

**UTSA** The University of Texas at San Antonio™  
**FACULTY SENATE**

Rebekah E. Smith, Ph.D.  
Associate Professor of Psychology  
Chair of the Faculty Senate  
MARCH 21, 2013

# Minutes

- Approval of minutes
  - Feb 21
  - March 7
- Welcome to guests

# Changes to Bylaws Approved

- 1. Article II/1b – “Freshman Initiative” now “University College”
- 2. Article II/1c. – (previously approved) add chair of retired faculty association as ex-officio
- 3. Article II/3. –clarify requirement to serve on one standing committee
- 4. Article III/6-Elections of offices (other than chair) moved from Sept to May (term still begins in fall)
- 5. Article III/6 – remove requirement for two nominees for each position
- 6. Article VIII/1 – elections of committee members moved from Sept to May (term still begin in fall)
  
- 1, 2,3,5 – passed unanimously
- 4 and 6 – passed with 28 in favor, one opposed

# GRIP Meetings

- Support work
  - Either justify and outline or eliminate
- Wait listing
  - Move to have wait listing default for all organized courses to improve planning, identify student demand
  - Discussion of implementation of questions to gather more specific data about why requesting waitlist status
  - 96 subject areas already use wait listing

# Chair's Council

- Hamid Beladi, Co-chair of RAB, Associate Dean for Research
  - Research and Tier One Status
    - Research Expenditures
    - Number of doctoral degrees
    - Recognition by societies
    - Faculty who publish in high quality journals, whose work is well cited
  - **Publications and creative works matter!**
  - **Regardless of funding**
- Cynthia McCowen, Director of Tutoring Service, TRC
  - Tutoring, jump start
- Don Swinson, Academic Scheduling Coordinator and Joe DeCristoforo, Registrar
  - Waitlisting

# System Visit

- March 21, 2013
- Member of Executive Committee met with Pedro Reyes, Executive Vice Chancellor of Academic Affairs

# Learn forums

- Lots of suggestions for improvements
- Reminder about Blackboard FAQ
  - [OITConnect@utsa.edu](mailto:OITConnect@utsa.edu)
  - Subject line: Blackboard FAQ

# Conveying Information to Faculty

- Need to better convey information to members of your department
  - If do not have regular meetings, need to convey in some other way
- Suggestion that we send out regular communication to faculty
  - Email
  - Newsletter



# Policy Stakeholder Review

## Tobacco free campus

- Send feedback to Donovan Fogt by April 5.
- HOP committee report to Senate April 11.

# How to find your workload assignment in Digital Measures

- Log into Digital Measures
  - Link can be found on myutsa page:
    - <http://my.utsa.edu/>



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Manage Your Activities

Run Custom Reports

- Contact Our Helpdesk
- Submit Your Feedback
- Privacy Statement
- Logoff

Welcome, Rebekah Smith.

Thursday, February 21, 2013

Watch a [video](#) or download a [guide](#) on how to manage your activities.

### Activities Database Main Menu

Link to manual for assistance when working on vitas and annual reports ([UTSA Faculty and Staff User Manual - Vita and Annual Report](#)).

#### General Information

- [Personal and Contact Information](#)
- [Administrative Data - Permanent Data | Yearly Data](#)
- [Academic, Government, Industry, Military and Professional Positions](#)
- [Administrative Assignments](#)
- [Awards, Honors, and Biographical Listings](#)
- [Consulting](#)
- [Education and Faculty Credentialing](#)
- [External Connections and Partnerships](#)
- [Faculty Development Activities Attended](#)

Main menu page after logging into Digital Measures

Digital Measures will be performing scheduled maintenance beginning Saturday, March 23rd at 9:00pm CDT. We are making improvements to our software. The system will be ready again for use Saturday, March 23rd at 10:00pm CDT.

