

**College of Sciences (COS)**  
**Meeting of Dean's Executive Council**  
**31 August 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

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

**Assistant Dean** – Garry Castellanos

**Undergraduate Advising Director** – Patti Gonzalez

**Retention and Graduation Analyst** – Diane Elizondo

**Summary Notes**

**Updates, Handbook of Operating Procedure**

Dr. Baird informed the group about the recent updates to some procedures in the UTSA Handbook of Operating Procedures. Copies of the revised procedures were provided to administrators:

- 2.10 Faculty Reappointment, Promotion, and Tenure
- 2.11 Annual Faculty Performance Appraisals for Merit Pay Consideration
- 2.14 Faculty Workload and Minimum Faculty Teaching Requirement
- 2.22 Periodic Performance Evaluation of Tenured Faculty
- 2.23 Professional Expectations for Faculty
- 2.24 Third-Year Review

Dr. Baird highlighted some of the changes and requested department chairs review the documents and inform appropriate staff in the departments of the updates. The Dean's office is checking on deadlines related to periodic performance evaluations and third-year reviews.

**STARS Funding**

Garry indicated that COS had received \$1.6M for new faculty salaries and start-up packages. An amount of \$1.4M has been committed for this plus the purchase of microscopes. Dr. Frederick and Dr. Gracy have requested faculty recruitment plans for the next cycle. At this time 12 faculty positions have been requested in our departments, this does not include replacement positions. We have not been receiving STARS funding and department chairs were encouraged to recruit for STARS faculty. Garry will send the COS faculty recruitment plan summary to department chairs. Dr. Negrete reminded department chairs that as we initiate another recruiting cycle, work must be done in advance to make connections with minority scholars. He mentioned that the Society for Advancement of Chicanos and Native Americans in Sciences (SACNAS) meeting will be held on October 15-18 in Dallas and this is a good opportunity to

establish contacts. [Since the meeting Garry e-mailed information on COS faculty recruitment for this fiscal year and information on STARS funding.]

### **Academic Program Review by Departments**

Dr. Perry referenced the handout on the listing of programs scheduled for external reviews and the timeline provided by the Office of the Provost. Reviews for COS are scheduled in 2013-14.

### **Graduate Student Organizations**

Dr. Perry stated that Dr. Kay Robbins has suggested that COS have more graduate student organizations. Dr. Gorski commented that the student organization in Chemistry was not very active. Dr. Psarris indicated that the CS Graduate Student Association has a faculty advisor and has been active in organizing activities, bi-monthly meetings and helping with open house events. The organization has assisted with recruitment in answering questions from prospective students.

### **Access Control**

Dr. Barea-Rodriguez stated that the safety office informed him that a door had to be locked in BSB. He requested the door remain open and he was sent a cost estimate of \$3,000 to install card access. Other department chairs commented that there were some instances with individuals not having access to laboratories and they indicated that this was probably due to access logs not being up-to-date. Mr. Kerry Kennedy, Vice President for Business Affairs, and Dan Pena, Interim Chief of Police, have been invited to attend the 14 September meeting of the Dean's Executive Council.

### **Dinner for Seminar Speakers**

Dr. Barea-Rodriguez commented that the graduate services fee account cannot be used for dinner for seminar speakers. Garry requested that departments send him a realistic total dollar estimate of funds needed for these special occasions.

### **House Bill 2054**

Dr. Perry reviewed the handout of the bill which relates to "requiring a public institution of higher education to establish uniform standards for publishing cost of attendance information, to conduct student course evaluations of faculty, and to make certain information is available on the Internet." He indicated this is now law and extensive information listed in the handout needs to be posted. He asked the group if a committee should be formed. After a discussion Dr. Perry requested Dr. Jordan follow-up on implementation.

## **NTT Faculty Searches and Use of NTT Faculty to Meet Academic Mission Needs**

Dr. Perry informed the group that Dr. Frederick is recommending all colleges implement organized searches for non tenure-track (NTT) faculty when seeking out candidates to fill academic area needs. Dr. Baird added that a coordinated, college-wide advertisement, announcing NTT opportunities, could be implemented by placing "College NTT Opportunities" advertisements in our local newspaper every fall or spring.

Garry suggested that each department work toward identifying an optimum blend of T/TT and NTT to better meet individual department needs. With an optimum balance of T/TT and NTT faculty our college's departments total academic stream funding could be better distributed to our departments. Dr. Perry indicated that this could be an opportunity to hire new NTT and T/TT faculty to meet the college's needs and indicated that this could be done over the next couple of months.

