

TAMIU Faculty Senate Meeting

October 2, 2020; WebEx

I. The meeting was called to order by the Faculty Senate President, Dr. Lola Norris, at 12:03 p.m.

II. *Roll Call*: Dr. Lola Norris, Dr. Lourdes Vilorio, Dr. Marvin Bennett, Ms. Malynda Dalton, Dr. Puneet Gill, Dr. Ariadne Gonzalez, Mr. Jose Gutierrez, Dr. Runchang Lin, Mr. Alejandro Mojica, Dr. Neal McReynolds, Dr. Mehnaaz Momen, Ms. Angela Moran, Dr. James Norris, Ms. Kimber Palmer, Dr. Leonel Prieto, Dr. Rose Saldivar, Mr. Pedro Segovia, Dr. Kenneth Tobin, Dr. Ruby Ynalvez

III. *Our Guests* were given the floor:

Ms. Rosanne Palacios:

Ms. Palacios informed the Senate that the TAMIU Faculty & Staff Giving Campaign is ongoing and the hope is to have a high level of participation. Last year our overall participation rate was 60% and right now we are at roughly 33% from both Faculty and Staff combined. This year ten thousand dollars will be given to the College that has the greatest increase in participation rate to be used at the discretion of that College. The campaign ends on October 16th and they need better participation.

Dr. Pablo Arenaz:

Dr. Arenaz announced that they had a very successful “drive-in” Reading the Globe lecture last week led by Dr. Hayley Kazen.

We have not heard anything from our Legislative Budget Board even though we have sent all of our information in, including our budget. The budget for the next biennium is starting off at 10% less than what it is for this biennium. We have 2 new legislative appropriation requests pending. One is the Pass Program which focuses on the retention and graduation of juniors and seniors. Our 6 year graduation rate is 55.3% which puts us in the middle of universities across the state. Only Tarleton is slightly higher than we are in the A&M System. In our 10 year graduation rate we are 0.3% higher than Tarleton. The second request is to help get our new Petroleum Engineering and Computer Engineering programs off the ground. We also have a Tuition Revenue Bond request (roughly \$80 M) going in for a new Health Sciences/Convocation building to go somewhere to the south of where the tennis courts will be.

We are going to begin opening the campus more this month to allow student organizations to meet in small groups face to face. These meetings will be supervised to insure that all are following the proper safety protocols. We are also going to require members of these organizations to be tested prior to meeting. We have seen a decrease in overall testing on campus in the last week and more people should take advantage of the free testing. Only the people involved in the testing and in the contact tracing see the results of the tests. It is hoped that by the Fall Semester (and possibly even in the Summer) that we can go back to being face to face in our teaching.

It was asked if faculty can require students to be tested if they are coming to class face to face? Faculty can not require students to test, but the University can require all faculty, staff and students to test (although they do not have enough tests available to do that). We have tested over 1900 people since August 6th. All of our student athletes are being tested once every 3 weeks and also on the weeks they go to tournaments. The University is currently considering doing testing of faculty and staff by lottery to have a better statistical coverage.

Dr. Tom Mitchell:

Dr. Mitchell announced that the schedules for Wintermester and Spring will be out soon and we will begin advising students and registering them in late October and November. Also, we did change the Spring Calendar so that we can start a week late and not have Spring Break this year. We have been working very hard to improve student advising with the goal of making the transference of the students from the Advising and Mentoring Center to the Colleges much sooner and smoother.

Dr. Arenaz has decided that Service Learning should be moved from University College to the College of Arts & Sciences. Service Learning has a very important place in the core curriculum in COAS, but it will continue to serve the entire University.

It was also announced that several classes were just caught in a large study group that became a cheating group. The instructor involved allowed a test in a FLEX course to remain open for 24 hours and the test was not coded in Blackboard properly to prevent students from going back into the test and changing their answers. Tests in FLEX classes should take place in the time frame of the class schedule itself and test banks should be used so that no students take the exact same test.

It was asked of the Provost why the 2020-2021 catalogue is still not online? The response was that it is hoped to be available in the next week or so.