### Teaching

- [Scheduled Teaching](#)
- [Directed Student Learning \(e.g., theses, dissertations\)](#)
- [Other Instructional Activities](#)
- [Academic Advising](#)
- [Student Evaluations of Teaching](#)
- [Workload Information](#)

### Scholarship/Research/Creative Works

- [Artistic and Professional Performances and Exhibits](#)
- [Contracts, Fellowships, Grants, Sponsored Research and Residencies](#)
- [Intellectual Contributions](#)
- [Intellectual Property \(e.g., copyrights, patents\)](#)

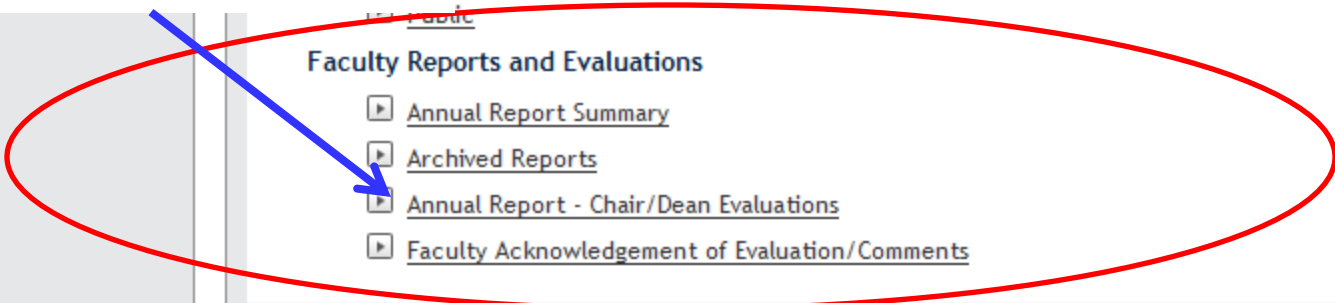
[entations](#)  
[Scholarship/Research/Creative Works Currently in Progress](#)  
[Department](#)  
[Page](#)  
[University](#)  
[System](#)  
[Professional](#)

### Faculty Reports and Evaluations

- [Annual Report Summary](#)
- [Archived Reports](#)
- [Annual Report - Chair/Dean Evaluations](#)
- [Faculty Acknowledgement of Evaluation/Comments](#)

Scroll down to Teaching section

Click on Annual Report – Chair/Dean Evaluations



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- Manage Your Activities
- Run Custom Reports

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Welcome, Rebekah Smith. Saturday, March 23, 2013


### Activities Database

#### Annual Report - Chair/Dean Evaluations

[RETURN TO MAIN MENU](#)

Note: You do not have access to modify one or more fields on this screen. If changes are needed to any fields you cannot modify, please contact your Digital Measures Administrator, UTSA Digital Measures Team, by clicking [here](#).

Click on any of the entries below to VIEW an item in Annual Report - Chair/Dean Evaluations:

Items added to Annual Report - Chair/Dean Evaluations	VIEW
2012	

Click on icon to view





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Welcome, Rebekah Smith.

Thursday, March 21, 2013

## Activities Database

### Annual Report - Chair/Dean Evaluations

[RETURN TO MAIN MENU](#)

Note: You do not have access to modify one or more fields on this screen. If changes are needed to any fields you cannot modify, please contact your Digital Measures Administrator, UTSA Digital Measures Team, by clicking [here](#).

[RETURN \(CANCEL\)](#)

Evaluator Rank

Note: Please enter the Workload Percentages on the Workload Information screen to allow calculation of the Overall Rating on the Annual Report.  
The calculation will appear on the Annual Report.

Calendar Year	2012
Teaching Workload Percentage	XX%
Scholarship Workload Percentage	XX%
Service Workload Percentage	XX%
Other Workload Percentage	
Evaluation on Teaching Activities	
Teaching Rating (0.000 - 5.000)	

# VPSA Review

- Outside team
- Visit by two members in April to meet with students
- Full team visit in late May or early April
- If you have suggestions for issues to be considered, please send to [Rebekah.smith@utsa.edu](mailto:Rebekah.smith@utsa.edu)

# Rowdy Wellness Week

- April 2-4, 2013
- <http://utsa.edu/recreation/wellnessweek.pdf>
- Information sessions, food drive, blood drive and Step-A-Thon for SECC
  - <http://www1.utsa.edu/secc/wordpress/step-a-thon/>