Information from an American Association of University Professors (AAUP) committee report titled: The Status of Non-Tenure Track Faculty is available at:

<http://www.aaup.org/AAUP/comm/rep/nontenuretrack.htm> (downloaded 9/4/09 GDC)

## **E-mails**

Dr. Perry requested that administrators be attentive to e-mails they send as they could be requested through the Texas Public Information Act. Some e-mails can be inflammatory.

## **SACS Compliance Report Web Links**

Reviewers for the accreditation visit have received reports from UTSA. The reports make reference to links on websites. Links should not be changed and should remain active.

## **CPRIT (Cancer Prevention and Research Institute of Texas) Grants**

Information about grants was provided in the handout. Dr. Perry will work with Dr. Tsin on this limited submission proposal.

## **Workers Compensation Coverage of Employees Outside of Official Appointments**

Dr. Perry referenced the copy of an e-mail from John DeLaHunt regarding workers compensation. Decisions are made on a case-by-case basis.

Dr. Norman commented that he had heard appointments at 0% would no longer be processed. Garry responded that he would follow up. [After the meeting Garry e-mailed Bruce Tingle, Human Resources Management and Development, who indicated that 0% appointments would continue. Additional information was provided in e-mail exchanges.]

Dr. Perry reminded administrators that the Dean's office should be informed of injuries within 24 hours.

### **Academic Continuity Plans**

Dr. Frederick is requesting plans be developed in the event the swine flu becomes serious on campus. A copy of an e-mail from Dr. Frederick and information from the U.S. Department of Education were provided in handouts. Information is available at:

<http://www.ed.gov/admins/lead/safety/emergencyplan/pandemic/guidance/continuity-recs.pdf>

Dr. Jordan will obtain additional information.

### **Post Doctoral Fellows**

Dr. Jordan noted that he was not at the last meeting but handouts had been provided and initial discussions had taken place. A circumstance in one department brought to attention that procedures for appointment of post doctoral fellows in HOP 9.32(J) need to be followed. An offer letter should be sent to Dr. Perry for review prior to communicating the letter to the candidate and copies of appointment documentation need to be filed in the Dean's office.

The Association of American Medical Colleges has drafted a compact that post docs and principle investigators may adopt. Their compact speaks to the relationships and responsibilities between the parties. Some schools have established a policy of using the compact. Dr. Jordan suggested that we might consider having such a document so as to avoid the type of difficulties we are currently experiencing. Dr. Jordan will draft a template offer letter or develop a checklist of items that should be included in an offer letter for the departments to review. It is not clear that a single template letter will be appropriate for all departments to use and therefore a checklist may be the most appropriate approach.

Dr. Barea-Rodriguez commented that after the last DEC meeting he relayed information to faculty about the suggestion of developing a compact for post doctoral fellows. The feedback from the faculty was they do not want post doctoral fellows involved in activities that are going to involve too much of their time. They suggested one workshop a year might be sufficient. Dr. Yacaman indicated that post doctoral fellows have an obligation to teach students and he does not want to see a lot of rules.

Departments should continue to follow HOP 9.32J for appointing post doctoral fellows.

### **Jump Start Program; Dialing for Freshmen Programs; COS Student Profile Report**

Diane provided statistical handouts for the above mentioned topics.

- **Jump Start** - This is the second year of the program and seven programs were offered. Some students improved their math placement by at least one semester. The program involves housing, tutoring, testing and meals. Funding and a location for a

coordinator of the program are being reviewed in order for the program to continue. The program has been effective as participants develop a rapport with program staff and tutors. Cost of the program is \$10,000.

➤ **Dialing For Freshmen 2008-09** - Any cohort freshman who had not registered by June was contacted. Students provided reasons where they went not returning to UTSA and they are listed in the handout.

➤ **Student Profile** - The profile was provided for spring 2009. Diane will be meeting with department chairs with their individual profiles. Our cohort will now include CAP students which may affect our graduation rate. We need to try and retain these students.

### **DEC Meeting Schedule Changes**

Meetings for fall 2009 were to be scheduled every three weeks. Due to some trips on Dr. Perry's calendar, some adjustments have been made to meeting dates.

### **Woodrow Wilson Indiana Teaching Fellowships**

An informational handout was provided on these fellowships.

### **New Business**

Dr. Perry indicated that an offer had been extended for the position of Associate Dean for Graduate Studies and he was awaiting a response.