

# THE UNIVERSITY OF TEXAS AT SAN ANTONIO

## DOCUMENTS AND PROCEEDINGS OF THE GENERAL FACULTY

### SUMMARY MINUTES OF THE FACULTY SENATE MEETING of April 11, 2013

The regular monthly meeting of the Faculty Senate for the 2012-2013 academic year was held April 11, 2013, at 3:30 p.m. in the University Room (BB 2.06.04) with Dr. Rebekah Smith, Chair of the Faculty Senate, presiding.

#### I. Call to order and taking of attendance

Present: Diane Abdo, Maria Arreguin-Anderson, Kimberly Bilica, Fengxin Chen, Renee Cowan, Glenn Dietrich, Jim Dykes, Martha Fasci, Donovan Fogt, Yongli Gao, Mark Giles, Robert Hard, Anne Hardgrove, Richard Harris, Juliet Langman, Melvin Laracey, Richard Lewis, Christine Linial, Francisco Marcos-Marin, Lydia Martinez-Rivera, John Merrifield, Byongook Moon, Libby Rowe, Misty Sailors, Juana Salazar, Dan Sass, Rebekah Smith, Johnelle Sparks, Woodie Spivey, Qi Tian, Alistair Welchman, Bennie Wilson

Absent: Robert Ambrosino (excused), Rajesh Bhargave, Mark Blizard (excused), Natasha Burns, Frank Chen, Rosalie Herber, Yufei Huang, Drew Johnson, Jerome Keating (excused), Donald Kurtz, Marian Martinello (excused), Marcelo Marucho, Emilio Mendoza, Joycelyn Moody (excused), Judith Perry, Branco Ponomariov, Anand Ramasubramanian, Rodolpho Sandoval, Heather Trepal, Floyd Wormley

Guests: Barbara Centeno, Doug Hartzler, Sarah Leach, Anita Leffel, Raydel Tullous (for Jerome Keating), David Vance (for Joycelyn Moody), Steve Wilkerson

Total members present: 31

Total members absent: 21

#### II. Approval of the March 21, 2013 meeting minutes

The minutes were approved.

#### III. Reports

##### A. Chair of the Faculty Senate - Rebekah Smith

###### GRIP:

Dr. Smith discussed some of the topics mentioned at the most recent GRIP cross campus team meetings. She said that a Degree Works demo was held recently and

the electronic format should be ready for fall 2014 registration. She also said that the issue of greater involvement of faculty in retention and graduation rates was discussed, and said that any feedback is encouraged. In addition, the idea of approaching student organizations for feedback was also suggested.

Chair's Council:

She gave a brief overview of the topics discussed at the last department chair's council including the development of hybrid and online courses, graduation initiatives, and the "Finish in 4" program. The TRC learning center discussed some GRIP initiatives and a presentation was given on the new travel process changes.

Policies:

Dr. Smith said that the HOP 4.30 Criminal Background Check policy is undergoing stakeholder review for a second time and feedback should be submitted to Donovan Fogt and the HOP committee by April 19<sup>th</sup>.

Communication with faculty in Senators' departments:

She told senators that rather than forwarding all information through their admins, it may be more effective to create a distribution list to convey the information to their respective areas from the senator directly. She said that a PowerPoint can be found on Rowdyspace that shows the steps to creating and sharing distribution lists.

Committee and Officer Elections:

Dr. Smith reminded the senate that in accordance with the revised bylaws, senate committee elections will now be taking place at the May meeting (with new committee appointments effective in the fall). She passed around a few copies of the nomination forms for senators to nominate themselves or others, and said that an email would be sent out as well.

B. Consent Calendar – Kim Bilica

Dr. Bilica announced that the Graduate Council has elected a new chair, Dr. Elaine Sanders. After thanking Dr. Bilica for her work on the Graduate Council and Senate, the senate voted unanimously to approve the new Graduate Council chair.

C. Curriculum Committee – Raydel Tullous (for Jerome Keating)

The following proposals were recommended for approval by the Curriculum Committee:

1. Certificate in Oil and Gas
2. Certificate in Business Analytics
3. Certificate in Operations and Supply Chain Management
4. Changes to the mathematics core curriculum
5. Minor in Astronomy-Astrophysics
6. Minor in Entrepreneurship (for non-business majors)
7. Minor in Entrepreneurship (for business majors)
8. Minor in Management of Technology

Each of the proposals was unanimously approved by the senate.

