

Texas A&M International University
Minutes of Faculty Senate Meeting
December 1, 2017

- I. *Call to order* by Dr. Ken Tobin at 12:04 pm

- II. *Roll call*: Present: Dr. Kenneth J. Tobin, Dr. Marvin E. Bennett III, Dr. Ruby A. Ynalvez, Dr. Frances G. Rhodes, Dr. George R. Clarke, Ms. Malynda M. Dalton, Ms. Vivian Garcia, Dr. Puneet S. Gill, Dr. Ariadne A. Gonzalez, Ms. Destine D. Holmgreen, Dr. David K. Milovich Jr., Ms. Marcela Moran, Dr. James A. Norris, Dr. Lola O. Norris, Dr. Leonel Prieto, Dr. Philip S. Roberson, Dr. Maria D. Vilorio, Dr. Oswaldo A. Zapata

- III. a) *Dr. Pablo Arenaz had discussed the following*:
 - Fall 2017 Commencement to be held on December 15, 2017 at the Laredo Entertainment Arena at 4 pm. There were 750 people who signed up. There should be an attempt to streamline the process, aiming for a rate of 15 student names called/min. In the past ceremonies, we averaged at 11 names/min.

 - The transition to *Work Day* for personnel management will occur on December 17, 2017. Soon after the 17th, ensure that all personal data are correct. For those whose direct deposit is set up, make sure that all routing and account numbers are correct. Access is via SSO, with the same ID and existing password, but may need to switch to a 16-character password.

 - There will be a different traffic pattern in January 2018 to maximize safety. The faculty parking lots in the East and West sides will transition to a one-way traffic pattern.

 - debriefing on changes for the Fall schedule; class schedule proposal will be discussed later by Dr. Mitchell
 - There is a consideration for a University Convocation tentatively in late September, where the state of the university address will be given along with dedicated time to recognize TAMU alumni and other university benefactors.

 - Under this plan, we will continue to hold the Freshman Convocation --with a focus on students-- and add the University Convocation-- with a focus on faculty and staff.

 - Q: Does the staff have their own assembly sometime during the summer?
A: They have TED. The one in the fall is for faculty and professional staff.

 - The university upholds Title IX. We take every sexual harassment report seriously especially in response to today's climate. This semester was a "calm semester", which

is 2 sexual harassment reports/ week. So far, we have done a good job in this campus educating students and staff.

- There are cases in which sexual acts were done when the student was 12 years old or when the student was in high school. The responsibility of the university in these cases is to report and provide resources. It is under the law that we provide them access to counseling.
- Faculty needs to be proactive to prevent being in a position where we become victims of fabricated claims. Do not cover windows in faculty office. Keep faculty room doors open when meeting with students. All of us needs to be careful- not just men.
- We had a good discussion during the recent “Coffee and Conversation with President”, but not as many attendees as last month (12 versus 18 attendees).
- The new building is on track. We will take possession of it in Spring 2019. Official ribbon cutting in Fall 2019, which is planned to be the first event for our 50th anniversary celebration.
- Going away party for Dr. Julio Madrigal on January 12, Friday, at 3 PM.

b) Dr. Mitchell discussed the following:

- The goal for the Fall calendar is to begin 1 week later. Faculty Assembly would be August 27, 2018. First Day of Class would be August 28, 2018. Last day would be December 13, 2018. TAMIU failed to meet SACS standard, we do not have enough class time. In response to this this, we will now have 45 hr class time + 3 hr exam time = total 48 hrs.
 - We will readopt the 1-hr class time. This will enable us to start a week later and end at the same time in the Fall semester; and to start at the same time and end earlier in the Spring semester.
 - We reduced the time between classes from 15 min to 10 min due to problem with eliminated time slots, room scheduling, etc. We are still a small university so any student who wants to be on time can be on time.
 - Q: Why are we doing this? A: Popular demand by students. And we’ve always had to deal with the question of faculty being get paid in September, but they are asked to report in the last two weeks of August.
 - Last day of class in the Fall semester is on Monday, December 04. Fall Commencement is scheduled on a Friday (December 15), final grades for graduating candidates are due in Registrar’s office, Thursday noon. This will give the registrar that Friday to hunt down late grades. All grades are due

Friday night at midnight. This gives Tuesday and Wednesday (a complete 2 days + Thursday till 3 pm when faculty have to go to Commencement) for grading.

