

THE UNIVERSITY OF TEXAS AT SAN ANTONIO

DOCUMENTS AND PROCEEDINGS OF THE GENERAL FACULTY

SUMMARY MINUTES OF THE FACULTY SENATE MEETING of December 6, 2012

The regular monthly meeting of the Faculty Senate for the 2012-2013 academic year was held December 6, 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, Frank Chen, Glenn Dietrich, Jim Dykes, Martha Fasci, Donovan Fogt, Robert Hard, Anne Hardgrove, Richard Harris, Daniel Jimenez, Jerome Keating, Donald Kurtz, Juliet Langman, Melvin Laracey, Richard Lewis, Christine Linial, Francisco Marcos-Marin, Marian Martinello, Lydia Martinez-Rivera, Marcelo Marucho, Alycia Maurer, Joycelyn Moody, Byongook Moon, Anand Ramasubramanian, Libby Rowe, Juana Salazar, Dan Sass, Rebekah Smith, Johnelle Sparks, Woodie Spivey, Alistair Welchman

Absent: David Akopian (excused), Robert Ambrosino, Rajesh Bhargave (excused), Fengxin Chen (excused), Renee Cowan, Judith Haschenburger (excused), Drew Johnson, Emilio Mendoza, John Merrifield (excused), Elizabeth Murakami (excused), Judith Perry, Branco Ponomariov, Misty Sailors (excused), Rodolpho Sandoval, Heather Trepal (excused), Bennie Wilson, Floyd Wormley (excused)

Guests: Bernard Arulanandam, Edwin Barea-Rodriguez, Steven Boyd, Janis Bush, John Frederick, Sarah Leach, Saeid Mahdavi (for John Merrifield), Sandy Welch, Jesse Zapata

Total members present: 35

Total members absent: 17

II. Approval of the November 8, 2012 minutes

The minutes were approved.

III. Reports

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

Dr. Smith welcomed Dr. Edwin Barea-Rodriguez; the co-chair of the Chair's Council and reminded the senate that it was decided last year to have representatives from the Faculty Senate and the Chair's Council in attendance at

both meetings. She discussed the ongoing work of the GRIP cross campus teams and provided a list of the topics which have been covered up to this point. She said that a question came up in one of the meetings about students being dropped from classes for unpaid balances. Dr. Smith said that the Office of Financial Aid explained that students won't be dropped automatically due to late financial aid. The Office of Financial Aid noted the various options for students such as 90-day payment deferments and installment plans. Dr. Smith discussed the two outstanding issues to the HOP 2.11 annual review that was discussed at the previous meeting. Both issues were returned to committee for review. One issue was whether a specified time period for the review should be included to create uniformity across departments. The committee decided not to make any changes to this section in order to maintain maximum flexibility for the departments. The other issue was the possibility of a merit disqualification if a faculty member received one "unsatisfactory" rating in any category (even if the overall assessment was "meets expectations"). The committee voted to recommend removing this caveat completely. This recommendation was sent to the entire Senate for electronic vote. There were 29 votes in favor of removing the disqualifying statement and 2 in favor of retaining the disqualifying statement. Dr. Smith said that all of the senate's recommendations, including the recommendation to remove the disqualification from merit on the basis of "unsatisfactory" in any one category, were forwarded to Dr. Zapata prior to the December 3rd deadline for stakeholder comments. She mentioned the small modification in the HOP 2.22 policy that will require the rating scale to be rounded to the nearest thousandth (instead of tenth). The revised rating scale is as follows:

- Exceeds: 3.5 to 5 (no change)
- Meets: 2.0 to 3.499 (instead of 2.0 to 3.4)
- Fails: 1.0 to 1.999 (instead of 1 to 1.9)
- Unsatisfactory: 0 to .999 (instead of 0 to .9)

Dr. Smith said that all other senate recommendations were included in the post stakeholder version of the policy. She thanked the EMRW and CAFT committees, as well as Dr. Zapata for their collaborative work on these policies. She said that a new policy, Conflict of Commitment is currently being developed, and asked the research committee to work with Dr. Zapata on this policy.

Dr. Smith mentioned the VPSA search forums taking place next week, and encouraged everyone to attend and meet with the two remaining candidates. The dates are as follows:

Candidate #1: David Parrott of Texas A&M University

-Tuesday, Dec. 11, 10:30, Frio Street Bldg 4.450A (Executive Conference Room)

-Wednesday, Dec. 12, 10:00, Main Building 3.106 (Regents' Room)

Candidate #2: Susan Borrego of California State University, Dominguez Hills

-Thursday, Dec. 13, 10:30, Frio Street Building 4.450A

-Friday, Dec. 14, 10:00, Main Building 3.106

Dr. Smith announced that Dr. Sailors is currently out of town and will be giving the University Assembly/SYSFAC report in January.

