

I. Faculty Evaluations/AEFIS-Karol Batey and Jessica Verastegui from the Office of Institutional, Assessment, Research and Planning presented an overview of the AEFIS workflow. There are a total of 7 steps. Dr. San Miguel informed all that the faculty evaluations will be submitted via AEFIS. Each Dean will provide additional instructions to their respective faculty. Faculty are encouraged to visit the provost's website to view the self-help orientation videos. College of Education and College of Nursing are still pending their respective orientation videos, but these will be available before December 22, 2023.

Dr. Viloría asked the following questions:

1. When can faculty access the self-help AEFIS orientation videos via the provost's website?

By December 22, 2023

2. Will the orientation videos be tailored to each college?

Yes, the orientation videos will be specific to the colleges' AEFIS (AFE) template.

3. Who can answer faculty questions? The designated college liaison. More technical questions will be handled by an AEFIS representative.

4. Will the workflow be different in each college? No all colleges will follow the 7-step process.

II. Faculty Grievances/Complaints – Faculty (including adjuncts) are reminded that the TAMIU Faculty Handbook Chapter 7 (TAMUS Policy 32.01.01; TAMIU Rule 08.01.01.L) has specific procedures to follow in case a faculty member needs to file a grievance. Please see the [Chapter 7](#) in the TAMIU Faculty Handbook. Dr. San Miguel will send a follow-up email.

Please note that the Ethics point link routes all filed TAMIU concerns to the TAMU system office.

Faculty Ombudsman - Also, please note that faculty have a neutral party who can hear your concerns.

Dr. Viloría added that the Faculty Senate Ethics Committee is working on an FAQ document to help faculty navigate the difference of the ETHICS committee.

III. Training for Supervisors, Chairs, Rising Faculty Leaders- Dr. San Miguel envisions being able to have an in-house training for these individuals in the summer. There is a possibility that this training will be scenario-based decision making.

IV. Curriculum Changes - Dr. Maddan stated that the final university curriculum committee meeting will be held on December 8, 2023. Dates were advertised. More information to come if changes are needed to go to THECB. Extensive changes need to be made on a timely basis. Curriculum committee- changes like these need to start in the summer. Dr. Maddan

reported on courses that are near closing or near closing -see attached. Chairs will need to address this report.

Data meeting with - Dr. Maddan (see attached number sheet).

V. Brunch with Provost event and Faculty Senate Discussion (Topics presented by faculty in attendance)

- Summer Schedule restrictions- As per Dr. San Miguel- If there is funding available, faculty, including fixed term faculty, may teach more than two courses. But we need to see what the budget will be. For tenure track faculty, Chairs and deans should be urged to assess research progress before assigning summer classes as tenure track faculty who are slow to progress on research should use summer to work on scholarship.
- Growth plans/improvement plans for fixed term faculty.
- Post-tenure review update- Post tenure review system – more to come.
- Books Included- Faculty Senate has asked Mr. Castillo and Trevor Liddle for clarifications - also will ask Follett for a faculty forum in person - FAQ.
- Language requirement- Thoughts on last deans' council- study abroad. More clarification to come.

VI. General University Updates

- QEP- Service learning – experiential learning- internships - Dr. San Miguel needs assistance.
- Registration and Enrollment
- Commencement Update (Faculty and Staff)- Dr. San Miguel will send an email to faculty attending the Fall 2023 commencement ceremony.

VII. Updates from Colleges and Faculty Senate- None presented - we ran out of time.

VIII. Other- email on in procession and not out procession.