31/2014
Sos Agaian	COE	8/31/2014
Anne Hardgrove *	COLFA	8/31/2014

Natasha Burns *	COB	8/31/2015
Robert Ambrosino *	COPP	8/31/2015
Johnelle Sparks *	Faculty Senate Secretary	Ex Officio
Faculty Senate Research Committee (FSRC)		
Frank Chen *	Department of Mechanical Engineering, COE	
Ray Garza	Department of Psychology, COLFA	
Richard Lewis *	Department of Sociology, COLFA	
John Merrifield *	Department of Economics, COB	
Misty Sailors *	Department of Interdisciplinary Learning & Teaching, COEHD	
Mike Tapia	Department of Criminal Justice, COPP	
Qi Tian	Department of Computer Science, COS	
Raydel Tullous	Department of Management Science & Statistics, COB	
Bill Dupont	Department of Architecture, COA	
Donald Kurtz *	Department of Chemistry, COS	
Woodie Spivey *	Department of Entrepreneurship and Technology Management, COB	
University Curriculum Committee		
Raydel Tullous	COB	8/31/2013
Carol Dyas	COS	8/31/2013
Jerry Goldstein	COS	8/31/2013
Anand Ramasubramanian *	COE	8/31/2013
Daniel Sass *	COEHD	8/31/2013

William Short	COLFA	8/31/2013
Alistair Welchman *	COLFA	8/31/2013
Renee Cowan *	COLFA	8/31/2014
Karen Williams	COB	8/31/2014
Richard Utecht	COB	8/31/2014
Jerome Keating *	COB	8/31/2014
Branco Ponomariov *	COPP	8/31/2014
Faculty Senate Ad Hoc Committees:		
Committee on Course Surveys		Exp. 9/1/2013
Tom Coyle	Department of Psychology, COLFA	
Raydel Tullous	Department of Management Sciences and Statistics, COB	
Diane Abdo *	Freshman Initiative	
David Pillow	Department of Psychology, COLFA	
Richard Harris	Department of Social Work, COPP	
Dan Sass *	Department of Educational Psychology, COEHD	
Ram Tripathi	Department of Management Sciences and Statistics, COB	
Patricia McGee	Department of Educational Psychology, COEHD	
Anne Hardgrove *	Department of History, COLFA	
David Akopian *	Department of Electrical Engineering, COE	
Lydia Martinez Rivera *	Department of Chemistry, COS	
Christine Linial *	Department of Music, COLFA	

*** = Faculty Senate Member**