TAMIU Faculty Senate Meeting

October 4, 2019; WHTC Rm 126

I.   The meeting was called to order by the Faculty Senate Vice President, Dr. Lourdes Viloria, at 12:02 p.m.

II.   *Roll Call:* Dr. Lourdes Viloria, Dr. Frances Rhodes, Dr. Marvin Bennett, Ms. Malynda Dalton, Dr. Puneet Gill, Mr. Jose Gutierrez, Dr. Runchang Lin, Dr. Abby Lloyd, Dr. Gilberto Martinez, Dr. Neal McReynolds, Ms. Angela Moran, Dr. James Norris, Mr. Keaton Powers, Dr. Leonel Prieto, Dr. Kenneth Tobin

III.   The Senate welcomed our new Graduate Student Representative, Mr. Keaton Powers.

IV.   The minutes of the September 6, 2019 Senate meeting were approved unanimously.

V.   Old Business

Pending Faculty vote on Senate-approved Handbook revision:

Dr. Rhodes explained to the Senate that the holdup on the current Handbook revision vote by the Faculty was due to the fact that she has not been able to obtain a proper Focus Report in order to determine who among the Faculty is eligible to vote.

VI.   New Business

1. Three new Handbook revisions were presented to the Senate (see attached).

After a brief discussion these items were voted on as a group and approved unanimously.

2. Ongoing Technology and Distance Education Issues.

There is a problem with the SPSS program in that it always expires at the end of September and it takes a long time for OIT to renew it.

It was reported that the computer refresh is still ongoing because there were some problems with OIT getting a correct listing of which platform or computer type (desktop vs. laptop) that was needed by individual Faculty.

There was concern mentioned about going to the new Microsoft Office 365 and with issues in archiving emails.

VII.   *Our Guest* was given the floor.

Dr. Tom Mitchell

Dr. Mitchell began by passing out a revised TAMIU rule that incorporates the edict from the Chancellor concerning the ban on vaping on campus (see attached). He also announced that there was talk about banning smoking altogether on our campus. There was some discussion that the first sentence in item 2.1 of the rule may lack any direct scientific evidence and it was suggested that it be either removed or modified before it goes to the System for final approval.

Dr. Mitchell also announced that we have a record enrollment of 8448 students, a 20% increase in graduate enrollment and a big increase in first time freshmen. While some schools have had a decrease in enrollment, we continue to grow.

He also announced that promotion and tenure is going smoothly. In October the dossiers go to the Colleges and on November 15th the University P&T Committee will met. We have a record number of people going up for tenure and/or promotion; 11 or 12 this year. It was suggested that the Senate try to come up with a substitute policy for those voted on to serve on the University P&T Committee who for some reason could not be present when the committee meets.

VIII.   Committee Reports

Dr. Viloria passed out a list of Senate committee assignments provided by Dr. Lola Norris for Senate approval (see attached).

1. Academic Oversight Committee: did not meet.

2. Budget and Finance Committee: did not meet.

3. The University Ethics Committee: Ms. Moran agreed to be the Chair. It was announced that Ms. Garcia will not be attending Senate meetings this semester due to a class conflict and is currently looking for a substitute for her position. In the meantime, Dr. Gonzalez has agreed to take her place on the Ethics Committee.

4. The Committee on Creation, Composition, and Responsibilities of Committees: met to try to secure the Focus Report and Dr. Rhodes agreed to continue as the Chair.

5. The Awards Committee: Dr. Gill and Dr. Gonzalez agreed to be co-Chairs. Announced that they are trying to get the various departments to push back the dates for the nominations of the Distinguished and Outstanding Teachers Awards to help expedite the process.

6. The Handbook Committee: met to discuss recent revisions and Ms. Dalton agreed to continue as the Chair.

7. The Assessment Committee: Dr. Gill agreed to be the Chair.

8. The Distance Education and Instructional Technology Committee:

The Senate was reminded that the following week is Distance Education Week and all were invited.

