

TAMIU Faculty Senate Meeting

October 5, 2018; WHTC Rm 125

- I. The meeting was called to order by the Faculty Senate President, Dr. Tobin at 12:05 p.m.
- II. *Roll Call*: Dr. Kenneth Tobin, Dr. Lola Norris, Dr. Marvin Bennett, Dr. Frances Rhodes, Dr. George Clarke, Mr. Jose Gutierrez, Dr. Gilberto Martinez, Dr. Neal McReynolds, Ms. Angela Moran, Dr. James Norris, Dr. Leonel Prieto, Dr. Marivic Torregosa, Dr. Lourdes Vilorio, Dr. Oswaldo Zapata Correa
- III. *Our Guests* were given the floor.

Nayeli Lopez (Compliance Coordinator)

- Announced that under Title IX the A&M System now offers "Green Dot - Bystander Intervention Training" for students, faculty and staff of TAMIU. A website was provided with more information: <http://www.tamtu.edu/compliance/TitleIX/greendot.shtml>

- Also showed a brief video entitled "It's on Us" concerning sexual violence intervention, which is housed on TAMIU's Office of Compliance website.

Kimber Palmer (Instructor and former Senate member)

Asked the Senate to look into two matters regarding Fixed Term Faculty and faculty work loads:

- "1. I would ask the TAMIU Faculty Senate to create a comprehensive definition for the seat that has been commonly referred to as the seat for Fixed Term Faculty to include all full-time faculty who are non-tenure track, no matter what their title is, to clarify who is represented by such senator.
2. Regarding what I intended to be information to those who did not have that information, and a request that the Faculty work with Administration to review and implement the policy that is already in affect (but possibly expired) regarding a system of work load credits that is defined and not up to the perception of any one person."

Minita Ramirez (Vice President for Student Success)

Discussed with the Senate about a proposed change to the Faculty Handbook (see attached memorandum for more details:

The complete removal of "The University Committee on Admission Standards and Exceptions" from the Faculty Handbook as this is now primarily the responsibility of the Office of Student Success and Graduate School, with special cases now controlled by rules set forward by Title IX.

It was also recommended that if there was a request by the TAMIU President, the Provost, Faculty Senate, Student Government, or any University committee to review and/or attempt to change University Admissions Standards, then an *ad hoc* Committee could be appointed with representation of Faculty, Administration, Staff and Students by the President.

Kevin Lindberg (Associate Provost)

Announced that training for Program Coordinators, College Curriculum Committee members and UCC members on the new CourseLeaf Curriculum (CIM) catalog software will be held on Oct 11th & 12th. Anyone else who wishes to receive training on this software should contact Dr. Lindberg's office. Dr. Lindberg also announced that the 2018-19 University Catalog should be up on the University's website as of today, but is still undergoing some late changes.

IV. The Minutes of the August 31, 2018 Faculty Senate Meeting were approved with corrections.

V. Business

1. Several potential Handbook items were brought up for discussion and consideration:

- Page 8 - Deletion of "Council of Chairs"

Justification: This is an obsolete council that was never formed and has never met.

This was approved by the Senate in the August meeting and is pending a Faculty vote.

- Page 21 - under Major Faculty Responsibilities, end of paragraph 1 (end of page)...add...

"In addition, there is an expectation that faculty seeking promotion generally impact their department and college in a positive, constructive fashion."

This sentence should also appear in some form on page 47 after second paragraph where it says (see Major Faculty Responsibilities)

"There is an expectation that faculty seeking tenure generally impact their department and college in a positive, constructive fashion."

Justification: These items have been requested for years by both Faculty and Administration to be included under both the Promotion and Tenure sections of the Faculty Handbook.

Discussion followed and the Senate voted unanimously in favor of this change.

- Page 11 - complete removal of "The University Committee on Admission Standards and Exceptions"

Justification: This is now primarily the responsibility of the Office of Student Success and Graduate School, with special cases now controlled by rules set forward by Title IX.

Discussion followed and the Senate voted unanimously in favor of this change.

- Update on Appendix E: TAMIU Honor Code.

The Senate agreed to approve of changes to Appendix E, to bring it in line with current changes to the Student Handbook regarding the Honor Code.

