

# THE UNIVERSITY OF TEXAS AT SAN ANTONIO

## DOCUMENTS AND PROCEEDINGS OF THE GENERAL FACULTY AND

## DOCUMENT and PROCEEDINGS OF THE UNIVERSITY ASSEMBLY

The minutes of the University Assembly meeting of March 28, 2000, published below have been prepared for the immediate use of the members of the University Assembly and are included in its Documents and Proceedings. They are also included in the Documents and Minutes of the General Faculty for the information of the members.

Betty S. Travis, Secretary  
The General Faculty

### SUMMARY MINUTES OF THE UNIVERSITY ASSEMBLY MEETING OF MARCH 28, 2000

The third regular meeting of the University Assembly for the academic year 1999-2000 was held in room 4.03.08, John Peace Library Building, on March 28, 2000, at 3:30 p.m. with Dr. Ricardo Romo presiding.

#### I. ATTENDANCE

**PRESENT:** Ron Alexander, Raul Aranovich, Guy Bailey, Mark Blizzard, Russell Briner, John Brown, Alan Craven, Jacquelyn Crinion, Eugene Dowdy, Keith Fairchild, Jane Findling, Emily Gaston, Patricia A. Graham, Weldon Hammond, Patricia Harris, Wanda Hedrick, Dwight Henderson, Kellye Jones, Michael F. Kelly, Louis Mendoza, F. Alexander Norman, Walter B. Richardson, Jr., Ricardo Romo, James Schneider, Leila Slimane, Betty Travis, Raydel Tullous, Jude Valdez, Xochitl Yanez

**ABSENT:** Diana Allan (excused), Deborah Armstrong, Ron Ayers (excused), Patti Cutler (excused), Jahan Eftekhari, James Gaertner, Robert Hiromoto, Daniel Kahl, Juliet Langman, David Larson, Lea Leite, Constance Lowe, George Negrete, R. K. Smith, Anthony Van Reusen, Corina Vargas, Arturo Vega, Sandra Welch (excused)

**Total members present:** 29

**Total members absent:** 18

- II. Dr. Russell Briner made a **motion** to add an additional report from the University Curriculum Committee to the Faculty Senate Consent Calendar. Motion **passed**.
- III. Minutes of the December 14, 1999, meeting were approved.
- IV. Reports
  - A. President - Dr. Ricardo Romo

Dr. Romo reported that the Restructuring Implementation Committee had moved into Phase II of the University's restructuring. Dr. Guy Bailey and Dr. David Johnson have met with the divisions to obtain feedback. Faculty can contact Dr. Johnson with any suggestions for the implementation of the restructuring. Dr. Romo reported that a search committee for the Vice President for Student Affairs was working under the leadership of Dr. Rosalie Ambrosino; Dr. Jesse Zapata was the chair of the search committee for the Dean of the College of Business; and, Dr. David Johnson chairs the search committee for the Dean of the College of Sciences and Engineering. He announced that the Tri-Campus Community Committee, previously chaired by Mr. Robert Burdick, would now be co-chaired by Dr. Rex Ball and Mr. Tomás Larralde.

## B. Secretary - Dr. Betty S. Travis

Dr. Travis reported that the UT System Faculty Advisory Council had met with the Office of General Counsel to discuss privacy issues. A committee of the Faculty Advisory Council recommended that each campus develop a privacy policy that would be very specific to faculty and staff. Privacy policies at M.D. Anderson Cancer Clinic and UT-Arlington have already been approved by the UT System. The Faculty Advisory Council recommends that other components use these as models for their policies. Dr. Travis noted that items considered private are incoming U.S. mail marked personal or confidential, outgoing U.S. posted mail, and personal vehicles subject to existing state and federal law. All other sources of information of communication, such as fax, campus mail, e-mail, voice mail, phone records, and computer files, should not be considered private means of communication. The sample policies contain provisions for notification and authorization and, on both, the president is the sole person authorized to initiate any kind of review or monitoring or even seizure of faculty or staff materials. Faculty and staff then must be notified, within a reasonable amount of time, any official decision to review, monitor, or seize any kind of resources. She said that the Faculty Senate would review the issue and, perhaps, develop a policy.

Dr. Travis reported that the UT System Faculty Advisory Council would conduct a Faculty Satisfaction Survey during the next academic year. The Health Affairs Sub-committee met with the new director of the UT System Employment Group Insurance department. He informed them that there would probably be an increase in insurance premiums, possibly up to twenty percent.

