

# THE UNIVERSITY OF TEXAS AT SAN ANTONIO

## DOCUMENTS AND PROCEEDINGS OF THE GENERAL FACULTY

### SUMMARY MINUTES OF THE FACULTY SENATE MEETING of December 12, 2013

The regular monthly meeting of the Faculty Senate for the 2013-2014 academic year was held December 12, 2013, 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, Emily Bonner, Natasha Burns, Pepe Chang, Fengxin Chen, Frank Chen, Karen Daas, Glenn Dietrich, Jim Dykes, Mark Giles, Vaidya Gundlupet, Suat Gunhan, Robert Hard, Richard Harris, Harry Jarrett, Turgay Korkmaz, Richard Lewis, Marian Martinello, Lydia Martinez-Rivera, Marcelo Marucho, Patricia McGee, Debbie Menger, John Merrifield, Joycelyn Moody, Wing Chung Ng, John Nix, Antonio Petrov, Clyde Phelix, Libby Rowe, Elaine Sanders, Dan Sass, Rebekah Smith, Johnelle Sparks, Alistair Welchman, Wayne Wright, John Zhang

Absent: David Akopian, Robert Ambrosino, Rajesh Bhargave (excused), Karla Broadus, Martha Fasci, Yongli Gao (excused), Drew Johnson, Francisco Marcos-Marin (excused), Ashok Nedungadi (excused), Branco Ponomariov, Anand Ramasubramanian (excused), Misty Sailors, Juana Salazar (excused), Woodie Spivey, Rob Tillyer (excused), Heather Trepal, Bennie Wilson (excused)

Guests: John Frederick, Sarah Leach, Melissa Wallace (for Francisco Marcos-Marin)

Total members present: 36

Total members absent: 17

#### II. Approval of the November 7, 2013 meeting minutes

The minutes were approved.

#### III. Reports

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

###### HOP Policies

Dr. Smith said that six non-substantive policies were discussed at a recent meeting of the University HOP Committee:

- 2.14 Workload (formatting change only)
- 2.16 Money from students (formatting change only)
- 10.05 Managing and Certifying Effort on Sponsored Programs
- 10.06 Institutional Base Salary on Sponsored Programs
- 10.07 Cost Sharing on Sponsored Programs
- 10.08 Cost Transfers on Sponsored Programs

The policies listed below have been sent for stakeholder review. Dr. Smith asked for the senators to submit their feedback to the appropriate committee chair no later than January 23<sup>rd</sup>, in order to incorporate it into the committee's February senate reports.

*Misty Sailors, Chair of Senate Research Committee* – 10.34 Visiting Scholars

*Bob Hard, Chair of Senate HOP Committee* – 8.14 Data Owner; 8.15 Acceptable Use; 8.16 Information Security Administrator; 8.17 Incident Response; 8.18 Positions of Special Trust

Dr. Smith said that expedited stakeholder review has been completed for HOP 1.33 Conflict of Interest/Conflict of Commitment. She said that the senate's feedback was incorporated in the revised version which has been received by legal, and will be forwarded to the President for approval.

#### GRIP

Glenn Dietrich attended the most recent GRIP meeting on December 6<sup>th</sup>. Discussions at the meeting included the summer school schedule and other ways to increase enrollment, as well as the benefits of living on-campus versus off-campus.

#### EARN

Dr. Smith said that the pilot test group is scheduled to meet again next week. She said that full implementation is expected in the spring.

#### Department Chair's Council

Dr. Smith said that Misty Sailors attended the November Department Chair's Council meeting. A presentation was given on summer course scheduling, the upcoming Undergraduate Research & Creative Inquiry Day was promoted, and there was a presentation by the PeopleSoft team.

Dr. Smith said that the chairs also met yesterday. At the meeting, she gave a presentation on the policy approval process. There was a PeopleSoft update by Dr. Guerra and Dr. Barea-Rodriguez, a presentation on the possibility of sharing common graduate courses across departments, an update on entering F grades and the reporting information required to comply with federal regulations and financial aid, and a brief presentation on the Early Alert Retention Network.

#### Other Items

Dr. Smith said that she had been asked to clarify what information faculty must report in PeopleSoft. She said that faculty members are only required to report their amount of sick leave used. She confirmed that faculty members are not required to report their hours worked or "excess" hours worked.

Dr. Smith reminded the senate of their important role in reviewing policy and academic procedures. She said that multiple committee reports have been delayed

due to lack of committee feedback. She encouraged the senators to participate in their committees' discussions and voting.

B. Secretary of the General Faculty – Rebekah Smith (for Misty Sailors)

Dr. Smith gave a summary of the topics discussed at the most recent University Assembly meeting:

- Academic advising clusters are set to begin in January 2014
- It was determined that there will be no acquisition of the Valero building
- There has been a recent decline in research expenditures (approximately 5%). Possible reasons for this include faculty with funding leaving UTSA, a recent sequester, and a decline in the number of proposals submitted. She said that Dr. Agrawal is investigating this issue further.
- The Sombrilla fountain is set to open in January 2014
- The Recreation Center pool is expected to re-open in January 2015
- The Student Government Association gave an update on possible changes to the student-led referendum process. The current process allows students to vote on an idea, bring it to the administration, and then present it to the Board of Regents. The Regent's planned new policy would require the students to present their proposal directly to the Board of Regents before any student vote is made. Dr. Smith said that the Board of Regents voted today to adopt this change in process (Regents' Rules 40101 and 80301).
- This year's SECC campaign goal was \$245,000. UTSA raised approximately \$230,684, which is an increase from the amount raised last year. However, UTSA's participation rate is only 52% which is something the campaign organizers will strive to improve next year.

