

# **THE UNIVERSITY OF TEXAS AT SAN ANTONIO**

## **DOCUMENTS AND PROCEEDINGS OF THE GENERAL FACULTY**

### **SUMMARY MINUTES OF THE FACULTY SENATE MEETING of November 7, 2013**

The regular monthly meeting of the Faculty Senate for the 2013-2014 academic year was held November 7, 2013, at 3:30 p.m. in the Travis Room (HUC 2.202) with Dr. Rebekah Smith, Chair of the Faculty Senate, presiding.

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

Present: Diane Abdo, David Akopian, Emily Bonner, Natasha Burns, Pepe Chang, Fengxin Chen, Karen Daas, Glenn Dietrich, Jim Dykes, Yongli Gao, Suat Gunhan, Robert Hard, Richard Harris, Drew Johnson, Turgay Korkmaz, Francisco Marcos-Marin, Marian Martinello, Lydia Martinez-Rivera, Patricia McGee, John Merrifield, Joycelyn Moody, Ashok Nedungadi, Wing Chung Ng, Elaine Sanders, Dan Sass, Rebekah Smith, Johnelle Sparks, Woodie Spivey, Rob Tillyer, Wayne Wright, John Zhang

Absent: Robert Ambrosino, Rajesh Bhargave (excused), Karla Broadus, Frank Chen, Martha Fasci, Mark Giles, Vaidya Gundlupet (excused), Harry Jarrett, Richard Lewis (excused), Marcelo Marucho (excused), Debbie Menger (excused), John Nix (excused), Antonio Petrov, Clyde Phelix (excused), Branco Ponomariov, Anand Ramasubramanian (excused), Libby Rowe (excused), Misty Sailors (excused), Juana Salazar (excused), Heather Trepal (excused), Alistair Welchman, Bennie Wilson (excused)

Guests: James Calder (for Vaidya Gundlupet), William Duffy (for Alistair Welchman), John Frederick, Doug Hartzler, Jacquelyn Kyle, Juliet Langman, Sarah Leach, Randall Manteufel (for Frank Chen), Rene Paniagua, Janakiram Seshu (for Clyde Phelix)

Total members present: 31

Total members absent: 22

#### **II. Approval of the October 10, 2013 meeting minutes**

The minutes were approved.



### III. Reports

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

##### Policies for stakeholder review:

Dr. Smith said that the following policies were sent out this week for stakeholder review:

- 2.19 Retention and Security of Student Records
  - Feedback is due by November 20<sup>th</sup> to Bob Hard, chair of the HOP committee. A formal report will be presented at the December senate meeting.
- 10.15 Intellectual Property
  - Feedback is due by November 20<sup>th</sup> to Misty Sailors, chair of the research committee. A formal report will be presented at the December senate meeting.
- 1.33 Conflict of Interest/Conflict of Commitment
  - Stakeholder feedback for the UTSA draft policy has already been provided, and is being checked for consistency with UT System's model policy. Additional stakeholder feedback is due November 19, so please send all comments to Rebekah Smith no later than November 17<sup>th</sup>. Dr. Smith will summarize these comments and send them forward.

##### GRIP:

A GRIP cross campus meeting was held November 2<sup>nd</sup>. Topics included an institutional research report of student progression, a discussion on Tier One recruitment, and the financial aid awarding philosophy. The next GRIP meeting is scheduled for December 6<sup>th</sup>.

##### Chairs Council:

The upcoming Chairs Council meeting will take place on November 13<sup>th</sup>.

##### LEARN:

Dr. Smith said that an automatic transfer process is in effect for transferring midterm grades from Learn to ASAP for EARN pilot testing faculty only. She said that she is joining the committee overseeing the grade transfer process in order to relay important communication back to faculty.

##### Texas Council of Faculty Senates (TCFS):

Dr. Smith said that the TCFS met in October and discussed the CPE process, the future of tenure, and pending changes from the Texas Higher Education Coordinating Board. These changes include a time limit for decisions on new programs, THECB will no longer make decisions about closure for low-producing programs, and there are additional pending changes to the process of applying for graduate programs.

#### B. Provost's Report – John Frederick

- Dr. Frederick said that current course offerings for Maymester are being reviewed to assess their workload amount and content. Deans are gathering information on whether new courses may be proposed as well.



