

College of Sciences (COS)
Meeting of Dean's Executive Council
10 August 2009

Present:

Dean – George Perry

Department Chairs – Edwin Barea-Rodriguez, Alan Dutton, Waldek Gorski, Sandy Norman

Associate Deans – Raymond Baird, Neal Guentzel, George Negrete, Andy Tsin

Center/Institute/Program Directors – Aaron Cassill, Weldon Hammond, Joe Lazor, Greg White

Director of Development – Kim Fischer

Undergraduate Advising Director – Patti Gonzalez

Representative for Dr. Yacaman – Rafael López-Mobilia

Guest Speaker – Carol Rapps

Summary Notes

Asset Management Audit

Dr. Perry introduced Carol Rapps, UTSA Auditing and Consulting Services. She provided a handout and overview of ongoing audits:

- IT Funding – how much are we spending across the university, are we managing funds in an efficient and effective manner
- IT Asset Management – tracking purchases, inventory, maintenance, security of information, and software licensing
- Tac202 Security Standards Policy – compliance audit must be done every two years

Matthew Marr is the university's software coordinator (PP Bldg 2nd floor, (210) 458-7271, matthew.marr@utsa.edu) and is working with departments. Information Technology has a software coordination website:

[http://www.utsa.edu/oit/software hardware/Soft lic sales.cfm](http://www.utsa.edu/oit/software%20hardware/Soft%20lic%20sales.cfm)

Department Chairs should inform faculty about the site and the software coordinator. Dr. Cassill commented that the reason that so many faculty are holding on to old computers is that there is no university policy guaranteeing a faculty member a basic computer so we have to hold on to old ones as replacements if the current one gives out. Dr. Perry remarked that we do not have any maintenance plans to fix broken computers. Dr. Cassill pointed out that if we took the money to provide warranties on every computer the university buys, we could probably contract for maintenance with the Health Science Center or a private company or provide replacement units for much less money.

Carol requested help with recommendations regarding the audits. She is available to meet with individuals or communicate by e-mail. The audit report will be sent to Provost Frederick and The University of Texas System.

San Antonio Life Sciences Institute (SALSI) Grants

Dr. Tsin informed the forum that the SALSI has received funding of \$8M for UTSA and UT Health Science Center for two years. Each institution will receive \$2M in the first year and \$2M in the second year. The Vice Presidents for Research from both institutions decided on the target areas as follows:

- Health Disparities – Thankam Sunil (Sociology)
- Medicinal Chemistry – George Negrete (Chemistry)
- Biomedical Engineering – Miguel Jose-Yacaman (Physics and Astronomy) and Anson Ong (Biomedical Engineering)
- Neuroscience – Charles Wilson (Biology)

Faculty members with life sciences research topics that do not fall in the above mentioned categories can also submit proposals for consideration. Funds have also been set aside for innovative, non-research programs, including joint educational efforts.

The proposal deadline is October 1 and the budget period will be 2010-2011. Proposals must have a collaborator from the UT Health Science Center identified. It is expected that application proposals will be short and will be reviewed for their scientific quality. Outside reviewers will be used. Dr. Perry requested administrators inform faculty about proposals.

For details, please visit

www.UTSalsi.org

Postdoctoral Fellow Appointments

Dr. Perry indicated that Dr. Jordan has been collecting information about post doctoral fellows. The HOP procedure 9.32 (J) was provided as a handout. Dr. Perry remarked that the Department of Biology is following the procedure. Dr. Jordan is working with Gail Jensen, Legal Affairs on a standard appointment letter.

Dr. Perry conveyed that across the country post doctoral fellows are asking for defined positions. We should be thinking about developing a program so that postdoctoral fellows would have dossiers. He referenced the handouts of current programs. A program could include career development, grant writing, guest speakers, and participation in sessions in the Teaching and Learning Center.

Dr. Barea-Rodriguez noted that UT Austin has a well developed program. Dr. Perry requested that department chairs discuss with the faculty. He indicated that we are not limited to the examples provided in the handouts. Dr. Perry reminded department chairs to follow the procedures in the HOP for the appointment of postdoctoral fellows.

Mentoring Students/Learning Assistance and Article from Chemical and Engineering News

Dr. Perry referenced the two handouts on student learning assistance. Information about the Learning Assistant (LA) Model at the University of Colorado, Boulder, was provided by Dr. Perry to department chairs earlier and Dr. Negrete provided the article on peer-led team learning at UT El Paso. While our departments have student mentoring programs, the handouts provide information about programs that are better developed.

