THE UNIVERSITY OF TEXAS AT SAN ANTONIO

DOCUMENTS AND PROCEEDINGS OF THE GENERAL FACULTY
AND
DOCUMENTS AND PROCEEDINGS OF THE UNIVERSITY ASSEMBLY

SUMMARY MINUTES OF THE UNIVERSITY ASSEMBLY MEETING OF
September 11, 2012

The regular meeting of the University Assembly for the academic year 2012-2013 was held September 11, 2012 at 3:00 p.m. in the Regents’ Room, MB 3.106 with Dr. John Frederick, Provost and Vice President for Academic Affairs of the University of Texas at San Antonio, presiding.

I. Call to order and taking of attendance

Present: John Frederick, Misty Sailors, Rebekah Smith, Roger Cardenas, James Chambers, Sedef Doganer, Gregory Frieden, Cie Gee, Dan Gelo, Rhonda Gonzales, Rosalind Horowitz, Eugene John, Xavier Johnson, Jennifer Lozano-Lowe, Sabrina Macal, Krisellen Maloney, John McGee, Goutham Menon, Laura Murray, Elba Ramos, Lindsay Ratcliffe, Dan Rossiter, Richard Wollney, Marianne Woods

Absent: Ricardo Romo (excused), Pamela Canales, Joshua Davidson, Ricky Elizondo, Samuel Gonzales, Kerry Kennedy, Laurie Long, Emeka Nwaeze, Michael Starkweather, Philip ZeColmeia Taele, James Turner (excused), Jude Valdez (excused), Steven Woodall, Jesse Zapata (excused)

Guests: Sarah Leach, Mickey Stevenson

II. Approval of the Minutes

The minutes were approved.

III. Reports

A. President of Student Government – Xavier Johnson

Mr. Johnson said that he has noticed an increase in campus involvement among student organizations, which may possibly be a result of UTSA’s increased admission standards. He announced that the new Starbucks on the downtown campus is open. A grand opening ceremony is scheduled for September 28th, with David Medina from city council attending. He said that SGA has been working with faculty on the voter registration drive and have registered 1,335 people so far.
Mr. Johnson discussed some of SGA’s initiatives for the upcoming year, including improvements to AirRowdy and Blackboard to enhance both usability and accessibility. He said he will be meeting with the CEO of VIA to see what partnerships may be established to improve transportation at UTSA.

Mr. Johnson reminded the assembly that he had been elected as this year’s chair of the UT System Student Advisory Council and said that the first meeting had been held last weekend. One priority being considered at the system-level is the possibility of obtaining state legislature funding for UTSA’s veterans benefits and Hazelwood Exemptions. He said that there was also a possibility for UTSA to take a stance in favor of the Dream Act. In addition, concealed carry laws are being considered at a university-level, rather than at a system-level to gain more attention from Capitol representatives.

He said that SGA’s Vice President, Charles Miles was available to answer any questions.

B. President/Provost – Dr. John Frederick (for Dr. Ricardo Romo)

Dr. Frederick said that he would be filling in for Dr. Romo who is away on university business. Dr. Frederick noted that laptop encryption efforts have been underway and 85% of laptops have been encrypted so far. He thanked everyone for their cooperation, especially with the tight schedule constraints. He mentioned the recent changes to campus, including the new campus oval and the Bauerle garage opening. He said that the garage includes the campus welcome center, spirit shop, the communications office, and a small convenience store.

Dr. Frederick discussed some of this year’s upcoming projects. The Board of Regents approved the renaming of the science building to the “Flawn Sciences Building” after former UTSA President Peter Flawn, who was the first President to serve at the UTSA campus. He also said that the Convocation Center is currently undergoing renovations to improve exits. Two 9-foot wide external stairways are being added on the south side of the center. Due to the renovations, a portion of the center is closed off which prevents the building from being filled to full capacity. He said that there will be an additional 2 ceremonies added to the fall commencement lineup for a total of 7 ceremonies (plus honors). The commencement schedule begins on the evening of Tuesday, December 18th with ceremonies for engineering and sciences. There will be three ceremonies on Wednesday, December 19th, including COLFA, education, public policy, and architecture. The final three ceremonies take place on Thursday, December 20th for business and education. Dr. Frederick said that since the number of chairs that can be used on the floor is limited (estimated at 420), other options are being considered for the spring semester commencement. He said that the renovations in the Multidisciplinary Studies building are complete, which has freed up the 4th floor of the John Peace Library. Office spaces, an assembly room, and a faculty resource center will soon be added to the library.