Dr. Travis reported that the Office of General Counsel provided the Faculty Advisory Council with an update on issues concerning research data. This has been an issue of concern because Congress passed a law last year ordering the Office of Management and Budget to revise its rules for administering federal research grants to ensure that all research results and data are made available to the public through the Freedom of Information Act. The amendment applies to data that are produced in a project that is funded, either totally or partially, with federal funds. There was concern from faculty at institutions of higher education about releasing research data, at what point does the data have to be released, and how much data must be released. The statute actually defines research data as recorded factual material commonly accepted in the scientific community as necessary to validate research findings. It does not include preliminary analysis, drafts of scientific papers, plans for future research, communications with colleagues, physical objects such as laboratory book, trade secrets, materials necessary to be held confidential until actually published in a peer reviewed journal, information protected under the law, and information that could be used to identify a particular participant in a research study. Data are considered to be published when they appear in a peer reviewed scientific or technical journal or when they are cited publicly and officially by a federal agency in support of an agency action that has the force of federal law.

Dr. Travis reported that UT System Chancellor would distribute a faculty exit survey to the president of each component. The survey must be given to each faculty member who leaves the institution. The major concern relates to the Periodic Performance Evaluation policy and its effect on faculty and any decision that a faculty member may have to leave an institution.

Dr. Travis reported on the issue of upward evaluation of administrators. Several years ago the Chancellor sent a directive to each campus to develop a mechanism for faculty to be involved in the upward evaluation of administrators. Every faculty member in a unit should have an opportunity to provide input into the evaluation of directors, deans and vice presidents of academic affairs. The UT System Faculty Advisory Council Governance Committee sent the following resolution to the Chancellor concerning this process:

Upward evaluation by relevant faculty of all administrative officers below the level of the chief administrative officer is periodically required by Regents' Rules and is intended to be an important component of the individual administrator's employee evaluation. The effectiveness of the upward evaluation process is in part proportional to the percentage of faculty members who are involved in evaluations. Faculty need to know that the upward evaluation process is taken seriously. To ensure that this

process improves administrative leadership and management skill, we recommend the following: Following completion of the review, senior administrative officers should discuss the results of the evaluation with the constituent faculty. The details of any program for improvement recommended for the administrator, if any, should also be presented at that time to the faculty. Consequently, the following questions should be addressed.

- What counseling or improvement programs are in place for faculty administrators who perform poorly on upward evaluation?
- Do improvement programs have measurable goals and outcomes?
- What follow-up mechanisms exist to determine improved administrator performance?
- What are the consequences for faculty administrators with consecutive unfavorable upward evaluations?

The resolution is modeled after several that are already in place at many of the other UT campuses.

C. Committees

None

D. Other

1. Report from the Chair of the Faculty Senate - Dr. James Schneider

Dr. Schneider reported that the Faculty Senate had held a regular meeting on February 28, 2000, and a special meeting on March 2, 2000.

Faculty Senate Regular Meeting - February 28, 2000

- Introduced Dr. Juliet Langman, Division of Bicultural-Bilingual Studies who replaced Dr. Thomas Ricento for the last semester of his term. Dr. Ricento was on development leave.
- Received a report from Mr. Jeffrey Noyes, Dr. Annette Evans and Ms. Charlotte Colbert of the Office of Information Technology. The report described the May 1999 denial of service attack on the university computer network and the steps taken to meet that threat. Ms. Colbert briefed the Senate on anticipated changes to the network including those unrelated to the security concerns.
- Dr. Bailey reported that the proposed faculty grievance policy had been forwarded to the Office of General Counsel and that no word had been received.
- Dr. Bailey presented the Senate with a report entitled "Women Faculty at UTSA Proposals on Mentoring and Career Opportunities." The report represented partial response to the Spring 1999 report from the Senate's Ad Hoc Committee on Women Faculty Issues. The new report occasioned brief debate and some critical comments. The Senate deferred consideration of the new report until its next meeting.
- The Nominations and Elections committee, chaired by Dr. Ron Alexander, announced the results of elections to the Ad Hoc Committees on Administrator Evaluation, Course Evaluation Instrument, and Faculty Senate Compression Model.
- Dr. Raydel Tullous reported that the Teaching Effectiveness and Development Committee had reviewed the proposal to conduct the course instructor survey electronically on a trial basis. The Committee had too many unanswered concerns to recommend approval of the proposal at that time. The Senate voted to give the Committee additional time to study the proposal and report back to it.
- Dr. Russell Briner reported that the University Curriculum Committee recommended approval of a number of proposed changes to the curriculum. The Senate approved these proposals which appear on the University Assembly's Consent Calendar. Earlier the Senate voted to consider some additional changes the Committee had not had time to review prior to the February meeting and that action was deferred to the special meeting to be held in early March.

