

Texas A&M International University
Minutes of Faculty Senate Meeting
November 3, 2017

The meeting was called to order by Dr. Ken Tobin at 12:00 noon

Present at the meeting were: Dr. Kenneth J. Tobin, Dr. Marvin E. Bennett III, Dr. Ruby A. Ynalvez, Dr. Frances G. Rhodes, Dr. Puneet S. Gill, Dr. Ariadne A. Gonzalez, Ms. Destine D. Holmgreen, Dr. Diana Linn, Dr. David K. Milovich Jr., Ms. Marcela Moran, Dr. James A. Norris, Dr. Jason Norris, Dr. Lola O. Norris, Dr. Philip S. Roberson, Dr. Maria D. Vilorio, Dr. Oswaldo A. Zapata Not Present: Dr. George R. Clarke, Ms. Malynda M. Dalton, Ms. Vivian Garcia, Dr. Leonel Prieto

I. Three guests were also present at the meeting: TAMIU President, Pablo Arenaz; TAMIU Registrar, Juan Garcia; Associate VP for Global Initiatives, María Eugenia Calderón

a) Dr. Pablo Arenaz:

- Dr. Arenaz served as part of panel for the American Association State Colleges and Universities (AASCU) meeting. He shared that in Maine in the last 5 years, a drop in college graduates from 17,000 to 13,000 was seen. Interestingly, 36% of Laredo's population is under 18 years old and 12% is 18-24 years (college-aged). Thus TAMIU is likely to get to 10,000 in a few years. From AASCU meeting, it was also shared that the South and West are the only regions of the country which are growing, to peak in 2025 and beginning in 2025 all regions of the country will see a decrease.
- Dr. Arenaz had sent an email to the city manager last Monday to get updates on the status of the Tennis courts that will be built by the City of Laredo at TAMIU campus. He is still waiting to hear from the city manager.
- The Vaswani family wanted to donate for the soccer practice field facing the loop, in order to make it to an artificial soccer field. This will be beneficial to TAMIU.
- From the A&M Board meeting, Dr. Arenaz reported the following:
 - With IFED's assessment of student faculty ratio (number of Full Time Equivalent (FTE) students divided by Full Time Equivalent (FTE) Faculty) TAMIU has 19.5:1 while Coordinating Board has TAMIU at 22:1. Six of 11 institutions has FTE equal to or lower than their peer groups, there is 5 i.e. TAMIU whose FTE is higher than our peer group (17:1). Thus it was proposed that all schools whose numbers are higher than their peers to add faculty or reduce the number of students. It was proposed that for TAMIU's capacity, to add 30 faculty or reduce the student population by 600. College Station will need to add 550 faculty or reduce the

student population by almost 10,000. TAMIU requested the A&M vice chancellor to talk about our capacity- - what we think our capacity is.

- \$300M is being budgeted for the A&M Rellis Campus. This is a premier, high-tech research, and technology development and education campus. TAMIU will offer one degree, BA Criminal Justice. Students will begin at Blinn College for 2 years. Students who choose BA Criminal Justice will be our students, although they will be staying at College Station. Other institutions already committed certain number of faculty for the Rellis Campus, TAMIU will have adjuncts.
 - Title IX was also discussed at the meeting. He made mention that TAMIU gets 2-3 complaints a week but most of them are not really at the level of Title IX complaints. For investigation process, basically TAMIU's staying with clear and convincing evidence as our standard.
 - Deferred Action for Childhood Arrivals (DACA) was also discussed at the Board Meeting. Almost all of the Texas delegation supports some kind of Dreamers exception. All presidents of the A&M System signed support for DACA.
 - Another big issue discussed was First Amendment but this is not an issue at our campus. A student who disrupts a speech will receive a warning, second time will be a suspension and third warning, and the student will be expelled.
 - He shared that at the "Coffee with the President", there had been interesting interactions with the faculty.
 - Question raised at the meeting: Where are we with sanctuary city legislation and how that will impact us if they start deporting undocumented students? Response by Dr. Arenaz: We are a state institution and we are to follow state laws and we are bound with FERPA so were not to divulge information- we do not ask nor quote students.
- b) Associate VP Calderon requested the she will come back at another date because she has an upcoming meeting that afternoon.
- c) Discussion with Registrar, Mr. Juan Garcia:
- Dr. Lourdes Vilorio shared in the meeting the concern for submitting curriculum catalog changes and she wanted to make Mr. Garcia aware that faculty members will have the challenge of effectively submitting catalog changes (it might take them a longer time); program coordinators will need at least an Adobe Acrobat Reader and some faculty members, have lost the software during computer refresh.
 - Dr. Vilorio already talked with Albert Chavez to request for a massive installation of Acrobat Adobe Reader. A comment was raised by Dr. Linn that an Acrobat Professional will be needed to make signatures. According to Mr. Garcia changes were made in the settings of the electronic form and his understanding is that with most version of the