Dr. Frederick said that an announcement would soon be distributed to faculty regarding the recent changes within the research division. The biggest changes involve distributing sponsored project operations out into the colleges, reorganizing the structure of the research area, and the GRIP (Graduation Rate Improvement Plan). He said that for the GRIP, four main areas were looked at: preparation of students when they enter as freshmen, curriculum structure and support, advising, and incentives or policies that may contribute to their success. Dr. Frederick said that Sandy Welch has assembled a cross-
campus team composed of representatives from student affairs, various academic units, and faculty. However, he said that more student involvement is needed, and that everyone on campus can play a role in contributing to student success. He discussed the formation of the university college, which will phase in freshmen over next two years. He said that undeclared majors will be housed here, as well as multidisciplinary studies majors. The freshman advising center will also be housed in the university college. In addressing a question about top scholar recruitment, Dr. Frederick said that it is a major part of the GRIP. He said that UTSA hosts a dinner for top applicants and invites college deans and faculty representatives to attend. In addition, UTSA reaches out to high school counselors, encouraging them to recommend their best students. Dr. Frederick said that Lisa Firmin and Sandy Welch are available to answer any questions and consider suggestions to recruiting top scholars. Dr. Frederick introduced this year’s new Faculty Senate chair and the new Secretary of the General Faculty, Dr. Rebekah Smith and Dr. Misty Sailors to the assembly. He also welcomed Gregory Frieden as the new Staff Council chair.

C. Secretary of the General Faculty – Dr. Misty Sailors
Dr. Sailors announced that the search for a new Vice President of Student Affairs has begun. She said that twenty applicants would be recommended to a search committee to evaluate and choose three to present to President Romo. She mentioned the two policies which have come forward from the UT System, Conflict of Interest and Conflict of Commitment. Dr. Sailors said that Mickey Stevenson would be discussing the Conflict of Interest policy later in the meeting. She said that the first SYSFAC meeting is scheduled for next Thursday and Friday. Dr. Sailors said the she and Dr. Smith would be attending, and would have more information to present at the next assembly meeting.

D. Chair of the Faculty Senate - Dr. Rebekah Smith
Dr. Smith informed the assembly that the Faculty Senate’s first meeting is scheduled for this Thursday. The senate has conducted some business over the summer months, and has sent feedback to the HOP committee on various policies. In addition, input on the new Regent’s Rule on Conflict of Commitment was provided to Mickey Stevenson and Marianne Woods. Dr. Smith said that, in response to revision of Regents’ Rule 31102, the senate’s Academic Freedom and Tenure committee and the Evaluations, Merit, Rewards, and Workload committee have worked with the Provost’s office on a revision of HOP policies for comprehensive periodic evaluation and the annual review policy. In addition, faculty volunteers were selected to serve on the IRB accreditation taskforce. Dr. Smith said that the senate consented to approve the Masters of Engineering in Sustainable Energy Systems and also helped to provide volunteer senators to serve on the committee that is giving input on Digital Measures, the replacement to FAIR. On the agenda for the first senate meeting is discussion of the comprehensive periodic review policy (which is up for stakeholder review) and the nondiscrimination and sexual harassment/sexual misconduct policy. Dr. Smith said that the senate will continue to work with the Provost’s office on revisions to the annual review policy, and will continue their participation on the GRIP cross campus teams. The final announcement from Dr. Smith was to say congratulations to Dr. Berriozabal who will have San Antonio’s Café College renamed in his honor. The city council voted
on August 30th to approve the renaming of the café college to the Manuel P. Berriozabal café college, in recognition of Dr. Berriozabal’s contributions through mentoring students and assisting in the foundation of the pre-freshman engineering program at UTSA in 1979.

