

TEXAS A&M INTERNATIONAL UNIVERSITY
Faculty Senate Meeting
October 7, 2016
WHTC 125

I. Call to Order by Dr. James Norris at 12:05 p.m.

II. Roll Call: Present: Dr. James Norris, Dr. Kenneth Tobin, Dr. Marvin Bennett, Dr. Frances Rhodes, Dr. George Clarke, Ms. Malynda Dalton, Dr. Stuart Davis, Dr. David Milovich, Ms. Marcela Moran, Dr. Lola Norris, Ms. Kimber Palmer, Dr. Leonel Prieto, Dr. Lourdes Vilorio, Dr. Ruby Ynalvez

III. Approval of Minutes

Approval of the September 2016 minutes was delayed as a portion of them were missing. Approval will be by email.

IV. Old Business

1. *New online student course evaluation.* A concern was made that the core 4 questions on the new online evaluation remain unchanged for the sake of continuity. This discussion was tabled pending more information about the evaluation wording by Dr. Karyn Miller.

2. *Core Curriculum Committee.* It was requested several months ago that the *ad hoc* Core Curriculum Committee be upgraded to a full standing University Committee. This is still waiting for approval by Dr. Arenaz and for the appropriate wording about the composition and mission statement that would be required for the Faculty Handbook. So this item was tabled.

V. New Business

1. *Fixed Term Faculty task force.* Ms. Kimber Palmer, as our Fixed-Term Faculty Senate Representative, requested that representatives from various Academic Units be asked to join in creating a task force to discuss items for advancement of Fixed-Term Faculty. Senate members were requested to discuss this issue with their colleagues.

2. *Elections.* Dr. Rhodes provided the Senate with a current listing of the members of all standing University Committees. Several Senators volunteered to be members on those committees that require Senate representation:

- University Honor Council - Ms. Marcela Moran
- University Promotion, Tenure and Retention Committee - Dr. George Clarke
- Graduate Council - Dr. Stuart Davis

Dr. Rhodes also announced that she will send out a call next week for nominee's for the one Senate At-Large position which opened when Dr. Alfredo Ramirez was promoted to department Chair.

VI. Committee Reports

The Academic Oversight Committee - Dr. Ken Tobin - Chair

- This Committee met (see attached minutes).
- The change in the evening time slots for beginning class times for the Spring was brought up. It was decided that since the Spring schedule has already been announced with the new class time slots that discussion of this topic would be tabled until after the new times had been tested.

The Budget and Finance Committee - no report

The University Ethics Committee - no report

The Committee on Creation, Composition, and Responsibilities of Committees

- Dr. Stuart Davis was appointed as Chair of this Committee.

The Committee on Faculty Work Environment and Morale

- Dr. Katie Lewis was appointed as Chair of this Committee.

The Faculty Handbook Revision Committee

- Ms. Malynda Dalton was appointed as Chair of this Committee.
- This Committee met (see attached minutes).

Two Handbook items were brought up to the Senate for a vote:

- 1. Page 39 - Promotion and Tenure Deadlines: need wording in timeline to clarify which letter goes to whom: "full professors to the Provost, all other applicants to their respective Deans"
- 2. Page 30 - College Evaluation Procedure: add the sentence "Faculty should receive their Deans' and the Provost's comments no later than May 15th."

Both items were approved unanimously and the second item will be brought to the Faculty for a vote.

The Distance Education and Instructional Technology Committee

- Dr. Jim Norris was appointed as Chair of this Committee.
- Dr. Norris announced that all online, hybrid and blended courses are now required to meet the Quality Matters Standards and Certification. Also that TAMIU has joined a consortium that will allow students from several other states to take online courses at TAMIU.

The Technology Advisory Committee

- Dr. Lourdes Vilorio was appointed as Chair of this Committee.
- This Committee met (see attached minutes).

The Assessment Committee - no report.

- Ms. Kimber Palmer was appointed as Chair of this Committee.

VII. The meeting was adjourned at 1:35 p.m.

MINUTES OF THE ACADEMIC OVERSIGHT COMMITTEE (AOC) MEETING

The meeting was held on September 29, 2016 (Thursday) at LBV 108.

The attendees were: Ken Tobin, Ruby Ynalvez and Destine Holmgreen

The meeting started 1:38 pm

The agenda of the meeting: (1) Welcome and Organization (2) Student Evaluations (3) Issues with Signature Courses (4) Discussion of a Proposal for Conducting a Student Survey on Preferred Class Times (5) Other Issues

The meeting started with Dr. Tobin updating AOC of his discussion last Monday with Dr. Karyn Miller (Associate Vice President for Institutional Effectiveness). Dr. Miller will develop a new set of questions for student evaluations. There is a plan to change the 4 questions to be more program specific or to add questions that are program specific. A committee will be formed to work on the changes to the student evaluations. On the other hand, COAS is starting to re-evaluate Faculty Evaluation Instruments (or PPE rubrics --Research, Teaching, and Service). In this regard, Dr. Tobin brought up that a synergy should exist between the student evaluations set of questions and the COAS PPE. Thus Dr. Ynalvez, also a member of the COAS PPE teaching committee will inform the said committee about Dr. Miller's plan to have a committee to revise the student evaluations' questions. This should facilitate the coordination between the two assessment tools.