IV. Approval of September 4th Senate Minutes: the minutes were approved without corrections.

V. Old Business:

1. Report On Teaching Portfolios: Senator Viloría reported that the AEFIS Team has been working with the Senate Academic Oversight Committee on setting up a repository of faculty data and to get it started online at the beginning of the academic year 2021-2022. They are currently trying to collect all of the rubrics from the different colleges to give it to the AEFIS Team to begin digitizing all of the information. For the Fall 2020 the teaching portfolios will remain in paper or electronic form.

2. Report on University Committees: Senator Dalton reported that she has one more committee appointment that is pending and then she will send the final committee list for this semester to everyone.

VI. New Business:

1. Ongoing Technology and Distance Education Issues:

It was asked if there is anyway that Faculty can compile or combine all of their technology issues to be presented to OIT all at once for the semester?

It was also asked if we have or can get WIFI for outside teaching activities (say near the Student Center)?

VII. Committee Reports:

1. Academic Oversight Committee: Senator Vilorio will chair this committee. This committee is working with the AEFIS Team on the Teaching Portfolios as previously reported.
2. The Budget and Finance Committee: Senator Prieto will chair this committee. Senator Tobin reported that the BAC met last week and that they are considering a 1 to 1.5% merit increase for this year.
3. The University Ethics Committee: This committee did not meet.
4. The Committee on Committees: Senator Dalton will chair this committee. Also this committee is looking into appropriating additional software (Survey Monkey or Quantix) for use in future surveys and elections.
5. The Awards Committee: Senators Gill and Gonzalez are co-chairs of this committee. Senator Gill reported that Steve Harmon's office will do a write up and take pictures of the Faculty Award Recipients for this year. They are also considering having the winners record a brief video for the students.
6. The Faculty Handbook Committee: Senator Dalton will chair this committee. This committee did not meet.
7. Assessment Committee: Senator Gill will chair this committee. It was announced that this Spring is when we normally do our assessment of the Administration. There was some discussion as to whether or not to do the assessment this year and it was generally agreed to go ahead with it. There was also some discussion as to whether or not we should be doing this assessment every year instead of every other year. It was decided to table this discussion for a later senate meeting.
8. The Distance Education and Instructional Technology Committee: Senator Jim Norris and Pat Abrego are co-chairs of this Committee. Senator Norris reported that they met in the summer (see attached minutes). That meeting was mostly concerning the trainings that the faculty did in July and in August. Also they are reducing the payment for QM Certification from \$3,600 for a new course and \$1,200 for a revision or redesign of a course to \$1,500 and \$700 respectively. Also, the committee met in September (see attached minutes) mostly to introduce the new members of the committee, but also to announce the Instructional Technology Excellence Award Recipient; Professor Juan Arellano, Jr. It was also announced that technology usage has gone up more than 600 times what they use to do.

9. The Technology Advisory Committee: Senator Vilorio will chair this committee. TAC met in September (see attached minutes). The Committee welcomed Miguel Munoz the new VP for Informational Technology. Other items discussed were bandwidth problems in Bob Bullock 101, document camera problems in Student Center 236, Blackboard grade sheets exporting to the wrong format, requesting additional Blackboard training in the Grade Center, and the concern that technology issues in the classroom could impact faculty evaluations negatively.
 10. Fixed-Term Promotion Ad Hoc Committee: This committee did not meet. But it was reported that there are still some issues with the College of Business' Fixed-Term Promotion document.
- VIII. The Senate went into closed session to debate and vote on the Outstanding Teacher of the Year, the University Scholar of the Year and the Distinguished Teacher of the year at 2:01 p.m.
- IX. The meeting was adjourned at 2:36 p.m.