Acrobat Reader, faculty members can now sign the forms. He also said that since Albert (OIT) knows about the situation on software installation, the process can be expedited.

- Question raised at the meeting: Who will be allowed to use the form? Juan Garcia answered that the program coordinator or whoever is allowed to do the changes will be allowed to use the form. This discussion also brought up the change that before going to University Curriculum Committee (UCC), the change will go through to the registrar. This change was approved by the Provost. The change was made to simply make sure that any change will be Banner, Degree Works and Catalog friendly.
- It was also emphasized that there is no change as to who initiates the curriculum change - - it will still be from the department e.g. department program coordinator. It was re-emphasized in the meeting, that program changes must be initiated by the faculty of the respective program.

II. Approval of the October 06, 2017 minutes: The minutes were approved by the Faculty Senate.

III. Old Business : Elections, Voting Results and University Committee Updates

a) Dr. Rhodes made a note for a follow-up on the planned change in traffic pattern - - a one-way traffic pattern. This was with reference to a pedestrian vehicular accident by the parking lot in LBV that was reported several weeks ago. Dr. Tobin will follow-up with Mr. Castillo.

b) Dr. Rhodes reported that there were 34 out of 160 faculty members who participated at the October Faculty Votes/Surveys

1. Change to Faculty Constitution

2. Changes to the Grievance Pool

3. Changes to Handbook Discrimination Section

4. Addition of Title IX statement covering pregnant/parenting students

5. Fall 2017 Faculty Survey

- All proposed changes passed. On the other hand, a discussion was made to re-do the survey.

c) She also mentioned that by the weekend an official list of all members of University Committees will be ready.

IV. New Business

a) Dr. Ken Tobin discussed *Coffee with the President* held last October 26 (Thursday)

- There were 18 people in attendance.

- The 4:30 pm-5:30 pm time slot was chosen because that's the time slot that most people do not have classes, and the plan is to alternate days between Thursday and Wednesday. Thus the next *Coffee with the President* will be held on a Wednesday, November 29.
 - Dr. Tobin stressed that it is valuable to take full advantage of the opportunity for faculty members to meet with Dr. Arenaz in a less formal setting. It was pointed out that questions and answers during the said event were very good and sincere.
- b) Texas Council of Faculty Senate Meeting held October 27-28, 2017 in Austin was attended by Dr. Tobin. This was a meeting of all University Faculty Senate Presidents and Speakers. He shared that TAMIU was among the few institutions that were getting merit pay, some institutions have not gotten merit pay for 4 years.
- c) Development of a Coherent Plan to Improve Faculty Engagement in Shared Governance
- The Coffee with the President Event could be one of the pillars to engage in shared governance- to directly articulate faculty concerns to the administration.
 - Faculty survey: re-send the October survey to give faculty members a “think time”. Each senator will be responsible to send the email encouraging their respective colleagues to participate in the survey. The plan is to open the survey for 2 weeks (Nov 8-Nov 22) to maximize responses.
 - Faculty Senate's Faculty Forum for the spring will be discussed in the December FS Meeting. FS should set transparency, therefore the outcomes of the Fall Faculty Forum will have to be uploaded on the FS website. Faculty members will also have to be made aware of the availability of the outcomes on our website (could be done when we seek for responses for the next survey). We have to add in these outcomes that the concerns and issues will be further discussed.
- d) Faculty Senate is working with the Staff Senate. Staff Senate will have their big event on December 2, Holiday Gala. Mr. Gonzalez solicited through Dr. Tobin at least 2 door prizes (gift cards was the plan) for the Holiday Gala. Several senators contributed. The money (\$101) was collected by Dr. Tobin; he will get gift cards from Best Buy (as suggested by the senators).
- e) Two volunteers from the Faculty Senate (as per Dr. Arenaz' request) for TAMIU's 25/50 celebration was solicited by Dr. Tobin. Drs. Gonzalez and Vioria volunteered.