- Update on Appendix D: An Ideal Model for Faculty Workload Equivalency Units

The attached handout was what was provided to the Faculty by the Provost concerning teaching loads for an academic year. After discussion it was decided that more information was needed in the document directly addressing research expectations and teaching releases for nontenure-track Faculty. *This item was tabled pending further input and discussion by the Faculty and the Senate.*

2. Update on curriculum and the Senate's role in this process:

Dr. Tobin reported that he had a meeting with the Provost and Associate Provosts about the Senate's role concerning curriculum. It was indicated to him that the Senate's role for this year was to act as a 'watchdog' on this process. The Senate *ad hoc* Curriculum Committee will serve a role by going through the current catalog to make sure that all catalog changes have been implemented correctly.

3. Ongoing Technology and Distance Education issues:

Dr. Lourdes Vilorio announced that "Learning Technologies Week" will be held from November 5 - 9 this year and they are currently accepting proposals for this conference (see attachment).

It was also announced that TAC had a meeting (see attachment) and that the next update for the University's Microsoft license would include OneDrive Cloud storage space with this update for all Faculty. More information is forthcoming.

The items that were previously discussed in the May Senate meeting; the personal cell phones and WIFI interference issue and the remote updating of school computers were discussed at the TAC meeting. More information was requested on the cell phones and WIFI interference issue before it can be resolved. But OIT is currently working on a method of remotely turning on school computers so that they can be updated when needed.

VI. Committee Reports

1. Academic Oversight Committee:

This committee met and Dr. Lola Norris reported that they talked about having a survey on OIT in the near future. It was suggested that any survey this semester should be done no later than mid-November to avoid the end of the semester crunch. The committee will meet again and present possible survey questions to the Senate at the November meeting.

It was asked of the Committee and the Senate in general if there is going to be some kind of assessment as to how the new semester schedule is working for Faculty? It was decided to approach the Provost with this question.

2. The Distance Education and Instructional Technology Committee:

Dr. James Norris reported that this committee met and reported that they are now requiring Adjunct Faculty to have QM training. They also had a presentation on Academic Partnership, which seems to be going smoothly.

3. Budget and Finance Committee:

Dr. George Clarke reported that this committee met and it was decided that he would chair the committee this Fall semester and Dr. Diana Linn would chair it in the Spring semester.

4. The University Ethics Committee:

Ms. Angela Moran accepted the position as chair of this committee.

5. The Committee on Creation, Composition, and Responsibilities of Committees:

Dr. Frances Rhodes reported that she will send out the corrected official list of committees on the following Monday.

6. The Awards Committee:

Dr. Lola Norris reported that the committee met to go over the timeline for the University awards and to look at the rubric used to evaluate Faculty teaching to see if any changes should be made to it. It was suggested that teachers should submit their syllabi as part of their overall evaluation. It was also suggested that the Chairs write a letter of support once their nominees go forth from their prospective departments. That way if that person wins the Provost can extract portions of that letter for the awards presentations.

7. The Assessment Committee: Dr. Puneet Gill will be chairing this committee.

VII. The meeting was adjourned at 1:51 p.m



Explanation:

There has not been an Admissions Standards and Exception Committee (UASEC) meeting in several years. The last time the admissions requirements were changed, the UASEC took the lead in reviewing historical documentation and analyzing data to put forth the recommendation which was then presented to and accepted by the University Community.

Standard Administrative Procedure (SAP) 11.99.02.L0.01 requires the following three questions.

- 1.1 The three conduct questions are as follows:
 - 1.1.1 Have you been convicted of a crime involving violence or sexual misconduct? (i.e., criminal homicide; murder; and non-negligent manslaughter; sexual assault: rape, fondling, incest, statutory rape; robbery; aggravated assault; arson; simple assault;
 - 1.1.2 Have you been expelled from any secondary or postsecondary institution for conduct involving violence or sexual misconduct? (i.e., criminal homicide; murder; and non-negligent manslaughter; sexual assault: rape, fondling, incest, statutory rape; robbery; aggravated assault; arson; simple assault; intimidation; destruction/damage/vandalism of property; domestic violence; dating violence; intimidation; destruction/damage/vandalism of property; domestic violence; dating violence; stalking.)
 - 1.1.3 Are you currently under any investigation, including being subject to pending disciplinary action at any postsecondary institution for conduct involving violence or sexual misconduct? (i.e., criminal homicide; murder; and non-negligent manslaughter; sexual assault: rape, fondling, incest, statutory rape; robbery; aggravated assault; arson; simple assault; intimidation; destruction/damage/vandalism of property; domestic violence; dating violence; stalking.)