DEITC Meeting Minutes



Date: 7/8/20

Time: 2:00pm

Location: WebEx

Members Present:

1. Dr. Marcus Carey
2. Karol Batey
3. Dr. Kevin Lindberg
4. Dr. Patricia Abrego
5. Dr. Heidi Landry
6. Dr. Hayley Kazen
7. Rogelio Hinojosa
8. Dr. Kenneth Tobin
9. Dr. James Norris
10. Juan G. Garcia
11. Dr. Won G. Kim
12. Dr. Jennifer Coronado

Administrative Associate

1. Stephanie Alderete

Instructional Designers:

1. Tony Ramirez
2. Gloria Sanchez
3. Julio C. Tovar
4. Carlos Vallarta
5. Anna Gonzalez

Members Absent:

1. Dr. Qing, Ma (Kathy)

Item	Action/Information
<p>Discussion and approval of compensation for online course development stipends</p>	<ul style="list-style-type: none"> • Dr. Abrego addressed the topic of course development stipend for quality assurance compensation that was proposed and presented at the Deans Council meeting. We need a vote on this topic to proceed with the proposed compensation of contracts. • Dr. Abrego presented and shared a PowerPoint to explain the QM (Quality Assurance Program) process of course approval as a review before voting. A list of Texas A& M score card review was shown with information on what other A&M Institutions compensate for development of courses. • Current development rates: \$3,600 new course design (current rate) \$1,200 revision/re-design (current rate) Proposed rates: \$1,500 new course design \$700 revision/re-design <u><i>It was mentioned that at the proposed rate if we certify for example 197 new design courses at \$1500 we will pay a total of \$295,500 vs \$709,200 at the current rate.</i></u> • Dr. Abrego also mentioned a 5% budget cut that has already impacted allocation of funds for travel and cancellation of three software

	<p>applications. The proposed development rates will allows us to certify more courses following Dr. Mitchell’s recommended hierarchy:</p> <ol style="list-style-type: none"> 1. AP courses 2. Programs that are Accreditation-Based 3. Required Courses 4. Elective Courses <ul style="list-style-type: none"> • Dr. Abrego also noted that QM basic training is needed even if a faculty is only certifying one course and an alignment document has to be done in order for both deans /chairs to be able to see that faculty has a sufficient plan for the course. • Motion: All committee members were in favor except for Dr. Norris and Dr. Carey. Motion passed with 10 voting members in favor and 2 against.
<p>Professional development for Summer</p>	<ul style="list-style-type: none"> • Dr. Abrego discussed the professional development training sessions that will take place this summer. There will be a total of 8 unique sessions and \$50 stipend per session will be offered to faculty that attend any session before August 17th. (Professional development flier schedule was shared with committee members). • Dr. Abrego noted that training sessions will be recorded and uploaded for those faculty that cannot attend, however; in order to receive the stipend faculty must attend the live session. The recording will be more for archival purposes. Also noted was that all sessions will make reference to QM standards; all sessions will be interactive and will be approximately 2 to 3 hours long. • Dr. Abrego urged everyone to promote these sessions as well as the introductory QM course that will be one offered July 30th. This training is recommended for first time developers and faculty teaching an online course for the first time.
<p>Instruction technology excellence award-nominations</p>	<ul style="list-style-type: none"> • Dr. Abrego mentioned that there were only three nominations submitted for the award by the deadline. She asked the committee to consider extending the nomination deadline to the end of July to expand the pool of nominations. • Committee recommended to extend dead line to July 30th. • As a point of clarification, Dr. Abrego mentioned that this award is not only for faculty that teach online but for anyone that integrates technology tools in their teaching. This award is usually presented at the Fall Faculty Assembly but this may change under the current circumstances.

Meeting adjourned at 3:08 p.m.



DEITC Meeting Minutes



Date: 9/28/20

Time: 3:06pm

Location: WebEx

Members Present:

1. Dr. Patricia Abrego
2. Dr. James Norris
3. Dr. Jared Dmello
4. Dr. Yong Chen
5. Dr. Cynthia Pina
6. Melissa Garcia
7. Karla Linero
8. Elizabeth DeZouche
9. Gina Gonzalez
10. Miguel Munoa
11. Dr. Lorraine Dinkel
12. Rene Prado (alternate for Juan Garcia Jr.)