Dr. Tobin discussed his proposal for conducting a student survey. The survey aims to know what the students' preferred evening class times are. This is in response to the Provost's plan to move the 5:30 pm evening classes to 6:00 pm. AOC members agreed that Dr. Tobin present to the Faculty Senate and get feedbacks as to AOC's plan to work with the Student Government on implementing the survey. The AOC also discussed with Destine Holmgreen if there is any concern or issues with Signature Courses. There is currently no pressing issues with Signature Courses. There were also no other additional issues brought up in the meeting.

The meeting adjourned at around 2:10 pm. AOC plans to have their next committee meeting in November.

Faculty Senate Handbook Committee Meeting
Thursday, September 29, 2016

Present: Malynda Dalton, Dr. Marvin Bennett

Committee chair—Malynda Dalton.

- Malynda will make changes to flash drive for paper edition. Marvin will make changes to the web edition.

Editorial Changes

1. Cover page—remove “TM” (trademark) from TAMIU logo. Marvin will remove.
2. Page 29—Communications Channels
 - Makes reference to an organizational chart in Appendix A. For print edition, instead of inserting chart into text, a footnote will be added to refer to Appendix A.
3. Page 49—Faculty Complaint, Grievance, and Appeal Procedures
 - Should make reference to the correct system policy number 32.01.01 “Employee Complaint and Appeal Procedures”.
 - Handbook section refers to “bargain collectively” from policy 32.01.01, but that wording is not found in the actual policy. Will contact Lisa Paul.
 - I did some digging and found that this wording is from the 2002 edition of the policy. Editorial change only?
4. Appendix F—Discrepancies in the official name of the College of Nursing.
 - Malynda will contact Steve Harmon to get the official name. See attached.
5. Academic Oversight Committee
 - Needs to agree with the Faculty Constitution. Handbook should say the committee chair must be the Senate VP. Does this require Senate approval?

Additional editorial “clean ups” listed in “Pending Handbook Changes-Sept. 16, 2016” notes provided by Marvin will be made to the print edition. They are all references to incorrect page numbers (items 1, 2, 3, 4, 6, 7, 8).

Senate Approval and Possible Faculty Votes

1. Page 39—Promotion and Tenure Deadlines
 - Still need proposed wording to clarify which letter goes to whom: full professors to the Provost, all other applicants to their respective Deans. Needs to be approved by the Senate. Does this require a faculty vote?
2. Page 30—College Evaluation Procedure
 - Add sentence “Faculty should receive their Deans’ and the Provost’s comments no later than May 15th.” Needs Senate approval and faculty vote.
3. Proposal to add 7th standing Senate Committee—“Core Curriculum”
 - Marvin will contact Kevin Lindbergh for suggested wording. Still pending.

University



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**Technology Advisory Committee
Meeting Minutes
September 7, 2016 at 2:00 p.m., KL 253**

Present: Dr. Leebrian Gaskins, Dr. Lourdes Viloría, Dr. Fran Bernat, Nerissa Lindsey, Albert Chavez, Joe Gutierrez, Wendy Donnell, Yezmin Salazar, Dr. Pat Abrego, Gina Gonzalez, Pablo Reyes

I. Updates from Previous Meeting

The minutes from the meeting held on March 27, 2015 were distributed to the Technology Advisory Committee members. There were no comments or additions to the minutes.

II. Open Floor

- A. James Bravo, Office of Institutional Advancement is interested in researching the availability of a software package that will facilitate the repository, and easy prospective and current students' access to scholarships in on-line format. Dr. Gaskins suggested that he look at what other Texas A&M schools are using and bring his findings to our next meeting.
- B. Blackboard Online APP is not a fully operational app. Dr. Viloría requested that Dr. Pat Abrego present this concern to the Distance Education Committee. The issue is that the current Blackboard mobile application does not allow instructors to make edits to course assignment deadlines. Dr. Abrego will report her findings at our next meeting.
- C. NEW TAMIU Website concern was presented by the faculty members in the Technology Advisory Committee. The issue is that faculty members were not aware of the changes to the TAMIU website. Dr. Gaskins, Dr. Abrego, and Gina Gonzalez explained to the TAC that most of the changes were made during the summer and the Steve Harmon and Rory King were the individuals responsible for these changes. Dr. Gaskins also explained the TAC members that the reason for having everyone do their first main click to the TAMIU website is to register usage. TAC faculty members voiced their concerns with the difficulty in finding the following links (For example: U-Connect, Blackboard, and University Course Catalog). The Technology Advisory Committee members agreed to relate this concern to Steve Harmon, and Rory King so they can discuss this concern with their committee. TAC is recommending that the faculty be surveyed. The primary goal is productivity, and the fact that faculty members are actually bookmarking frequently used sites like U-



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Connect) instead of accessing it through the TAMIU website.

- D. TAC discussed the possibility of having the TAMIU Library study rooms- being able to be reserved via a mobile app. Dr. Abrego will work with Nerissa Lindsey on researching this idea.
- E. Dr. Bernat presented a concern regarding Films on-demand and Blackboard accessibility. Nerissa Lindsey will relate this concern to Mr. R. Hinojosa
- F. A facilities related concern –was presented to the TAC in relation to the lighting of certain classrooms. The TAC would like to have a TAMIU facilities representative present to the TAC about the possibility of having the lights (light fixtures) closes to the classroom projector screen – be turned off without having the whole classroom pitch dark. This concern is both a safety, and technology accessibility concern. Dr. Viloría, will invite a TAMIU facilities representative to our next meeting on October 5, 2016.

III. Next Meeting

- The Technology Advisory Committee will meet on the first Wednesday of every month. Next Technology Advisory Committee Meeting will meet on October 5, 2016.

IV. Adjournment

Meeting adjourned at 2:49 p.m.