V. Committee Reports

- a) Academic Oversight: did not meet
- b) Budget and Finance: did not meet

- c) University Ethics: Dr. Lola Norris is the chair, they did meet and will need to refer to the handbook to determine exactly what will be the charge of the Ethics Committee
- d) Committee on Committees: Dr. Rhodes made a report earlier (see part V, Old Business)
- e) Faculty Work Environment and Morale: Dr. Ynalvez reported that all Deans responded to the email requesting for the opening of the nominations for the university awards. Thus all colleges will open the nominations for the university awards before November 1. The committee met and members discussed changes to the teaching award's evaluation rubric; the modified rubric will be ready by December and feedbacks will be solicited from the senators at the December meeting.
- f) Faculty Handbook: Dr. Bennett mentioned that a revised copy of the Faculty Handbook (with the recently approved changes) will soon be done by the committee.
- g) Distance Education and Instructional Technology: Dr. Tobin reported that The Coordinating Board will open a grant to all faculty to produce course materials that will be an open source. This is state-wide effort with \$100,000 budget. Training Accessibility Matters is still on-table, no action is made yet.
- h) Technology Advisory: met yesterday (minutes not yet available) and Dr. Viloría shared the following from their meeting:
 - Adobe was discussed and this was in relation to program coordinators' task for curriculum changes submission using the new forms from the University Curriculum Committee
 - A suggestion was raised during the Technology Advisory Committee (TAC) meeting to streamline all technology efforts e.g. to combine all technology committees at TAMU. The purpose is for key individuals not be going to different meetings.
 - During the TAC meeting, Dr. Gaskin discussed the change in password to 16-digits once our passwords expired.
- i) Assessment: Dr. Milovich will chair the committee.
- j) Ad Hoc Committees:
 - Ad Hoc for Evaluation: Dr. Tobin reported that evaluation rubrics of the different colleges are still in progress.
 - Committee for Fixed Term: Dr. Philip S. Roberson handed 2 hand-outs to the Faculty Senate (see attached- TAMU System Policy 12.07 and Possible Elements of a TAMU Fixed Term Survey)

- Based on the list, for the instructor and instructor with no tenure and clinical faculty they do not suggest any rank at all and thus the instructors do not have a sense of being anything other than an instructor.
- There 63 fixed term faculty on campus. The teaching load for most of the fixed-term are on 4/4 or 5/5 but from Banner the average for 63 fixed-term is less than 4 per year or per semester (not clear). The teaching load is not clear for fixed term faculty.
- A list of questions that could be asked in a survey to the 63 fixed-term faculty in order to clarify issues e.g. promotion policy was provided by Dr. Roberson; there is also the plan to talk with sister institutions to see what the landscape looks like at other institutions. Dr. Tobin added that with his discussion with the Provost, Dr. Tobin shared that there is a plan of developing some guidelines for fixed-term faculty's promotion.