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

[http://www.utsa.edu/Senate/fsminutes/2012/12-06-2012/Senate Chair Report Dec 6 2012.pdf](http://www.utsa.edu/Senate/fsminutes/2012/12-06-2012/Senate%20Chair%20Report%20Dec%206%202012.pdf)

B. Provost's Report – Dr. John Frederick

Dr. Frederick said that he appreciates the senate and Dr. Zapata's hard work that went into the HOP 2.11 policy. He said that while he was initially opposed to removing the disqualification for "unsatisfactory" in any given category, Dr. Smith had presented a compelling case for the Senate's recommendation and he has agreed to remove this from the policy. He said that this issue will be monitored and may be revisited if there is any indication that faculty are abusing this aspect of the policy.

Dr. Frederick introduced Bernard Arulanandam as the new Assistant Vice President for Research Support as of December 1st. He said that Dr. Arulanandam will be looking at building up different ways of helping faculty develop their research programs and will work to support faculty research programs.

Dr. Frederick said that he attended the Board of Regents meeting earlier today and explained that there has been some recent work on system contracts regarding travel agencies and car companies used by the UT System. He said that the Regents are looking at possible deals to improve savings across the entire system. UT institutions were asked to vote on the options they were given and a provider (travel agency) will be selected for future travel use. Dr. Frederick stated that this will apply mostly to airfare (not to hotel stays or meals). The Regents have also accepted three bids for car rental companies, and may award the contract to more than one bidder, or award to all. He said that the Regents are implementing this change in order to benefit the entire UT System. Also at the Board of Regents meeting, it was agreed to pursue the possibility of creating a new institution in the Rio Grande Valley, which would combine the UT Pan Am and Brownsville campuses. The new institution would be an emerging research university that is a comparable size to UTSA and would include a medical school.

Dr. Frederick thanked the faculty for their patience with the recent changes and updates in technology at UTSA, including the cloud migration, laptop encryption, and migration from FAIR to Digital Measures. He said that he expects a better support system and better end results with the new Digital Measures system. He said that UTSA is in the process of upgrading to a new wireless system throughout both the main and downtown campuses. The process is expected to be completed by August.

Dr. Frederick attended a luncheon held for new faculty, in order to explore what efforts may be used to improve their transition to UTSA. He was pleased to hear that each of the new faculty members expressed great satisfaction with their transition and have felt welcomed at UTSA. He said that a list of things to improve on was generated and that there will be follow up efforts made to improve these issues. He reinforced that the most important things we have to do here at UTSA are people-focused, and encouraged all faculty to reach out and continue making newcomers feel welcome.

Dr. Frederick mentioned the GRIP meeting next week in Austin, which he said is a follow-up to a previous national meeting, Access-to-Success. He stressed the huge emphasis placed on student success and encouraged faculty to think creatively in order to come up with new ways to improve student success.

He reminded everyone that graduation will take place in two weeks at the commencement center, but said that the May 13th graduation will be held at the Alamodome. Also, there will be two larger ceremonies (within one day) for the May 13th graduation, compared to the many shorter ceremonies that usually take place. He said that feedback on these variations will be assessed to decide which type of commencement works better for UTSA.

A question was asked if the HOP 2.11 policy will be implemented for the 2012 annual evaluations. Dr. Frederick said that he'd like to incorporate the policy as much as possible, while still complying with the Regent's Rules. He would like to see departments try to utilize the points system, but realizes that departments have their own detailed guidelines which may take some time to set up.

A question was asked if a shuttle will be utilized for commencement at the Alamodome. Dr. Frederick referred the questioner to the Special Events Center Executive Director, Patricia Graham.

IV. Unfinished Business

There was no unfinished business.

V. New Business

- Digital Measures – Sandy Welch and Jesse Zapata

Dr. Welch explained that UTSA is in the process of implementing the Faculty Career Portfolio through Digital Measures. She said that an Academic Technology Advisory Committee (ATAC) was utilized to assess the university's options. The committee was composed of knowledgeable people from each college with experience in using FAIR. They identified each college's needs for changing FAIR, and were told by OIT that FAIR would need a complete rewrite. The committee considered and unanimously approved the implementation of the Digital Measures system, which is largely focused on academic uses and is currently widely used at other institutions. Dr. Welch said that UT El Paso and Texas Tech currently use Digital Measures. She briefly explained how Digital Measures can be accessed (via the UTSA home page and through her webpage). The Digital Measures sign-in page is <https://sso.it.utsa.edu/idp/Authn/UserPassword>. She pointed out the user manual at the top of the page, noted that the organization will be familiar to faculty, and said that their vitas and annual reports will both be generated from the home screen. Dr. Welch said that the official university format will be an APA style, but said that departments may create their own template and send it in to be implemented. She stressed that faculty members should wait to edit their vitas until they have been cleaned up and reformatted by OIT (who will notify them when their vitas are ready for editing). She said that if information is wrong in FAIR, the information will simply be transferred over, and the faculty member will have to fix any incorrect information (they will have 30 days to ask OIT for corrections, or they may simply opt to make corrections themselves). Faculty members no longer have access to fix