The SAP also addresses how we are to mitigate the admissions process should an applicant answer yes to and of the questions. As recommended by System OGC, the committee make up should change.

Recommendation:

*If ever there is a recommendation by the TAMIU President, the Provost, Faculty Senate, Student Government, or any University committee to review and or attempt to change University Admissions Standards, then an AD Hoc Committee could be appointed with representation of Faculty, Administration, Staff and Students by the President.



TEXAS A&M INTERNATIONAL UNIVERSITY

Office of the Vice President for Student Success

MEMORANDUM

To: Faculty Senate

From: Minita Ramirez, Vice President for Student Success
CC: Dr. Pablo Arenaz, President
Dr. Thomas Mitchell, Vice President for Academic Affairs/Provost

Date: October 5, 2018

RE: Recommendation for name change and charge to the University Admissions Standards and Exceptions Committee (UASEC)

Current

The University Committee on Admission Standards and Exceptions. Faculty Composition will be two representatives from each academic college and one representative from each free-standing academic unit; faculty appointments will be made by deans (or heads of academic units), who will submit their choices through the Provost to the Faculty Senate for concurrence. Administrative composition will be the University Registrar, the Director of Admissions, Director of Financial Aid and the Executive Director of the University College, with the Dean for Student Success as Chair. Faculty appointments to this committee will be for staggered terms of two years.

Proposed change

Eliminate the Admissions Standards and Exceptions Committee from the Faculty Senate appointed committees.

Implementation of the University Admissions Review Committee.

1.5 The Admissions Review Committee will consist of the director of undergraduate admissions, the director of graduate admissions, the Title IX Coordinator, the University Registrar, a University Police Department representative, and will be chaired by the VPSS or his/her designee. (SAP 11.99.02.L0.01)

This change is consistent with requirements of System Regulation 11.99.02, Conduct Requirements for Admissions Applications and Transcripts.

NOVEMBER 5 - 9



LEARNING MADE FUN

LEARNING TECHNOLOGIES WEEK

Call for presentations: September 26, 2018 – October 22, 2018

Stipend: \$150.00

Tracks available:

- Learning Technologies
- Teaching Online
- Assistive Technology/Accessibility
- Social Media in the Classroom
- Research – Theoretical or Application oriented study of online & blended learning
- Other: _____

Accepted Presentations:

Active Learning

Dr. Sunay Palsore, TEE

Active learning, in short, requires students to do meaningful learning activities and think about what they are doing (metacognition). This workshop will engage participants in refining their definition of active learning strategies and identify and adopt technology tools that facilitate active learning

QM Rubric 6th Edition

eLearning Team

Learn the differences between the QM Higher Education Rubric, Fifth Edition, 2014, and the QM Higher Education Rubric, Sixth Edition, and other related changes.

Accessibility: A Real World Demonstration

Justin Romack, TAMU

Join us for the demonstration on how accessibility is everybody's business and the effects it has on students' faculty, staff, and administrators. This presentation is a real-world scenario on how the lack of accessibility documents, websites, and videos gravely affect students with disabilities and also students with different types of learning styles.

Echo360 More Than Just Classroom Recording

Tracy Smith and Nichole Pullen, Echo 360

Join us for this lunch and learn session as we look at Echo 360 and the many capabilities it offers. Echo 360 will not only record the class session but will allow faculty to have more student engagement with bookmarking, Discussion Questions and allow Student Responses using their phone or laptop.

Current Teaching Loads For an Academic Year (Fall & Spring Only)

The following information was derived from TAMU System Policy 12.03 and TAMIU Rule 12.03.99.L1 (Faculty Academic Workload and Reporting Requirements).