Dr. Negrete stated that the UTSA Supplemental Instruction (SI) model is working and that it is difficult to find faculty who can provide the kind of commitment needed for learning assistance programs. The time and effort devoted to the UT El Paso peer-led team learning shows enhanced student success. The Teaching and Learning Center and SI are not integrated. After a discussion it was agreed that Dr. Jordan will meet with Dr. Perry to discuss the possibility of a bringing a guest speaker from UT Dallas or the University of Colorado to visit UTSA.

Faculty Mentoring

Dr. Perry stated that he would like for all departments to have mentoring programs. He indicated that two departments, Chemistry and Computer Science, have programs. Dr. Barea-Rodriguez indicated that some faculty do not want to be mentored. Dr. Gorski commented that his department policy will be given to new faculty so they are aware of the opportunity. After a discussion it was agreed that Dr. Perry and Dr. Tsin will meet to discuss a college faculty mentoring program.

International Visa

Dr. Perry stated that when departments/centers/institutes are making appointments, administrators are guaranteeing there is a job and the salary is guaranteed (unless rules of employment are violated). Dr. Perry said we should be concerned when individuals are coming from outside the country. There is the expectation that money is available and departments/centers/institutes should have funding.

Fall 2008 versus Fall 2009 Enrollment Comparison

Dr. Perry referenced the handout and noted enrollment has dropped over the last two years. Dr. Barea-Rodriguez responded that we have been raising standards and improving quality.

SACS Accreditation Visit (March 23-25, 2010), Quality Enhancement Plan, Web Links

Dr. Perry advised the forum to not update or delete links that were used for SACS reports as the outside reviewers will be reviewing UTSA's reports this fall. The on-campus accreditation visit is

scheduled for March 23-25, 2010. Faculty, staff and students are expected to be familiar with the Quality Enhancement Plan - Quantitative Scholarship: From Literary to Mastery:

<http://www.utsa.edu/today/2009/01/gepfinal.cfm>

Dr. Perry requested faculty be informed at department meetings.

Dean's Future Scholars Program

Dr. Perry referenced the handout on the Dean's Future Scholars. He will be working with Dr. Negrete and Dr. Tsin on this program as a way to develop a pipeline of students. Dr. Jude Valdez is also interested in working with COS.

House Bill 2504

Dr. George Perry informed the forum about a new legislative bill, House Bill 2504. This will require posting of information at websites to include faculty evaluations, syllabi, and budgets. Implementation of the bill has not been finalized. The timeline is unknown. The Faculty Senate is also reviewing the bill. Information can be found at:

<http://www.legis.state.tx.us/tlodocs/81R/billtext/html/HB02504F.htm>

Fall 2009 Prerequisites

Patti informed the forum that the Advising Center was again requested to do manual prerequisite checking for the fall term. She stated 15% errors were identified. Dr. Gorski commented that it appeared no progress had been made since the meeting with Dr. Larry Williams. There was a suggestion to invite the new Chief Information Officer to a meeting of the Dean's Executive Council. Patti will draft a memo to Provost Frederick from Dr. Perry and department chairs about the need for computerized checking for prerequisites. [Patti sent the e-mail draft to Dean Perry on 11 August. The COS Advising Center and the Undergraduate Studies Support and Technology Services (USSTS) office met on 14 August and analyzed several student cases and came up with plans of action that should reduce the number of students on the list in future semesters.]

Reminder about Proposals for the Core Values Initiative Program

The deadline for submission of proposals to the Dean's Office is Thursday, August 27.

Reminder about Textbook Adoptions

Dr. Perry reminded department chairs that they should follow up with the Bookstore to ensure textbooks have been ordered for classes. If a course does not require a textbook, the Bookstore should be informed.

Information Booklet – Texas A&M University

Dr. Perry referenced the informational booklet from Texas A&M University. Dr. Barea-Rodriguez responded that the Department of Biology has a booklet. Dr. Perry encouraged departments to have one that introduces students to the key elements of success.

Fall Meetings of Dean's Executive Council

Meetings will be scheduled every three weeks in the fall. Mary Alice will follow up with contacting administrators to try and find a two-hour block of time.

New Business

Dr. Guentzel complimented Dr. Negrete on the successful COS Research Conference. Dr. Negrete acknowledged Dr. Tsin's contributions.