anything in FAIR. Dr. Welch said that the migration of information from the vitas to the annual report is currently in process as well. She said that the best option is for faculty members to correct or update their 2012 information in their vitas once they have been reformatted by OIT. This information will then be transferred into their annual reports. In the meantime, faculty members should familiarize themselves with the Digital Measures manual and work on fixing their 2012 information once their vita has been reformatted. Dr. Welch stressed that faculty shouldn't be concerned about the formatting of their vitas, because the department chairs are aware that the formatting is not cleaned up yet, but that they should make sure that all 2012 information is accurate, so that this will be reflected in their annual reports. Dr. Zapata reminded the senate that annual reports are due January 31st, and he is currently working on revising the timeline for faculty members to obtain earlier feedback from their department chairs.

- Grievance Committee Report – Steven Boyd and Jesse Zapata

Dr. Zapata reminded the committee that one of his duties is to give a yearly report on the grievance process and discuss how it has been working over the past year. He said that the grievance committee chair, Dr. Steven Boyd will give a report on the types of grievances filed over the past year. Dr. Zapata explained that the process involves a formal phase and an informal phase. The intent of the grievance process is to encourage dialogue in the early phases of the process (which he said usually occurs between the faculty member and the department chair, and often involves annual reviews). He said that the policy is only three years old, so there is still a possibility for changes to be implemented after a few more years of following the current process. Dr. Zapata said that there are a few issues that have caused confusion in the past, so he wanted to address those issues. One of them is that there is no requirement to inform his office about a faculty member's challenge of an administrative action. Another issue has been confusion in the early (or informal) stages of the process. He stated that there is a chart on the Provost's website (<http://provost.utsa.edu/vpafs/>), which lists the deadlines that must be followed and should help to clarify the process. One other challenge is that if a subcommittee or review committee is needed for a case, it can be difficult to establish one over the winter/summer breaks. He reminded the senate that there are some cases in which one or both of the parties involved may be reluctant in engaging in open dialogue, but said that this is a required first step which cannot be bypassed in order to move into the formal stage. Dr. Zapata also said that the grievance subcommittee must be carefully guided, as they are not a hearing panel (compared to the old grievance policy). It is not their role to find a solution, but rather to encourage cooperation among the conflicted parties.

Dr. Boyd said that he was elected grievance committee chair in the fall of 2012. He said that some grievances which have arisen are not suitable for the grievance process, so these cases are sent elsewhere to be resolved. He said that there have been some problems in meeting deadlines, which has led to

most cases being dealt with procedurally, rather than in terms of substance. Dr. Boyd reminded the senate that all of the guidelines and time frames for the process may be found either in the HOP or on the Provost's webpage. He said that there has been a variety of cases, some closed due to resolutions in the informal process, others that moved on to the formal grievance procedure, and some that are still ongoing. Dr. Boyd explained that the most important thing is to make sure that all faculty members understand the process and associated timelines. Dr. Zapata and Dr. Boyd clarified that within the 40-day initial timeline, two steps are included (open dialogue with the department chair and a written complaint). They said that both of these steps must be completed within 40-days of the administrative action.

Dr. Smith asked that Senators remind the faculty in their departments to review the guidelines and timelines for grievance policy prior to the upcoming annual review period. She also asked Dr. Barrea-Rodriguez to remind the department chairs of these issues.

- GRIP Report – Mark Blizard and Francisco Marcos-Marin

Dr. Blizard discussed the importance of the weekly GRIP meetings that incorporate representatives from all areas at UTSA. He said that these meetings combine presentations, as well as open forums for the GRIP teams to discuss ways to minimize road blocks to student success. He said that he and Dr. Marcos-Marin have assisted in the development of the early alert system, which works to directly identify students that may be facing barriers in their education. A full copy of the topics discussed may be found on the senate's webpage:

http://www.utsa.edu/Senate/fsminutes/2012/12-06-2012/grip_teams_strategies.pdf

Dr. Blizard and Dr. Marcos-Marin notified the senate about the upcoming faculty forums: January 15th from 2-4 p.m. in the SW Room, DB 1.124 (Downtown campus); and January 17th from 2-4 p.m. in the BSE 2.102 (Main campus)

Dr. Marcos-Marin discussed the importance and responsibility of a faculty member's role as a mentor to students. Faculty success is often reduced to numbers or statistics, but that is not the only determining factor in measuring student success. Drs. Blizard and Marcos-Marin discussed the importance of serving as an outlet for students to have open dialogue regarding to their college goals, and said that faculty must work to sustain this dialogue with students.

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 5:15 pm.