- The process for approving and developing new curriculum proposals is being revised. If a proposal has requirements or affects outside departments, both departments should work together at the beginning of the new proposal stages.
- He said that recruiting methods and possible fund adjustments for graduate assistantships and student support are being assessed based on the needs of the department.
- Dr. Frederick said that a group is reviewing the tuition and fee proposal that was presented to the Regents as part of a bi-annual process. An increase in tuition and fees is most likely to happen if incentives are offered to students, encouraging them to complete their degrees sooner.
- The advising restructuring plan is currently moving forward as planned.
- He said that a new group is being formed to review the video monitors around campus in order to make their content more relevant and effective. To achieve this, some new announcements may be implemented and sound may also be utilized.
- Dr. Frederick said that Dr. Zapata is working with a group to discuss strategic offerings at the Downtown campus and re-assess what courses are currently being offered and how they benefit students.
- He announced that plans for a new building which UTSA was considering to purchase will not go forward.
- Dr. Frederick said that the sombrilla fountain will be reopened in January 2014.
- He said that the GRIP is looking at high D/F/W rate courses and how to help more students succeed in those courses.

C. APR Committee – Juliet Langman (for Bennie Wilson)

- Competency Exam Policy

The proposed policy is likely to have an impact on faculty and departments, requiring each department to select the appropriate course(s) and develop the corresponding competency exams. The department would also determine the grading rubric for these exams. Testing services would administer and score the exams.

The committee recommended that the policy be approved and the senate voted unanimously to approve the policy.

- 7 Undergraduate Enrollment Policies:

The committee recommended that all 7 proposals be approved.

1. Change of course drop date to end of 9<sup>th</sup> week

- The senate voted and the policy was **unanimously approved.**

2. Limit the number of times “gateway” courses are taken (2 attempts)

- An amendment was made by the senate to distinguish between failing and withdrawing attempts. It was recommended that a “W” should count as an attempt.



- The senate voted and the policy was **unanimously approved (with the amendment).**
- 3. Process to withdraw from the university would require students on financial aid to counsel with enrollment services before withdrawing
  - The senate voted and the policy was **unanimously approved.**
- 4. No catalog changes should be allowed between catalog editions
  - The senate voted and the vote was 21 in favor, 7 opposed, and 5 abstentions. Therefore, the policy was **approved.**
- 5. Ensure accurate communication among colleges, departments, and academic advisors
  - The senate voted and the vote was 32 in favor, 0 opposed, and 1 abstention. Therefore, the policy was **approved.**
- 6. Require wait-listing for all courses and extend wait-listing into the late registration period
  - The senate voted and the policy was **unanimously approved.**
- 7. Revise registration priority by allowing students to register first, based on the number of credit hours completed. For seniors, allow those to register with the least number of credit hours remaining to complete their degree.
  - The senate voted and the vote was 32 in favor, 0 opposed, and 1 abstention. Therefore, the policy was **approved.**

D. Research Committee – Wayne Wright (for Misty Sailors)

- Dr. Wright said that HOP 1.34 Visiting Scholars and Researchers was a new policy that the research committee reviewed through the pre-stakeholder process. He said that the committee made various recommendations to Mr. Gribou and Dr. Stevenson in October which was accepted. These recommendations may be found in the committee's informational report. Dr. Wright said that the policy will be distributed to the senate for input once stakeholder review begins.
- Dr. Wright asked Dr. Robert Hard, chair of the HOP committee to give a brief update on HOP 10.02 Misconduct in Research. Dr. Hard said that this policy is in the early stages of stakeholder review and that the office of the Vice President for Research is working to redraft a new policy.

E. NEP Committee – Karen Daas

Vice Chair:

The committee opened the floor for nominations for senate Vice Chair. Robert Hard was nominated and the floor for nominations was closed. Robert Hard was elected to serve as senate Vice Chair by acclamation.

Bylaws changes:

The committee recommended the following changes to the senate bylaws:

- The election of officers (excluding the senate Chair) will be held at the May senate meeting. The senate voted and the committee's recommendation was unanimously approved.



- The committee recommended the addition of Article 9 to the bylaws, in order to address the creation of senate panels. The senate voted and the committee's recommendation was unanimously approved.

#### IV. Unfinished Business

There was no unfinished business.

#### V. New Business

- **VPR update – Mauli Agrawal, Interim Vice President for Research**

Dr. Agrawal introduced himself and said that he began serving as interim VPR in May of last year. He previously served for 8 years as Dean of Engineering at UTSA. He said that when he assumed the role of VPR, changes were made to restructure the research team (which was currently over-staffed). He said that the goal of the VPR's office is to focus on being faculty-centric. Dr. Agrawal said that his office is reviewing their current processes to assess whether or not they are still applicable. In addition, the Institutional Review Board (IRB) was reviewed by an outside consultant for recommendations on how to improve it. An ad hoc advisory task force was created (consisting of faculty) to assist with the development process. Dr. Agrawal said that new software for the Institutional Animal Care and Use committee (IACUC) has been implemented, and the interface is currently being modified to make it more user-friendly. He said that information was sent out regarding two seed grant programs. One is a \$20,000 seed grant focused on large programs, and the other is focused on showcasing research across all disciplines. Dr. Agrawal said that innovation awards have been introduced for patents and licenses from the commercialization office. He said that UTSA is doing well in this area and will continue to encourage new developments. He mentioned that research expenditure dollars have been dropping the past two years with a 5% decrease overall. However, research dollars from outside/sponsored projects have decreased 11%. Dr. Agrawal encouraged faculty to contact him if they have ideas on how to combat this trend.