VI. Other business: None

VII. The meeting was adjourned by Dr. Tobin at 2:10 pm.

Texas A&M International University/ Technology Advisory Committee
Meeting Agenda

November 2, 2017

9:00 a.m. KL 102 De La Chica Room

Meeting Facilitator: Dr. Maria de Lourdes Vilorio

Invitees:

Fran Bernat – COAS,

Hugo Garcia –ARSSBA,

Seong Kwan Cho- COED

Wendy Donnell – CNHS,

Nerissa Lindsey – KL,

Jose Maria (Joe) Gutierrez, University College

President's Appointee, Marvin E. Bennett, III

Trevor Liddle, VP for Finance & Admissions Appointee,

Albert Chavez, VP for IT Appointee

Catarina Colunga, VP for Institutional Advancement Appointee

Gina Gonzalez, VP for Student Success Appointee

Leebrian Gaskins, VP for Informational Technology/CIO, ex-officio

Patricia Abrego, Director of Instructional Technology & Distance Education

Pablo Reyes, Associate Director of User Services

Ricardo Ramirez, Associate Director of Student Information Services

Roberto Gonzalez, Associate Director of Instructional Technology Services

- I. Call to order 9:14 a.m. Adjourned 10:26 a.m.
- II. Roll call
- III. Approval of minutes from last meeting which was held on October 4, 2017
- IV. New Business
 - a. Dr. Gaskins U-Connect Update Briefing & 16 Character Password
 - b. Open Agenda

- The TAC met in the De la Chica Room and we had 9 members in attendance. However, Gina Gonzalez suggested that Dr. Viloría conduct a Doodle survey to make sure members are able to attend set meetings. The TAC discussed recent COURSELEAF Catalog Change Forms and the workflow which requires faculty members who are Points of Contact to have access to ADOBE Reader. Dr. Viloría also pointed out that if you are curriculum coordinator or POC needing to modify and add attachments to the CCC forms you will need access to ADOBE Acrobat Pro. A question was raised as to how the Registrar's Office envisioned the workflow to be initiated being that some faculty members do not have access to the required technological tools. These small challenges (whether administrative, budgetary, or technological) will negatively impact the successful implementation of the TAMIU Catalog Change(s) Work Flow process for this academic year. Albert Chavez, offered to meet with Mr. Garcia and discuss positively initiating some solutions beginning with e-mailing all of the Colleges Points of Contact with ADOBE Readers/PRO frequently asked questions and troubleshooting tips.
- Mr. Trevor Liddle suggested that it would be a good idea to streamline the efforts of the various Technology Committees in the university. For example either combining the TAC with Distance Learning or having representatives from the Student Technology Advisory Committee at the TAC. Drs. Viloría & Bennett suggested that this recommendation be presented to the Faculty Senate for more discussion.
- Dr. Gaskins presented The National Institute of Standards and new recommendations on the construction of passwords. TAMIU has implemented aspects of this new framework as a best practice. Here are some of the framework's recommendation and how we are implementing them. Also TAC members suggested that low tech. solutions like having faculty members remind students about passwords changing is a good way to avoid students' difficulties with being locked out of their accounts. Mr. Liddle suggested separating on-line students who might not log in to U-Connect on a regular basis but instead use BlackBoard for most of their interactions with TAMIU (Maybe an announcement via Black Board will be a good idea)

1. Remove/Reduce periodic password changes

Multiple studies (e.g. <https://goo.gl/bz4QDt>) have called into question the practice of frequent password changes. The more frequently the password is changed, the more likely the password will be poorly constructed thereby making it easier to break. TAMIU has now implemented a two- to four- year password change policy.

With this change, we will be moving from requiring a password change every 180-days to requiring one no sooner than two years. As we explore other security solutions like dual factor authentication, it may even be possible to keep a password in perpetuity (Extracted from Dr. Gaskins e-mail dated 10-30-17)

2. Increase length of password

Longer passwords are more difficult to break. Every additional character to a password using only letters (upper- and lower-case) and numbers increases the number of possibly combinations by a factor of 62. TAMIU password policy required only eight characters. Now, a sixteen or more character password will be required. We believe these new password standards will lead to improved security through less frequent yet stronger password changes. Going forward, students and employees who do not have a sixteen or more character password, will be required to meet the new criteria (Extracted from Dr. Gaskins e-mail dated 10-30-17)

- Dr. Marvin Bennett proposed two items for the December 6, 2017 meeting
SPYWARE updates that do not allow for system updates & Java updates that are not compatible with Banner)