D. HOP Committee – Donovan Fogt

Dr. Fogt said that his committee reviewed HOP policy 9.36 “Tobacco Free and Smoke Free Campus”. He said that although there were polarized opinions, the majority of participants are in agreement with the policy. The committee presented four recommendations, which the senate modified and voted on as follows:

Vote #1: Section IX.D. – The senate’s recommendation is to remove the last sentence referencing violations and disciplinary procedures, and model this section after UT Austin’s policy, which references enforcement and shared responsibility. The vote passed, with a count of 28 for approval, 0 opposed, and 3 abstentions.

Vote #2: Section V – The senate’s recommendation is to remove the citation of the Texas Penal Code, as it doesn’t directly apply to universities. The vote passed, with a count of 29 for approval, 0 opposed, and 2 abstentions.

Vote #3: Section IX.E.1 – The senate’s recommendation is to remove the word “sponsored” from the description of approved research, in order to allow for preliminary data to be collected, as this is sometimes necessary to obtain a grant award. In addition, the senate recommends that other HOP policies may need to be revised accordingly, following policy implementation. The vote passed, with a count of 30 for approval, 0 opposed, and 1 abstention.

Vote #4: The senate’s recommendation is to accept the policy with a strong recommendation that the suggested changes be incorporated. The vote passed, with a count of 24 for approval, 4 opposed, and 2 abstentions.

E. Course Surveys Ad Hoc Committee – Daniel Sass

The committee said that they voted on whether or not to add additional questions to the course surveys. They voted to leave the seven questions currently being used, as well as the open-ended response item. The first five questions are required by the UT System, and the committee thought it would be more effective to keep the survey as short as possible in order to increase the response rate. However, those interested in adding more items may regulate this at the instructor, department, or college level.

The senate voted to unanimously to recommend the following questions:

- 1) The instructor clearly defined and explained the course objectives and expectations.
- 2) The instructor was prepared to teach for each instructional period.
- 3) The instructor communicated information effectively.
- 4) The instructor encouraged me to take an active role in my own learning.
- 5) The instructor was available outside of class either electronically or in person.
- 6) My overall rating of the course is:
- 7) My overall rating of the teaching of this course is:

Open-ended item:

“Your written comments are an important part of your course and instructor evaluation. Please provide feedback in the box below on aspects of the course and/or the instructor that were most effective or need improvement. Student comments will be provided to your instructor only after course grades have been submitted. The instructor may, but is not be obligated to, share these comments with others or include them in any evaluation process.”

The Senate further recommends that any responses to the final open ended question be provided only to the instructor, with the instructor free to decide whether the responses are used for any purpose other than providing the instructor with direct feedback. The instructor may, but is not be obligated to, share the open ended responses with others or to include these responses in any evaluation process.

F. Peer Observation of Teaching Ad Hoc Committee – Richard Lewis

Dr. Lewis said that his committee had been created by the senate’s executive committee in response to the creation of a UT System taskforce, and has been charged with drafting a set of guidelines/policy for peer teaching observations. These proactive recommendations by the committee will ensure flexibility and the inclusion of faculty input if a policy is developed. The committee has worked to frame the language of the draft to focus on peer observations to be used only for improvement of teaching, not to serve or aid in any type of evaluation. He said that a draft is available on Rowdyspace and asked that any comments be submitted to him by April 26<sup>th</sup> to be included in a discussion at the May senate meeting.

IV. Unfinished Business

There was no unfinished business.

V. New Business

- Peoplesoft Presentation

- Doug Hartzler, Peoplesoft Support and Sustainment Center

Barbara Centeno and Doug Hartzler gave a brief presentation of some upcoming changes to time and leave reporting for faculty and staff. The new reporting system, Peoplesoft, will be implemented at UTSA beginning September 1<sup>st</sup>. Mr. Hartzler said that the new system will be utilized by every employee that receives a UTSA paycheck (faculty, staff, students, etc.). If you are a supervisor, you will also have the responsibility of approving time and/or leave for your direct reports as it occurs or weekly. Mr. Hartzler said that any absences and additional hours worked over 40 must be recorded for classified employees (exempt and non-exempt). Non-exempt monthly or hourly employees must record their “clock-in”

and “clock-out” time worked (not just the total hours worked). He said that the supervisor for all employees should be the person that supervises them the closest and knows their work schedule in order to verify and approve their number of hours worked. He said that workers will not be able to carry a negative balance which may impact pay. In addition, he said that the sick leave pool will continue to operate as it currently does.

VI. Open Forum

VII. Adjournment

There being no further business, a motion to adjourn was made, seconded, and unanimously passed at 5:00 pm.