C. Provost's Report – John Frederick

Dr. Frederick reminded the senate that commencement is next week and encouraged all faculty members to attend.

He said that changes to the academic rules manual are being proposed that would allow faculty to offer volunteer/review sessions (as long as they don't include any new course material) during "study days". This change is likely to increase the flexibility of classroom scheduling as well.

He said that tuition and fee proposals are being worked on to be presented to the UT System Regents. UTSA is proposing a 5% tuition increase for undergraduates. The increase would apply to students taking up to 12 semester credit hours. However, and credit hours above 12 would not cost students any additional money. The Regents are looking for an innovative solution that will help stimulate student success and encourage on-time completion. The goal of the increase is that it may incentivize students to take 15 semester credit hours (which won't cost them any extra money), which will create additional revenue for the university, while also decreasing the total academic cost per student. In addition, a 3% increase is being proposed for graduate students, with the added incentive of a tuition credit if they complete at least 18 credit hours within a calendar year. The proposal includes an

initiative to increase student-jobs on campus and encourages summer school to keep students on track (at 30 credit hours per year). Dr. Frederick said that the taskforce for online course delivery is working to promote online learning by eliminating the distance learning fee associated with online courses (for both undergraduates and graduate students), while slightly increasing the automated services fee that applies to all students.

Dr. Frederick said that the hooding process at commencement will be slightly different this year. He said that faculty members with doctoral students will sit with their students, walk onstage with them, and be announced with them. The college's Dean will assist the faculty member with hooding the doctoral student.

He told the senate that this past semester has seen an increase in course survey response rates from 40% to 56%. He thanked faculty for their efforts and encouraged ongoing improvement. Dr. Frederick said while giving students credit for filling out an evaluation is acceptable, there was an instance of one NTT faculty member who traded grade enhancements for positive evaluations. He told the senate to be alert to these kinds of instances.

Dr. Frederick told the senate that there will be no new discretionary dollars next year if UTSA's tuition and fee proposal is not approved by the Regents. Because of this, there is likely to be no merit increases next year. He said that it will be imperative for the Regents to accept a tuition and fee increase for merit to be a possibility next year.

D. NEP Committee – Karen Daas

Dr. Daas said that the NEP committee reviewed the senate's bylaws to clarify some issues regarding term limits and the process for replacing officers (in the event that they are unable to complete their term). She said that the committee's report is informational and a formal vote will be held at the senate's January meeting.

The following sections are to be added to the bylaws:

- 1. In the event that the Vice-Chair, Secretary, or Parliamentarian cannot complete their term of office, a call will be made for nominees to complete the current term with the elections to be held at least two weeks and no more than four weeks following the call for nominations.*
- 2. The Chair may serve no more than two consecutive terms. However, multiple, non-consecutive terms are allowed. Additionally, the \*immediate Past Chair is not eligible for the position. The Secretary of the General Faculty is eligible to serve as Chair so long as the terms of office for the two positions will not overlap.  
\*(“immediate” wording added)*
- 3. The Vice-Chair may serve no more than ~~two~~ \*\*four consecutive terms. However, multiple, non-consecutive terms are allowed. Additionally, the Chair and \*immediate Past Chair are not eligible for the position of Vice-Chair. The Secretary of the General Faculty is eligible to serve as Vice-Chair so long as the terms of office for the two positions will not overlap.  
\*(“immediate” wording added); \*\* (term limit changed from two to four)*

Dr. Daas said that the senate's changes (\*) will be incorporated into a final version that will be posted to the senate's webpage and voted on at the January meeting.

E. HOP Committee – Robert Hard

Dr. Hard said that the HOP committee received feedback on HOP 2.19 Retention and Security of Student Records and are proposing some minor changes to the policy:

1. Faculty members (especially part-time faculty) want the option of retaining back-up written versions of student records after they no longer have access to UTSA's online systems (to use for letters of recommendation, etc.).

2. Many commercial learning systems used to keep students' records would be disallowed in the policy and the committee is proposing that they be retained.

Dr. Hard said that the committee proposes that the policy be approved, pending these two changes. The senate voted and the committee's recommendations were unanimously approved.

IV. Unfinished Business

There was no unfinished business.

V. New Business

There was no new business.

VI. Open Forum

- There was a question regarding a lack of custodial cleaning in individual offices at the downtown campus. Dr. Smith said that she would follow-up on this issue.
- There was a question regarding the new campus tobacco-free policy. Dr. Smith clarified that police officers are not designated to enforce this policy, and said she would follow-up with Sonia Martinez in the President's office regarding policy enforcement.

VII. Adjournment

There being no further business, a motion to adjourn was made, seconded, and unanimously passed at 4:50 pm.