9. The Technology Advisory Committee: met on September 27th (see attached minutes) and the next meeting will be on October 17th. Dr. Viloria agreed to continue as the Chair.

10. Fixed-Term Promotion Committee:

Met with Dean San Miguel to talk about fixed-term procedures for the College of Arts & Sciences and reported that she was going to come up with something that could be presented to the Senate for approval.

11. Student Evaluations Task Force: Ms. Palmer agreed to be the Chair. The Committee decided to talk to David Allen to find out what is currently going on with student evaluations and then use this information to move forward.

IX.   Other Business:

Several concerns were brought to the Senate: new hires did not receive insurance until November and they were told during orientation that they were not allowed to switch from a 9 month contract to a 12 month contract.

Several student-related items were brought up by Mr. Keaton for the Senate's consideration:

1. If you qualify to be a Teaching Assistant then you need to take 9 semester credit hours when a full load is only 6 hours.

2. The paper quotas for graduate students for copies are the same as that for undergraduate students and graduate students need more for their research and classes.

3. For Distance Education we should get Academic Partnerships to provide more resources to those graduate students who work as academic advisors to undergraduates, because they are being inundated by queries from graduate students.

X.   The meeting was adjourned at 1:07 p.m.

Handbook Revisions

1. On page 2, of the 2019 edition:

   Each separate addition, deletion, or revision to the Faculty Handbook must be approved by a vote of the faculty within 60 calendar days of having been endorsed by the Faculty Senate. With the exception of issues related directly to changes in faculty self-governance (specifically, Articles II, III, and IV of the Faculty Constitution; see Appendix B), all changes to the Faculty Handbook that have been approved by a vote of the faculty also require the endorsement of the President of the University before they can be implemented. Additions, deletions, or revisions, as required by legislation or system policy, may be expedited and implemented when necessary.

2. On page 11:

   The University Curriculum Committee. Composition will be one representative per academic department or division or free-standing academic unit and the University Registrar, faculty appointments will be made by department chairs (or heads of academic units), who will submit their choices through the Provost to the Faculty Senate for concurrence. The Associate Provost will chair the committee as an ex-officio member.

   The University Curriculum Committee is responsible for the development of courses and programs that begin at the faculty level and follows the process below.

   1. Department Curriculum Committees (or curriculum committee for division or free-standing academic unit) review and approve curriculum changes and make recommendations to the department chair. Curriculum recommendations include new/revised degree programs or new/revised courses. Curriculum changes approved by the department committee and the department chair (or heads of academic units) are forwarded to the appropriate college/school curriculum committee. The members of the department curriculum committee are appointed by the chair (or heads of academic units). The process begins at the smallest free-standing academic unit even if the unit is a college or school.
   2. College/School Curriculum Committees review and approve requests submitted by the Department Curriculum Committees and forward to the dean. Upon approval by the dean, curriculum recommendations are forwarded to the University Curriculum Committee. Members of the college/school curriculum committee are appointed by the unit head.
   3. The University Curriculum Committee (UCC) reviews and approves the requests submitted by the College Curriculum Committees as forwarded by the dean or unit head of the college/school. The UCC evaluates the proposed new course/revisions, the appropriateness of the learning outcomes for the level of the course as well as the appropriateness of the credit hours. In evaluating new programs, the UCC assesses the program content, the appropriateness of the curriculum to the program outcomes and the connection to the mission of the University. Original source of red text: https://www.tamiu.edu/adminis/avpaa/ucc/index.shtml

3. On page 106-107, Appendix B: Faculty Constitution, regarding eligibility for Senate membership:

   Add the below description to reflect the current, accurate makeup of the Senate.

   d. Fixed-Term Members. One fixed-term member, from any College, elected by their respective constituents, who must be fixed-term, full-time faculty.