General Principles:

1. Any reduction in the standard teaching load has to be justified by administrative assignments, special research projects, or a unique and time-consuming feature of a faculty member's assigned courses. The chair, the dean, and the provost must approve in writing all course reductions in advance of the first day of class for a semester. A course reduction for any of these reasons should be equivalent to approximately 135 hours per semester (equivalent to 45 hours of face-to-face time, plus 90 hours for course preparation/grading/student interactions).
2. No overloads are to be promised or paid until the chair, the dean, and the provost approve in writing in advance of the first day of class. Only in exceptional and justified cases will overloads be approved and paid. This principle does not apply to unexpected cases (e.g., faculty illness requiring colleagues to pick up classes, sudden resignations . . .).
3. Hours cited below are faculty load hours and not necessarily the credit hours earned by students. Faculty loads for science labs, applied music and ensemble classes, university seminar courses, and kinesiology activity courses, for instance, are not aligned with the credit hours earned by students.

Category: Teaching & Service Only*

<u>Instructors</u> (MA/MS generally):	30 hours
<u>Visiting Assistant Professors</u> (ABD or Ph.D.):	30 hours
<u>Clinical Faculty</u> (in CONHS):	24 hours
<u>Assistant and Associate Professionals</u> (Ph.D.):	24 - 30 hours**

Category: Teaching, Service, and Research/Publications

Tenure-Track Assistant Professors: Reduced hours are the result of course releases for research in order to give tenure-track faculty the time to conduct research and publish and thus improve their chances for earning tenure.

Year One:	12 hours
Year Two:	15 hours
Years Three – Six:	18 hours
Years Seven – Eight (if tenured)	18 hours
Year Seven (if not tenured)	24 - 30 hours**

Tenured Faculty:

Research Productive (determined after year 8): 18 hours

(Research Productive = Combined score of 9 or 10 on Research after 2 consecutive years)

Default: 24 hours

(Combined score of less than 9 on Research after 2 consecutive years)

Ph.D. Faculty (ARSSB): 12 hours

ARSSB Tenured Faculty: 18 hours

Regents Professors: 12 hours

Chairs: 6 hours

(Chairs also teach 3 hours in summer)

Deans: 3 hours

**All faculty who teach must conduct sufficient research to keep up in their field. This category is for faculty who are evaluated solely on their teaching and service and not on their research productivity.*

***Variation depends on number of preparations, class sizes, and department needs.*

Texas A&M International University/ Technology Advisory Committee

Minutes

September 26, 2018

9:30 a.m. KLM 253

Meeting Facilitator: Dr. Maria de Lourdes Viloría

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. Welcome/ Roll call
- II. Approve May 3, 2018 Minutes
- III. New Business
 - a. Meeting Date and Time Discussion- TAC members discussed different possibilities for meeting dates and times. Dr. Viloría proposed sending a Doodle poll to all TAC members. The date for the future meeting is November 8, 2018. The time is to be determined.
 - b. Phone and WIFI Interference Issues- TAC needs more information on this item in order for OIT to address it.
 - c. Why are some computers offline when updates happen- Before updates are conducted KACE warnings pop-up to give users enough time to save their work. No one should be having any issues. However, OIT is also exploring the possibility of being able to

remotely turn on devices when updates are needed. This practice will assist individuals who experience interruptions when the devices are turned on and updates are needed.

- d. Can OIT update computer software although faculty is not in their offices- Since updates are made remotely as long as the computer is on OIT can conduct updates.
- e. Open Agenda-
 1. Dr. Bennett asked Dr. Gaskins about the security programs that are interfering with research article downloads to desktops or USB's. Apparently, what is occurring is the software is confusing reading research date number sequences as either credit card numbers or student ID's. Dr. Gaskins will perform a report from the OIT security reports to determine the cause of these interruptions and address this matter.
 2. Dr. Viloría requested an update on the technology updates relate to instructional technology. Dr. Abrego addressed the TAC due to the numerous projects and investments in the pipeline line (Microsoft One Drive, Tuesday and Thursdays 8:00 p.m. cloud updates, M,W,F deployment of updates, Office 365 updates and upgrades, SWAY presentations, MINDCRAFT Scenario software for education and nursing, and bring our personal device to class) the TAC decided to invite Dr. Abrego to the next Senate meeting on October 5, 2018.