

**College of Sciences (COS)
Meeting of Dean's Executive Council
15 June 2009**

Present:

Dean – George Perry

Department Chairs – Alan Dutton, Waldek Gorski, Sandy Norman

Associate Deans – Raymond Baird, Craig Jordan, George Negrete, Andy Tsin

Center/Institute/Program Directors – Weldon Hammond, Joe Lazor, John McCarrey

Assistant Dean – Garry Castellanos

Director of Development – Kim Fischer

Undergraduate Advising Director and Staff – Patti Gonzalez, Paul Machen, Kim Rolf

Retention and Graduation Analyst – Diane Elizondo

Representative for Dr. Barea-Rodriguez – Martha Lundell

Representative for Dr. Yacaman – Rafael López-Mobilia

Guest Speaker – Gloria Crisp

Summary Notes

Introduction of Kim Fischer, COS Director of Development

Dr. Perry introduced Kim Fischer who has been appointed COS Director of Development. She has more than 15 years in public relations and development. She lived in New Mexico for 25 years before moving to San Antonio nine years ago. During that time, she has been a development consultant for numerous non-profit organizations, including the Cancer Therapy and Research Center.

Science, Technology, Engineering and Mathematics (STEM) Majors

Dr. Perry introduced Gloria Crisp, Ed.D., Assistant Professor, College of Education and Human Development. She discussed her research study that examined underrepresented undergraduate student groups and their success. The findings were also provided in the handout she distributed. Dr. Negrete suggested a follow-up study as to how intervention program are useful to the success of students.

Diane Elizondo asked about the role of faculty mentoring with undergraduates and suggested that introductory science and mathematics courses not be large to create a small college experience. In addition, introductory seminars can also be created, like learning communities. Dr. Crisp stated that research supports that this experience within the first year is positive and mentoring is important.

Dr. Perry mentioned he had received information from the Association of Public and Land-Grant Universities. The information indicates recitation courses increase social interaction and student performance. Dr. Norman recommended an introductory seminar course so students know what to expect. Dr. Perry and Dr. Jordan will have continued discussions.

COS Budget

Garry Castellanos distributed a handout to department chairs regarding FY 10 Budget Allocations. The good news is that we have more money. Over two years, we asked for \$14M with infusion of new faculty. This included associated start-up costs as there can be multiple years of appointments. The permanent funding received for the college is \$272,000 spread over academic units for the coming year. The better news is that we are recruiting 16 new faculty. A total of 11 individuals have signed acceptance letters (one offer still pending). An amount of \$1.6M has been committed for these new faculty. Lapsed salaries can be used by department chairs to hire NTT faculty and other initiatives to grow departments.

Dr. Perry indicated that we need to be starting faculty searches earlier. Departments should be networking with colleagues at UTSA and elsewhere, leaders in the field of the search, and placing advertisements in pivotal publications for the field.

Funding for the San Antonio Life Sciences Institute (SALSI) has been approved.

American Recovery and Reinvestment Act (ARRA) of 2009 Reporting Requirements

Garry referenced the handout and stated that Dr. Tsin had also sent information on reporting guidelines to departments. The handout provided summary information on reporting requirements, there may be additional reporting requirements. UTSA will hire someone to assist with data collection. The Office of Sponsored Projects does not have a template yet. Some required reporting will be the number of jobs created from funding received. Quarterly reports will be due soon. ARRA awards are to be flagged.

Two Special One-time Funding Opportunities at NSF (MRI and ARI)

Dr. Perry stated that Dr. Yacaman had requested this topic be discussed but he was unable to attend the meeting. Dr. Perry asked "How do we choose limited submission grants? Do we need a special meeting?" He indicated that the process raises a lot of questions. While it is not ideal, there is representation for every group in the selection process. Dr. Dutton suggested that this could be directed to the College Policy Committee. After a discussion it was decided that Dr. Perry will follow up with a meeting with Dr. Gracy and Dr. Tsin.

Procedures for Tenured Faculty Performance Improvement Plans

Provost Frederick distributed the above-mentioned policy. Dr. Norman said he had concerns about the statement:

If a Department Chair determines through the annual evaluation/merit review process that a tenured faculty member is, in the Chair's judgment, not meeting expectations in the performance of their duties, the Chair should initiate a Performance Improvement Plan (PIP) for that individual.

This information is neither in the UTSA Handbook of Operating Procedures nor the Regents Rules. He noted that faculty should have been included in discussions about this policy.

He feels there is an opportunity for abuse (e.g., do not like clothes, whim of the department chair).

Dr. Norman has discussed this with the Provost and he may withdraw the policy until the Faculty Senate has an opportunity to review. Dr. Perry did not see an advantage to the policy as there are ample opportunities for feedback with current reviews. Dr. Perry advised department chairs to not act or rush on this policy.

Approval for Appointment of Research Faculty, DFRAC

Dr. Perry informed the forum that Provost Frederick inquired about the appointment of research faculty. Research faculty are appointed through grants by principal investigators. Dr. Perry asked “How are research faculty appointed? Do you involve the faculty? Do appointments go through the DFRAC?” Based on the discussion, there appears to be no policies at the department level. Dr. Perry suggested there be faculty input at the department level. It was agreed that Dr. Perry meet with the College Policy Committee to discuss a policy.

Course Schedules

Dr. Perry recently attended a meeting with Dr. Larry Williams, Dean of Undergraduate Students. Dr. Williams referenced the posting of three-year course schedules by departments in the College of Public Policy and indicated that other colleges should be following this model. Dr. Perry requested department chairs develop three-year schedules. While he realizes that it may be difficult to have information up-to-date, he requested that department chairs do the best job possible. Dr. Gorski mentioned that Chemistry should have their three-year schedule ready in two to three weeks. Dr. Jordan mentioned that we should try and include the summer term.

Promotion Deadlines, 2009

Deadlines were provided for faculty reviews. Dr. Gorski reported that Bennie Keckler, Office of Academic and Faculty Support, will follow-up with the procedure for boxless submissions of promotion reviews.

Manual Prerequisite Check for Summer

Patti Gonzalez provided a handout on “Pre-Requisite Issues in the College of Sciences.” This sheet provided the history of recent prerequisite checking and the burden placed on the COS Advising Center staff. Dr. Williams has conveyed that the burden for enrolling in prerequisite courses should rest with the student. Patti indicated that students are likely to complain and blame advisors when there are problems. They may also complain to departments. After a discussion, it was decided that a meeting will be scheduled with Dr. Williams, Barbara Smith, Dr. Perry, COS Advising staff, department chairs and associate deans.

New Business

Dr. Perry received an e-mail from Provost Frederick about faculty merit guidelines. There was an issue about faculty being eligible for merit with a rating of 2.5. The e-mail will be forwarded to department chairs.