Texas A&M International University/ Technology Advisory Committee

Meeting Minutes

September 26, 2019

9: 00 a.m. KLM 253

Meeting Facilitator: Dr. Maria de Lourdes Viloria
Invitees:
Kenneth Tobin– COAS,
Cynthia Piña-COE,
Hugo Garcia –ARSSBA,
Lisa Heard – CNHS,
Elizabeth DeZouche – KL,
Jose Maria (Joe) Gutierrez, University College
President's Appointee, Marvin E. Bennett, III
Fred Juarez, III, VP for Finance & Admissions Appointee,
Albert Chavez, VP for IT Appointee
Athena Cortez, 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.   Review/Approve - The April 10, 2019 Minutes were approved

II.   New Business

   1. Status on Boiler Plates for DUO Authentication for Syllabi- *The TAC had a discussion about this and concluded that the Boiler Plates for DUO Authentication were not needed any more.*

   2. Email to all faculty clarifying the purpose of DUO Authentication for SSO and UCONNECT- *The TAC held a discussion and concluded that this request had also taken care of itself and time has taken care of faculty's familiarity with DUO and SSO requirements.*

   3. Email System and issues/concerns- *This discussion was based on OUTLOOK email users and some confusion that persists about the functionality of ARCHIVE folders. Some OUTLOOK users reported that they have lost important emails. Albert Chavez explained that the OUTLOOK email continues to have the same process and that important emails need to be saved manually to an ARCHIVE folder of subfolders.*

4. SPSS Licenses- According to Albert Chavez- *Academic setting licenses for classroom use are paid by OIT but if faculty need more advanced SPSS Statistical Packages they or their departments need to pay the difference in cost.*

5. SAP on Privacy Issues regarding the use of own devices for DUO Authentication - *According to Albert Chavez- there is no system policy that refers to privacy issues pertaining to using personal devices for DUO authentication. In addition, to his knowledge, DUO Authentication is an APP and the use of this application should not compromise access to personal information, or personal data in devices.*

6. Why do we need to sign-in to use ADOBE Acrobat? *Adobe Acrobat went through some updates this summer and they are now using a subscription model (using device licenses v. user licenses) that requires Single Sign-On for product users.*

7. Faculty need to know about updates performed on ADOBE Creative Cloud (issue with Art Computer Lab and students using their TAMIU credentials to log in and the funds being used to pay for these licenses are coming out of Fine Arts.) *Adobe Acrobat is now requiring users to log-in to keep the device licenses and therefore all TAMIU students using TAMIU credentials can have access. In addition, the KLRN lab has these device licenses (but this computer lab is locked). The Fine Arts lab in question is a public domain lab and so all TAMIU students can use it.*

8. Computer Refresh Concerns –regarding the retention of archived documents – *Faculty should rest assure that the OIT technicians will take the outmost care in transferring all hard drive data to new machines. The OIT technicians are using an application called PC mover which secures all data transfer and profiles from one machine to another.*

9. Are we still using Syncplicity or a different Cloud Storage? Yes, however there will soon be an update to OFFICE 365 which will be announced soon. TAMIU students are already using this system. Migration to Office 365 will include 5 licenses to be used by faculty home, or personal devices with synchronization to home devices. In addition, OFFICE 365 also has some icloud storage capabilities. MAC users will be supported in this process to OFFICE 365

III. Open Agenda

What to look for in the near future: New form to simplify the purchase to new software which will include an electronic work flow to ensure that the process is streamlined with all the required approvals.

TEXAS A&M
INTERNATIONAL
UNIVERSITY.
Rule

34.05.99.L1 SMOKING, VAPING, AND TOBACCO USE RESTRICTIONS ON CAMPUS

RULE STATEMENT AND REASON FOR RULE

Texas A&M International University (TAMIU) has a vital interest in maintaining a healthy and safe environment on campus. To that end, it is the position of TAMIU to restrict smoking and tobacco use and prohibit all forms of vaping (e.g., e-cigarettes, e-cigars, etc.) within and surrounding its facilities in a manner that protects the health of employees, students, and visitors and minimizes air quality concerns related to its facilities.

The purpose of this Rule is to establish provisions for the restriction of smoking and tobacco use on campus in accordance with System Policy 34.05, *Smoking*.