- We urge Deans and Chairs to strike a balance in scheduling night classes between 6:00 pm and 7:40 pm slots so that students who want to take 9-12 hrs in the evening can schedule for graduation.
- We also need to remind Deans and Chairs that we should not have once a week 3-hr classes for undergraduate students. Students may want it. Professors might want to teach it. But it just does not work. Students don't do well. They aren't used to it. Even graduate students struggle with it too.
- A draft is currently underway, now with specific examples of egregious behavior that may lead to summary dismissal. The clause for the dismissal of Tenured Faculty Member has not changed. The current Faculty Handbook has a procedure, which does not provide summary dismissal and does not mention pay. If you dismiss somebody, they can be dismissed administratively with pay or without pay until the Appeal's Process. As of now, nothing is written to distinguish between the two.
 - The new draft provides 3 basic examples of egregious behaviors that could lead to summary dismissal. Administrative leave without pay is synonymous with summary dismissal.
 - This new draft provides the university the ability to dismiss someone without pay till due process is given. The faculty will be reimbursed if the due process does not find evidence for termination.
 - Q: What actions should be done to a faculty who consistently comes 15 min late to class? A: This faculty should be reprimanded by the Chair as soon as the behavior is observed. Q: In a case where this action has been reported to the Chair but the behavior continued the next semester, what will be the next avenue? A: If an untenured faculty persists to defy their Chair, they can be terminated even during the semester.
 - Q: How about someone who allows students to use their computers to look up answers and openly cheats during exam time? A: This should be reported by the students to the Chair. The Chair should address this case of Academic Dishonesty.

IV. *Approval of the November 2017 minutes*: The minutes were approved by the Faculty Senate (FS).

V. *Old Business*

- a. Faculty Survey Update (Dr. Rhodes): 58 participants 2nd survey + 29 participants 1st survey= total of 87 participants. Plan for a joint committee of Academic Oversight and Assessment to tabulate the results was put forth. It was agreed to present the results in the February Faculty Senate meeting.

VI. *New Business*

- a) *Discussion of how to integrate proposed SAP 12.01.99.L1.01 into the TAMIU Faculty Handbook.* The proposed idea is to address this in a short paragraph which will cite SAP (System of Administration Policy) 12.01.99.L1.01. The faculty will then be voting only on this newly added paragraph. A draft for the Faculty Senate will be provided by February.
- b) *Ongoing Technology Issues.*
 - o Faculty TAMIU e-mail for life. One of the reason is freedom of information request, where email-for-life will be under freedom of information by the state. Faculty may request for a student e-mail with @dusty email address, which will allow acquisition of a permanent TAMIU e-mail address.
 - o Request for OIT to offer Linux, in addition to Mac and PC, as an option when there is a PC refresh. Maybe add someone in the OIT team who has Linux knowledge.
- c) *Proposal for Qualified Fixed-Term Faculty to Become Full Graduate Faculty.* The argument against this idea 2 years ago was the conflict with the justification of a need for a tenured track. It was decided that a draft in handbook language will be presented at the Faculty Senate in February.
- d) Dean Steve Sears came to discuss the details of the Promotion and Tenure Procedures for the A.R. School of Business. All faculty senators were in favor of the proposed procedures.
- e) *Rubrics for Teaching Awards.* Dr. R.A. Ynalvez gave out the revised rubrics for University Teaching Awards for comments by the Faculty Senate. A soft copy was distributed via e-mail. Suggestions by Senate members be given via e-mail to Dr. R.A. Ynalvez by February. A committee meeting will be held to address how to conduct observations for online nominees.
- f) *Senate Committee Charges and Links with University Committees.* There are only 6 real committees, with Distance Education and Instructional Technology, Technology Advisory Committee, and Assessment as ad hoc committees. Look at your charges and think about what university committees your Senate committee has affiliations with. Report back in February.
- g) *Other Issues.* Ms. Destine D. Holmgreen discussed an annual faculty performance review that was distributed in her area. There are several issues with the form (form

was taken and distributed to Faculty Senate members) and Dr. Kenneth J. Tobin suggested that he and Ms. Holmgren speak with University College Dean, Dr. Catheryn J. Weitman to further discuss the evaluation form.

VII. Committee Reports

- a. Academic Oversight Committee: nothing to report
- b. The Budget and Finance Committee: nothing to report
- c. The University Ethics Committee: Honors Council discussed that if a student is caught plagiarizing, he/she will only be sanctioned once and not twice.
- d. The Committee on Creation, Composition, and Responsibilities of Committees: nothing to report
- e. The Committee on Faculty Work Environment and Morale: the committee did not meet face-to-face but exchanged correspondences via email to work on the revised teaching awards rubrics
- f. The Faculty Handbook Revision Committee: The committee met Wednesday and changes have been added to the e-publication version. Dr. Marvin E. Bennett III will make the necessary changes for website and then in PDF.
- g. The Distance Education and Instructional Technology Committee: nothing to report
- h. The Technology Advisory Committee: nothing to report
- i. The Assessment Committee: nothing to report
- j. Ad Hoc Committees
 - a. Evaluation: Committee met and voted to approve the A.R. Sanchez School of Business evaluation process.
 - b. Fixed-Term Promotion: Committee has not met but will soon meet to discuss two surveys.

VIII. The meeting was adjourned by Dr. Tobin at 2:29 p.m.