

**College of Sciences (COS)
Meeting of Dean's Executive Council
20 January 2009**

Present:

Dean - George Perry

Department Chairs - Edwin Barea-Rodriguez, Alan Dutton, Waldek Gorski, Miguel Jose-Yacaman, Sandy Norman, Kleanthis Psarris

Associate Deans - Raymond Baird, Neal Guentzel, Craig Jordan, George Negrete, Edward Tiekink, Andy Tsin

Center/Institute/Program Directors - Aaron Cassill, Joe Lazor, Ravi Sandhu

Assistant Dean - Garry Castellanos

COS Undergraduate Advising Director - Patti Gonzalez

COS Retention and Graduation Analyst - Diane Elizondo

Summary Notes

Doctoral Faculty

Status of department policies:

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|-----------------------|---|
| Biology | Dr. Barea-Rodriguez met with the Department Faculty Review Advisory Committee to discuss policy |
| Chemistry | Department has adopted a policy |
| Computer Science | Department has a policy |
| Geological Sciences | No action since last meeting |
| Physics and Astronomy | Department is working on a policy |

Student Health Insurance/Grant Buyouts

Dr. Tiekink stated that for the coming year student health insurance coverage provided to Ph.D. students would remain *status quo*. This means that Ph.D. students who are appointed in positions at 20 hours (research assistants/teaching assistants) are entitled to receive the proportionate amount of premium assistance and access to the employee insurance options.

Dr. Barea commented that the coverage would remain the same for the BIO Ph.D. students and the department would cover the cost. He informed of the limitations in the ability to appoint students in positions at 20 hours due to the department's need to rely on a large number of students to assist in the instructional delivery and student assistance efforts in his department. Dr. Norman indicated that fewer students are hired in the 20 hour per week positions to meet instructional delivery and student assistance needs for mathematics.

After a discussion, it was agreed that Garry will meet with Terry Wilson to discuss allowing academic funds released back to the departments from grant buyouts to be allowed to roll forward at fiscal year end and accrue for future use by department chairs and/or individual

faculty who exercised the buyout. [Terry Wilson will be attending the February 16, 2009 meeting of the Dean's Executive Council.]

Meeting with the Provost - Strategic Plan

Dr. Barea-Rodriguez and Dr. Yacaman indicated that they were working on scheduling a meeting with Dr. Frederick. After a discussion, Dr. Perry requested that Mary Alice contact the Provost's office to see if he would be able to attend the meeting of the College Faculty Forum on February 5, 2009. [Dr. Frederick will be out of town and unable to attend the meeting. Department chairs should follow up with meetings.]

College Budget Committee

Dr. Perry informed the forum that the committee did not meet last year. A meeting of the committee will be scheduled.

College Faculty Forum

Dr. Perry reported that the College Faculty Forum meeting is scheduled for 3:30 p.m., Thursday, February 5, 2009 in Room 2.110 BSE.

Regents' Outstanding Teaching Awards

A copy of the e-mail from the Office of the Vice Provost for Academic and Faculty Support dated January 12, 2009 was provided. Dr. Baird reported that Vice Provost Johnson's office was reviewing the nomination process. With the information we have at this time, the deadline for nominations to the Dean's office is Friday, February 13. Documentation required for nominations is provided in the "Nomination contents" section in the letter sent from the UT System.

Provost's UTSA Core Values Initiative

An informational page was provided on this topic. Proposals can be submitted to the Provost's office and the deadline is February 2, 2009. Dr. Frederick has indicated that he is available to attend department functions and talk about core values.

Deadline for Annual Faculty Performance Appraisals

After a discussion, it was agreed that the deadline for completion of annual faculty performance appraisal would be April 15. [Since the meeting, Dr. Baird sent e-mail to department chairs indicating a deadline date of April 1.]

Staff appraisals are to be sent to Human Resources by Monday, March 2.

COS Outreach Efforts for Current and Prospective Undergraduates

Patti distributed and reviewed a faculty advising proposal for advising students with a GPA of less than 1.0 and “Step Up” students (GPA 2.0-2.2). Group sessions are recommended for sophomore “Step Up” students. The <1.0 faculty advising will be discontinued. Instead, the undergraduate advisors of record (UGARs) will meet with Sophomore Step Up students (BIO in group sessions, all others one-on-one). Students will have two holds placed: SC (science advising) until they meet with the UGAR and SG (science GPA until they meet with Kathlynn Wray, Step Up advisor).

There was a discussion about students lacking awareness of the college experience. Dr. Barea-Rodriguez stated that he has given lectures to high school students so that students could hear what it is like to be in college. Because of time constraints he is limited to the number of schools he can visit. Dr. Baird suggested putting the lecture in a DVD format and make it available to schools.

Several handouts on COS outreach efforts to current and future students were distributed. Diane spoke about the upcoming outreach efforts listed in the handout and stated she wants to collaborate with the departments. She requested department chairs submit information about their outreach efforts to Patti and her by January 30, 2009.

Diane mentioned the new events listed in the handout: Admissions Reception, UGAR-COS Undergraduate Advising Center Meeting, UGAR Sessions and COS Monthly Sessions.

Diane also mentioned having activities to provide students a richer experience. She suggested some kind of ceremony where we celebrate COS, perhaps a barbeque.

Patti suggested forming a strategic planning committee. Names of individuals who could serve on a committee can be sent to Patti.

Diane is scheduling meetings with departments to discuss graduation and retention rates.