1.   DESIGNATED AREAS FOR SMOKING AND TOBACCO USE

   1.1   Designated areas for smoking and tobacco use have been established on campus and are located along the outer perimeter of the campus (see map below). Smoking and tobacco use is limited to these designated areas.

   1.2   The Office of Environmental Health and Safety shall ensure that receptacles for the disposal of cigarette and cigar stubs are provided in designated areas.

2.   PROHIBITION ON VAPING

   2.1   Vaping and the use of electronic cigarettes have been associated with serious illness and deadly lung disease. In seeking to protect the health and safety of students, faculty and staff, The Texas A&M University System has banned the use of e-cigarettes, e-cigars, and vaping on all System campuses which includes all TAMIU facilities and parking lots.

3.   **ENFORCEMENT**

This Rule relies on the thoughtfulness, consideration, and cooperation of TAMIU employees, students, and visitors. It is the responsibility of the entire campus community to observe the provisions of this Rule. Compliance with this Rule will be monitored by the University Police Department, and non-compliance may be subject to the issuance of citations.

DEFINITIONS

Smoking has the definition ascribed in System Policy 34.05, Smoking.

Facilities has the meaning ascribed in System Policy 34.05, Smoking and includes student housing and all indoor air space including foyers, entryways, classrooms, and individual faculty and administrative offices.

Tobacco - all forms of tobacco products including but not limited to cigarettes, cigars, pipes, water pipes (hookah), bidis, kreteks, or other oral smoking devices, smokeless tobacco, snuff, and chewing tobacco.

OFFICE OF RESPONSIBILITY:

Office of Environmental Health and Safety, 956-326-2756

TAMIU Faculty Senate 2019

Committees per Senator

Senator	Committee	Committee	Committee
Bennett, M.	Faculty Handbook Revision Committee	Technology Advisory Committee	
Dalton, M	Faculty Handbook Revision Committee	Committee on Committees	
García, V.	University Ethics Committee		
Gill, P.	Assessment Committee	Awards Committee	
González, A.	Awards Committee		
Gutiérrez, J.	Ad Hoc Committee on Fixed-Term Faculty	Student Evaluations Task Force	
Lin, R.	Budget and Finance Committee		
Linn, D.	Budget and Finance Committee		
Lloyd, A.	Assessment Committee		
Martínez, G.	Ad Hoc Committee on Fixed-Term Faculty		
McReynolds, N.	Academic Oversight Committee		
Moran, M.	University Ethics Committee		
Norris, J.	Distance Education & Instructional Technology		
Norris, L.	Awards Committee		
Palmer, K.	Ad Hoc Committee on Fixed-Term Faculty	Student Evaluations Task Force	
Prieto, L.	Budget and Finance Committee		
Rhodes, F.	Committee on Committees		
Tobin, K.	Academic Oversight Committee	Student Evaluations Task Force	Technology Advisory Committee
Viloria, M.	Academic Oversight Committee	Technology Advisory Committee	

TAMIU Faculty Senate 2019-2020

Committee Assignments

Committee	Member	Member	Member
The Budget and Finance Committee	Linn, D.	Prieto, L.	Lin, R.
The Academic Oversight Committee	Viloria, M.	McReynolds, N.	Tobin, K
The University Ethics Committee	Moran, M.	Garcia, V.	
The Committee on Committees	Rhodes, F.	Dalton, M.	
The Awards Committee	Gonzalez, A.	Gill, P.	Norris L.
The Faculty Handbook Revision Committee	Dalton, M.	Bennett, M.	
The Assessment Committee	Gill, P.	Lloyd, A.	
The Technology Advisory Committee	Viloria, M.	Bennett, M.	Tobin, K
The Distance Education and Instructional Technology Committee	Norris, J.		
Ad Hoc Committee on Fixed-Term Faculty	Gutierrez, J.	Martinez, G.	Palmer, K.
Student Evaluations Task Force	Tobin, K.	Palmer, K.	Gutierrez, J.