Faculty Senate Special Meeting - March 2, 2000

- Conducted an election for an ad hoc committee to advise the provost on budgetary matters. This followed a motion which was adopted to expand the committee from four members to eight with two from each college.
- Dr. Patricia Harris announced the recommendation of the Academic Policy and Requirements Committee with regard to approximately a dozen proposed changes to the 2000-2002 Undergraduate Catalog. Following debate the Committee's recommendations were adopted with one deletion and one addition.
- The Senate agreed to vote electronically on additional recommendations for changes received too late for consideration at the March meeting. A clear majority of electronic ballots favored the changes, which were then placed on the Consent Calendar for the March University Assembly meeting.
- Debated the report from the Provost's Office on women faculty at UTSA. Dr. Bailey emphasized that the report was a partial response only to the original set of concerns that were sent up a year ago. Several members of the senate expressed their concern about the importance of the overall set of issues and the multidimensional nature of the concerns contained in the original report. Dr. Bailey promised to have a more complete response in time for the final Senate meeting set in April.
- Discussed the situation in the Division of Mathematics and Statistics. The ongoing concern of many faculty in this issue was evident. Dr. Bailey reported on the current status of the situation and distributed a package of documents, which included an interim report from the mediator. After considerable discussion it was decided to charge the Academic Freedom and Tenure Committee with examining the general problem of the conflict and look for constructive remedies for problems of that sort.

2. Report from the President of the Student Government - Ms.Xochitl Yanez

- Ms. Yanez announced that the University Life Awards Ceremony would be held on April 4, 2000, 6:00 p.m., Retama Auditorium. The theme for the year is: UTSA...A Tradition of Excellence.
- Student Government will meet with VIA for a presentation about the types of services VIA offers and the procedures if students are interested in adding or extending a route. A later meeting would be held on the proposed light rail system and its effect on student transportation.
  - Student Government elections are scheduled for April 18-19, 2000. Packets have been delivered to the Offices of the Dean, urging faculty to encourage their students to run for offices.
  - Student Government is currently revising its constitution. An amendment has been proposed to change the representative from class levels to colleges. This model is being considered in order to provide a more diversified, well-represented student representation.
  - Student Government is working with the Office of the Vice President for Business Affairs to develop a list of 10 items that the students consider most appropriate or most significant for inclusion in the 2020 Master Plan.
  - Student Government members are currently on several campus-wide search committees.

V. Consent Calendar: Faculty Senate

- A. Recommend Approval of Nonsubstantive Degree Program Proposal to Change the Name of the Bachelor of Business Administration in Building Development to Bachelor of Business Administration in Construction Management - Approved
- B. Recommend Approval of Nonsubstantive Program Request - Option in Literary and Cultural Studies in the Bachelor of Arts in Mexican American Studies Degree Program - Approved
- C. Recommend Approval of Revisions to Chapter 7, Undergraduate Catalog 2000-2002 - Approved
- D. Recommend Approval of Revisions to Chapters 1-6, Undergraduate Catalog 2000-2002 - Approved
- E. Recommend Approval of Revisions to the Core Curriculum, Undergraduate Catalog 2000-2002 - Approved

VI. Unfinished Business

## Report on Status of Proposed Staff Council - Mr. David Gabler

Mr. Gabler reported that an ad hoc committee has been appointed to look at the issue of governance related to staff members at the University and possibly expand the representation for staff. Focus groups met for approximately six months. The results showed that there was an overwhelming desire to have a staff council at UTSA. Currently professional and classified staff are represented in University governance by three individuals who are professional staff members elected to the University Assembly. Mr. Gabler said he was pleased to announce that UT System had approved a proposal for a UTSA Staff Council, subject to minor revisions of the proposed bylaws. It is hoped that by the end of the semester, UTSA will have a Staff Council that reports through the Vice President for Business Affairs and advises the President on issues related to governance that might impact staff at UTSA. This is a major step forward for the institution. Mr. Gabler thanked everyone on the University Assembly who assisted with this process.

## VII. New Business

### Reapportionment of Faculty Seats

Dr. Travis reported that a reapportionment exercise had recently been conducted. Every two years the faculty representation for the University Assembly must be reapportioned. The Assembly bylaws indicate representation of four faculty members from each college, including at least one faculty members from each academic division, plus one additional faculty member for each ten percent or major fraction thereof of the faculty appointed to the college. Current representation is 26 faculty: six each for the Colleges of Business and Fine Arts and Humanities, seven each for the Colleges of Sciences and Engineering and Social and Behavioral Sciences. Dr. Eugene Dowdy made a motion to accept the Report on Reapportionment of Faculty Seats on the University Assembly. Motion passed.

## VIII. Questions to the President

Dr. Walter Richardson, Jr. said that the University needs to examine what is emphasized on its Web page if it is serious about the success of its graduate program. Graduate students in all disciplines basically interview institutions on their Web sites. If the University does not have an excellent presence it will lose graduate students. Mr. Gabler responded that his office is responsible for the University's Web site and he would appreciate any suggestions from faculty.

## IX. Meeting Adjourned

Comments or questions to [spottorff@utsa.edu](mailto:spottorff@utsa.edu)

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