

TAMIU Dean's Council
10am – 12pm, KL 430
July 10th 2024

I. **TAMIU Leadership Program**

TAMIU's Leadership Program is coordinated in-house and is run by us. Dr. San Miguel encouraged Deans to contact and nominate faculty to participate because so far only 4 people have signed up – spots remain available. The program provides opportunities to learn about different leadership styles and participants will get to interact with administrators across the university. Classified staff, advisors, and administrative associates are all eligible to attend. The only caveat for nomination is that no absences are allowed in the program – program participants will be dismissed after their first absence. This rule makes it difficult for faculty to participate because they leave for conferences, research meetings and invited presentations. Dr. San Miguel will address the attendance policy with HR for future cohorts.

II. **Faculty Searches**

Dr. San Miguel reminded Deans that all search activity must conclude by the end of July in order for on-boarding and hiring processes to be complete by Fall. Dr. San Miguel expressed to Deans that this is a strict deadline and if candidates in currently active searches cannot be identified by July 31st then the search will be closed and categorized as a failed search.

III. **SYL**

Broadly, SYL has been working well but Dr. Maddan identified two issues that have been brought to his attention. Firstly, SYL will not generate syllabi for sections of classes that are dedicated to certain students. For example, STAGS academy students have specific sections of courses dedicated for only their enrollment. For those "limited" sections SYL will not generate a syllabus because due to how we code those courses internally to ensure that only the students who are eligible can register for them, they are essentially hidden from SYL. Therefore, if faculty do not see the option to create a SYL syllabus this might be what's going on and they are encouraged to enquire with advisors. The second issue is that SYL is supposed to post automatically to the HB system to streamline us meeting HB reporting requirements, but in some instances is not doing so. Dr. Maddan is working to resolve the issue. Quick facts sheet will be sent out to faculty soon for how to use SYL.

IV. **P&T**

AEFIS: Faculty submitting for P&T this year will need to access AEFIS for their PPEs. Unfortunately, AEFIS will try and print out the entire PPE, with the faculty narrative and attachments. Any one of these will exceed the page limit for the part of the P&T dossier where PPEs are supposed to be presented. P&T faculty are therefore encouraged to only print the last few pages of their PPE file after it has downloaded. Faculty only need to print out the scores and feedback from the Chair, Dean and Provost. These are towards the end of the document and will ensure P&T eligible continue to meet page limit requirements.

V. **AI & PROF Center**

Dr. Gonzalez shared that Tarleton have developed a 6 week micro-credential course for faculty on teaching with generative AI. Dr. Gonzalez is considering whether this might be something we

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can offer to our faculty. With regards to course policies around AI, most will be left to the course professor under academic freedom as to how they wish to use and police AI in the classroom. As faculty think on these issues they are encouraged to consider that students will need to have generative AI skills in the workplace. Dr. Gonzalez is also revising the PROF Center schedule and has revamped the program into 4 sections: teaching and learning, research excellence, wellness, and services. Within teaching and learning Dr. Gonzalez would like to have faculty participating who are already incorporating generative AI into the classroom. Faculty are also encouraged to participate in AQ and Auburn's Teaching with AI programs.

VI. Faculty Mentorship

TAMIU will begin an institutional membership for faculty development and diversity. These will be self-paced webinars that faculty will have access too at early, mid and later career stages. Also includes free membership for all graduate students. Membership is facilitated through the PROF Center. Dr. Gonzalez will email faculty about this new opportunity as soon as the onboarding process has been completed. Dr. Gonzalez also reminded Deans that TAMIU has an in-person mentorship program starting in Fall. So far, 24 faculty have agreed to be mentors for the next 3 years across all colleges. Once all new faculty have been hired Dr. Gonzalez will begin matching new faculty with mentors. Mentors will need to develop activities and mentorship plans. Further information will be communicated as it is available.

VII. Advising

- a. **Survey of advisors:** As per HR, we have 4 levels of employment for advisors, but from a practical perspective we don't really understand how the roles differ across these employment levels neither how Departments/supervisors may be assigning tasks based on level of employee nor whether those work assignments are uniform across units. In order to explore this, the Office of the Provost will survey Deans about what they think advisors are doing, and advisors will be surveyed about what they are actually doing in order to see if there are discrepancies. Dr. San Miguel emphasized that none of this is punitive, it is purely so position descriptions can be edited to be brought in-line with practice as our advising office and capabilities grow.

- b. **Degree plans/audits:** There are many changes ongoing with the responsibilities of advising and those are coming down to use from the System level. The most immediate of those changes is that advisors will be required to submit graduation plans every semester for each student. TAMIU has a system to do this within Degreeworks. In tandem with this change, the training for advisors will also be changing as some have received no official training from TAMIU. All advisors will receive training about creating graduation plans. While advisors have to implement the creation of graduation plans immediately, the integrated system to facilitate this may not be available until after the Fall semester has begun. Therefore, until then advisors will need to create the plans by hand in Excel. Graduation plans can also be created for graduate students except COAS graduates who are advised by Faculty. The other push by System is for advisors to follow

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a theory called “improvement science”. There was debate over the definition of improvement science amongst the Deans with some concerns that this field can be amorphous. However, the way A&M System defines improvement science is to implement micro projects within advising for each college every few months. For example, the process to reinstate a student after suspension involves collecting signatures, which can be difficult in summer when chairs and other administrators may be on vacation. This can cause a backlog and delay to reinstatement of the student. So, one project is to remove some of the required signatures on the reinstatement forms and monitor whether this improves processing times for reinstatement of students.