- **UTSA History Project–Marian Martinello, Retired Faculty Assoc. President**

Dr. Martinello said that the Retired Faculty Association (RFA) board is working on a project to chronicle UTSA's history for future generations. The project started with a focus on oral history, but soon developed into a three-part project after discussions with the President and Provost:

1. Oral histories project – The goal of this portion of the project is to capture the recollections of people who are a part of UTSA's history through audio, video, and print. Input will be provided by founding faculty members, RFA members, students, staff, and members of the community. This information will be archived to preserve its content for future historical reference.
2. Monograph series – David Johnson has created the first proposed monograph series on UTSA's history titled "From Conception to Birth: The Origins of The University of Texas at San Antonio, 1955-1969". There is ongoing discussion about how to get students and faculty involved in the preparation of additional monographs.



3. Commemorative publication – A photographic commemorative publication is being developed to celebrate UTSA's 50th anniversary in 2019. This publication will highlight UTSA's growth and development from 1969 to present-day.

Dr. Martinello said that 32 interviews have been scheduled so far, all of which will be conducted by RFA volunteers. She said that in March 2014, the UTSA History Project will be presented at the Texas State Historical Association's annual meeting. She encouraged faculty to help identify interviewees for the oral histories project and to inform departments about this effort to help enhance the project. She said that any suggestions may be sent directly to her at [marrob@earthlink.net](mailto:marrob@earthlink.net).

- **PeopleSoft update – Jacquelyn Kyle, UTSA PeopleSoft Enterprise Project Manager**  
Jacquelyn said that the go-live date for the transition of DEFINE to PeopleSoft will be March 1, 2014. After this date, DEFINE will no longer be available for use. In addition, she said that some procedures will require manual processing during this time. She said that PeopleSoft training will be available in January of 2014.

#### **Doug Hartzler, UTSA PeopleSoft HCM Project Lead**

Doug said that faculty must make an annual election in September 2014 for salary spread elections beginning in FY 2014-2015 to be paid either 9 or 12 months. He said that if no election is made, the default is 9 months. If a faculty member is paid on a grant or anticipates a grant during the year, the election must be 9 months. In addition, faculty can no longer split out the non-grant funded portion of their salary for purposes of spreading over 12 months. He said that beginning in the spring of 2014, 9-month faculty's (this year) summer insurance premiums for June, July, and August will be paid via double deduction over three months during March, April, and May. A question was asked regarding whether a 12 month spread may be elected if a faculty member receives summer grant support (not during the 9 months). Doug said that this question will be researched and answered at a later date.

He said that student and non-exempt staff's time worked and absences must be approved and recorded in UTShare/PeopleSoft weekly and at the end of each pay period. Timekeepers will enter approved employee absences and time worked into UTShare/PeopleSoft. If absences and time are not approved by payroll deadlines, employees pay may be delayed. In addition, negative leave balances are not allowed by Texas Constitution and faculty sick-related absences are required to be reported by State law.

#### **Rene Paniagua, UTSA PeopleSoft Financial Lead**

Rene said that Research Service Centers will now need to enter subcontracts as Purchase Orders so funds can be encumbered. The DEFINE Budget Group methodology is being replaced with UTShare/PeopleSoft "Chart of Accounts". He said that chart of accounts/statement of accounts training courses will be offered in January. In addition, the available budget and YTD encumbrances/ expenses will look different in UTShare/PeopleSoft. He said that the Procure to Pay Process will include receiving reports done by departments, online tracking of the requisition through the procurement cycle, and PO changes will be now be completed by the Purchasing Department.

The following resources are available for additional questions:

- PeopleSoft Support and Sustainment Center (PSSC) at 458-SPOC (7762)
- UTShare Website, click on the SPOC icon <http://www.utsa.edu/utshare/>



- Email PSSC: [spoc@utsa.edu](mailto:spoc@utsa.edu)

VI. Open Forum

VII. Adjournment

There being no further business, a motion to adjourn was made, seconded, and unanimously passed at 5:20 pm.