E. Chair of the Staff Council – Gregory Frieden
Mr. Frieden said that staff council held their elections to fill 18 available spots on the council. He said that the annual staff council appreciation award will soon be awarded to an individual or office, nominated by staff council. He said that staff council is continuing to work with the President’s office on the anti-tobacco policy. Currently, there are three buildings which have been designated as non-smoking areas: the Monterrey building, the Biosciences building, and the Applied Engineering and Technology building. Dr. Frieden said that he would have more to report at the next meeting.

IV. Unfinished Business

• Vote on bylaws revision to include Retired Faculty Association representation
  Dr. Sailors said that a discussion was held at the last spring meeting to amend the bylaws to include the chair of the Retired Faculty Association as an ex officio member of the assembly. There was some discussion regarding the possibility of adding an alumni member and a parent’s council member as well. It was determined that these options would be discussed at the next executive meeting. The assembly unanimously voted to add the chair of the Retired Faculty Association as a permanent ex officio member.

V. New Business

• Conflict of Interest Policy
  o Mickey Stevenson, Assistant Vice President for Research Integrity
  Dr. Frederick introduced Mickey Stevenson as the new Assistant Vice President for Research Integrity, effective September 1st. Dr. Stevenson notified the assembly about the recently revised Conflict of Interest (COI) policy, and discussed the requirements for training and reporting. She said that the policy is mostly focused on research, but can affect other areas as well. It includes any use of public funds (both state and federal), and includes university resources. She said that the COI policy is not new, but there have recently been efforts to apply it more effectively. The deadline for implementation of the policy was August 24th. Dr. Stevenson said that the Committee on Conflict of Interest in Research and Intellectual Property discussed the changes and tried to modify the UT System’s proposed regulations (to apply the federal government’s regulations for NIH funding to all funded and unfunded research). However, the committee was unable to modify the policy’s application. Dr. Stevenson notified the assembly that the date which all training must be completed by is October 31st.
  She said that the disclosure form is currently only available in paper form, and should be completed for new funding, such as research grants, sponsored projects, and new awards that are $5,000 or more. She said that anyone directly responsible for the design,
reporting, or conduct of research must file a disclosure (including the principal investigator or project director). This also includes students working on a thesis or dissertation. She noted that the disclosure process takes place annually, so if a faculty or staff member has currently filed for a new grant, the form must be completed again in January. In addition, the form should be utilized within 30 days of any changes. There are some exclusions, including cases of intellectual property rights. These must only be filed if they apply to someone’s university responsibilities and all amounts must be disclosed, not simply those amounts in excess of $5,000. Dr. Stevenson said that it is necessary to be aware of potential conflicts of interest in order to manage any issues that may arise. The COI committee will also be evaluating potential conflicts of interest to try and assist faculty members and other employees with determining whether or not a potential conflict is necessary to disclose.

- Election of Parliamentarian

Mr. Gregory Frieden, staff council chair, volunteered and by acclamation was elected Parliamentarian of the University Assembly.

VI. Questions to the President / Provost

A question was asked regarding the recruitment of top scholars. Dr. Frederick said that UTSA is currently analyzing SAT scores and hopes to possibly utilize the McKinney scholarship to aid in recruitment.

A question was asked regarding the Conflict of Commitment (COC) policy. Mickey Stevenson explained that it applies to other things someone may spend their time on that could influence their ability to perform their job. She said that the Regent’s revision to COI includes COC. Dr. Stevenson said that by mid-January, a system of disclosure must be implemented for all full-time employees and that a model policy is in the works. She pointed out that UTSA already utilizes a paper form. An example given for COC is working a second job or performing consulting work, and canceling class or office hours to work the second job. This could also apply to cases where the faculty or staff member is being paid by UTSA for sick time off, but is working the second job and receiving compensation for this job as well.

A question was asked regarding which policy travel reimbursements would apply to.

Dr. Stevenson said that travel falls under the COI policy.

Mr. Gregory Frieden announced that the State Employee Charitable Campaign begins on October 1st and encouraged everyone to participate. He said that last year, UTSA gave 25% of the total amount that was raised in San Antonio. Mr. Frieden said that this year’s goal is 75%.

VII. Adjournment

The next Assembly meeting will be held on November 13, 2012 at 3:00 p.m. in the Regents’ Room (MB 3.106).

There being no further business, the meeting was adjourned at 4:00 p.m.