- c. **Upcoming advisor training:** Advisors will have a 2-week training in July and August. Dr. Maddan reminded Deans that the training is mandatory and their advisors will be unavailable during the training sessions. Due to this, the training times are staggered. The first week of training begins on July 29th and sessions will run in the afternoons only, for the second week all sessions will run in the mornings. Training priorities are graduation plans, trainings on transfer students and Degreeworks. For some advisors this will be a refresh training but for others it may be their first iteration of training. The hope is that all advisors will be at a level playing field after the 2 weeks of training.
- d. **Changes to advising:** Office of the Provost has been having many discussions recently about advising and has decided to create a new Director of Advising for undergraduate advising across all colleges in order to handle the new workflow. The director will be in charge of training, case loads, and will act as a main point of contact for all things advising across the university. Director will be independent of academic units and will report directly to the Office of the Provost.

VIII. Administrative Changes

Dr. Ruby Ynalvez will be the new Associate Vice President of Research and Sponsored Projects, taking over from Dr. John Kilburn who has requested to re-join faculty in the Sociology program.

Marta Esparza, Executive Assistant at the Office of the Provost, will retire in August 2024. Nadia De La Garza will take her place in the Office of the Provost.

IX. Instructional Connections – TAs

Instructional Connections is a service TAMIU contracts with to provide teaching assistants in online undergraduate and graduate courses at a certain level of enrollment. The TAs can have masters or PhDs. This only applies to online graduate and undergraduate classes. For undergraduate courses enrollment must reach 40 students before the course is eligible for a TA, for graduate courses that threshold is an enrollment of 30 students. Instructional Connections calls their TAs academic coaches. Use of this program is overseen by the TAMIU Graduate School. The Graduate School monitor enrollment in online courses and will email Faculty to inform them if/when they qualify for a coach/TA. Dr. Norris explained that the coach/TA is not

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mandatory, and some faculty decline the offer but most do take them. Upon the faculty member agreeing to accept the coach/TA, Instructional Connections will send an application form to faculty member which allows them to communicate their needs – for example, does your coach need a masters degree in sociology, or a PhD? Faculty are then sent the CVs of available coaches and the faculty member selects the coach who fits them the best. The faculty member then meets with the coach, and they agree to the division of labor within the course. The coach then has to submit a form to be approved and accepted into our LMS. This process takes time and so faculty need to follow and adhere to the deadlines for requesting an academic coach/TA in their classes. Eligible courses will be sent an email from the Dean of the Graduate School which contains the deadline for applying. Faculty members must adhere to this deadline so that the process of onboarding the coach/TA can complete before the start of the course. Due to the selection process for academic coaches/TAs they cannot be requested the day before a course begins, for example. The process has to start as per the deadline set by the Graduate School. Deans also need to review the syllabus of the course that is requesting a coach/TA to ensure that one is needed (e.g. if a course is mostly discussion boards and multiple choice exams that course may be less in need of a coach compared to an online WIN course). Dean's will therefore, also have to make a recommendation to the Provost as to the suitability of the course for a TA and this also adds time to the approval process.

X. Fall Schedule: Course Caps vs. New Sections

This Fall is a base funding period, and so we need to generate as many SCH as possible. In addition, enrollment is growing at a rapid pace and therefore there are concerns that the current schedule may not meet students demand – especially at the freshmen level and at the 3,000 level for transfer students. Intro and 3,000 levels courses are full already but enrollment for incoming freshmen and transfer students (who come in at 3,000 level) is continuing. We do not have enough seats available to handle the extra demand and so need to either increase course caps or create new sections in order to increase capacity. To that end, Dr. Maddan presented an Excel form to Deans where he had reviewed (mostly) 1000 and 3000 level classes which are either closed already or only have a few seats left. Dr. Maddan asked Deans to review the list and decide whether the course caps could be increased for those courses our incoming students will need. If increasing the course cap is not possible for that particular course then Deans need to Dr. Maddan know so a new section could be opened. Deans were given a deadline of Friday to complete this task.

Office of the Provost reminded Deans that if they need to hire new adjuncts to handle extra sections then that needs to happen very quickly and they need to be aware of the credentialing process. Dr. Gonzalez discussed that a terminal degree is not the only thing that is required to be credentialed to teach a course – evidence of publications, grants and prior teaching experiences is also required. Terminal degree or masters degree may not always be enough for SACS credentialing process.

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XI. Updates from Faculty Senate and Colleges

As the meeting was already running long Dr. San Miguel closed the meeting with a request for updates from Colleges and the Faculty Senate to occur at the next Dean's Council meeting.



TEXAS A&M INTERNATIONAL UNIVERSITY

Office of the Provost and Vice President for Academic Affairs

Deans' Council
July 10, 2024
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- I. TAMIU Leadership Program (San Miguel)
- II. Faculty Searches (San Miguel)
- III. SYL (Maddan)
- IV. P&T (Maddan)
- V. AI (Gonzalez)
- VI. Faculty Mentoring (Gonzalez)
- VII. Advising (San Miguel & Maddan):
 - a. Qualtrics Survey on Advising Roles
 - b. Degree Plans/Audits
 - c. Upcoming Advisor Training
 - d. Changes to Advising
- VIII. Instructional Connections (Norris)
- IX. Fall Schedule (San Miguel, Maddan, Noyola)
- X. Updates from Faculty Senate and Colleges
- XI. Other?

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