Administrative Associate

1. Stephanie Alderete

Instructional Designers:

1. Tony Ramirez
2. Julio C. Tovar
3. Carlos Vallarta
4. Anna Gonzalez

Members Absent:

1. Dr. Kevin Lindberg
2. Juan Garcia Jr.
3. Dr. Jennifer Coronado
4. Karol Batey

Item	Action/Information
Survey (meetings conducted face to face or/WebEx)	Dr. Abrego asked Carlos Vallarta to take a survey if members would like meetings conducted in person or via WebEx and if hosting the meetings at 3pm works for the majority of the members? After tallying the votes the majority of the members would like to keep the meeting via WebEx and at 3pm.
Informational PowerPoint for new members	<ul style="list-style-type: none"> • Dr. Abrego went over some basic information about DEITC and shared a PowerPoint with the members focusing on information for new members. Information is as follows: <ul style="list-style-type: none"> ❖ Members who cannot be present for meetings are allowed to delegate an alternative person approved by their dean to represent them at meetings. ❖ Meetings will be approximately 1 hour long. ❖ Meeting minutes from previous meeting will be sent to all members the day before the following meeting. ❖ DEITC background: Originally named DEAC (Distance Education Advisory Committee), established by Dr. Keck in 2011 to improve the quality of online courses. The committee was renamed DEITC (Distance Education & Instructional Technology Advisory Committee) in 2016 to include the following major areas of emphasis. <ol style="list-style-type: none"> 1. Implement and expand Quality Matters standards in online & hybrid courses.

	<ul style="list-style-type: none"> 2. Increase learning opportunities for faculty and students on the use of technology tools. 3. Recognize and reward excellence among faculty integrating technology tools. <ul style="list-style-type: none"> • Dr. Abrego continued to inform new members that DEITC is also aligned with both THECB -Learning Technology Advisory Committee (LTAC) and TAMUS -Council for Academic Technology & Innovative Education (CATIE). Both of these two committees provide links to items discussed and are shared during DEITC meetings. • Dr. Abrego discussed the role of a committee member: <ul style="list-style-type: none"> ❖ Guide the efforts of each area of focus ❖ Liaison between your college and the administrative units ❖ Communicate information ❖ Bring concerns or ideas to our attention ❖ Note: do not wait until the meeting to bring technical concerns, report these immediately, do not lose track of the big picture and always remember that being part of this committee requires impute and work, but it is rewarding.
Motion to approve minutes/ DEITC members introduced themselves	<ul style="list-style-type: none"> • Dr. Abrego motioned to approve previous meeting minutes (July 8, 2020) from all DEITC members. All members present unanimously approved the minutes. • DEITC members introduced themselves individually (name, Department/College representing and their background with respect to their experience with online teaching. However, some members were not present to introduce themselves, this will be done at next meeting.
Data Technology Metrix/Usage /Impact of COVID	<ul style="list-style-type: none"> • Dr. Abrego went over data in graphical representation and a metrics of technology usage during COVID-19 vs before COVID (2019 vs 2020) and emphasized the dramatic increase in technology assistance (service requests) from the eLearning group due to more online teaching and TAMIU Flex (in response to COVID).
Distance Education Plan 2021-2026	<ul style="list-style-type: none"> • Dr. Abrego noted that the distance education plan for the next 5 yrs. (2021-2026) is our main goal and will be uploaded to Blackboard in the committee's organization shell. Input from the committee will be very valuable so everyone is encouraged to play an active role in this endeavor. This plan will include the newly released Principles of Good Practice by the Texas Higher Education Coordinating Board that is correlated with the following: <ul style="list-style-type: none"> ❖ SACSCOC standards ❖ C-RAC guidelines ❖ QM- Quality Matters ❖ OLC- Online Learning Consortium-quality scorecard
Announcements/ Open Forum	<ul style="list-style-type: none"> • Dr. Abrego shared with the committee the Instructional Technology Excellence Award Recipient: A big congratulations to Professor Juan Arellano Jr., recipient of this year's award. • Open Agenda items were as follow:

	<ul style="list-style-type: none">❖ Instructional designer Gloria Sanchez is out on FMLA and we have hired a part time assistant to assist with work load (part-time Marianita Hernandez)❖ Reminder that we are fast approaching the 14-week timeline for course development so please remind your Deans/Chairs to submit their plans for the next two years.❖ If anyone is interested in assisting with Learning Technology Week/Technology Day please email eLearning and/or submit topics. An excellent topic for this event would be copyright laws and information on open educational resources.• Jared Dmello asked in the chat if there are any talks of additional funds to expand the eLearning team to assist with work load and service requests (new hire). Dr. Abrego responded with, this will be proposed to the dept. and hopefully a new hire will be approved.• Yong Chen asked what the plan is for Learning Technology Week due to COVID status? Dr. Abrego replied that we will be discussing this topic at a later meeting and will provide more insight and details. However, as for now we will not be doing a full week of events, we will be cutting this event down to 1-2 days.• Carlos Vallarta discussed Feedback Fruits and explained how it works (encouraged others to participate in the pilot).
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Meeting adjourned at 4.02 p.m.

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

September 21, 2020
4:00 p.m. Virtual Revised

Meeting Facilitator: Dr. Maria de Lourdes Viloría

Invitees:

Kenneth Tobin– Faculty Senate Appointee,
Frances Bernat- COAS
Cynthia L. Piña, COE,
Hugo Garcia –ARSSBA,
Seong Kwan Cho – CNHS,
Elizabeth DeZouche – KL,
Alma Jasso Chavez, University College
President's Appointee, Marvin E. Bennett, III
Fred Juarez III, VP for Finance & Admissions Appointee,
Albert Chavez, VP for IT Appointee
Cathy Colunga, VP for Institutional Advancement Appointee
Gina Gonzalez, VP for Student Success Appointee
Miguel Munoa, 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- Those Present at the first meeting for 2020-2021 are highlighted above.
- II. Review/Approve February 26, 2020 Minutes
- III. New Business
 1. Welcome Mr. Munoa to TAMIU and TAC- *Mr. Munoa provided some highlights related to the challenging beginning of the Fall 2020 semester and congratulated the OIT and E-Learning Teams for working efficiently.*
 2. Technology issues - Faculty concerns pertaining to BlackBoard collaborate is constantly buffering. Bob Bullock 101 since the beginning of the semester. *Bobby Gonzalez explained to the TAC that faculty needed to simply use Google Chrome to avoid buffering issues. Dr. Viloría requested to have visible reminders of this option on the lecterns and podiums to alert faculty of this troubleshooting option.*

3. Student Center 236 - Blackboard collaborate just buffering- document camera does not work- *Bobby Gonzalez stated that document camera is working and that he will be sending out an email with instructions for faculty.*
4. Issue related to downloading grades from blackboard.
Grade sheet has the suffix of .xls, but is actually a text file (.txt).
When you open it with Numbers and AppleWorks onto the spreadsheets it works but when uploaded as .xls file to Blackboard you get an error message. *It was resolved to have the faculty member experiencing this issue to contact Tony Ramirez with elearning.*
5. Faculty request additional *PD* on Blackboard Grade Center - *Dr. Abrego explained that elearning has had 6 BlackBoard sessions in August and these were poorly attended. She reminded the TAC that elearning has 1-1 open lab session on Fridays to help faculty on a 1-1 basis. Please call 956-326-2792 for more information.*
6. Faculty concerned that the many technological issues in classrooms may reflect negatively on faculty evaluations (it can be perceived as being unprepared by students). **Can OIT develop a app for real time technology issue reporting?** *Bobby Gonzalez explained to the TAC members that OIT already has an ICON on all TAMIU desktops where faculty can get fast assistance by simply clicking on the ICON (labeled as OIT SUPPORT).*
7. In using Teams and wanting to record virtual meeting calls, we need access and permission to Microsoft Stream and do not have that one listed. *Mr. Munoa explained to the TAC that some features of Microsoft Stream are turned off intentionally additional privacy, FERPA, and compliance policies are being reviewed or developed.*
8. Caps for online graduate classes- should have a cap of 30- some classes are larger than 50.

Dr. Abrego proposed to have the Distance Education Committee review this agenda item at their next meeting and either present a report or have of the DEIC members present a report to the TAC at our next meeting.

IV. Open Agenda- NO open agenda- Meeting adjourned at 4:34 p.m.