TAMIU Faculty Senate Meeting

December 4, 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 Viloria, Dr. Marvin Bennett, Ms. Malynda Dalton, Ms. Vivian Garcia, Dr. Puneet Gill, Dr. Ariadne Gonzalez, Mr. Jose Gutierrez, Dr. Runchang Lin, Dr. Abby Lloyd, Dr. Gilberto Martinez, Mr. Alejandro Mojica, Dr. Neal McReynolds, Dr. Mehnaaz Momen, Ms. Angela Moran, Dr. James Norris, Ms. Kimber Palmer, Dr. Leonel Prieto, Mr. Pedro Segovia, Dr. Kenneth Tobin

III. *Our Guests* were given the floor:

Dr. Pablo Arenaz:

Dr. Arenaz announced that he has a meeting with Senator Zaffirini to discuss TAMIU's Legislative requests, mostly dealing with the 5 percent budget cut that we submitted for the next biennium. At a recent meeting of CPUPC (Council of Public University Presidents & Chancellors) Texas Comptroller Glenn Hegar stated that he was more optimistic about the budget, at least for the remainder of this year. It was thought that, initially, we were going to be about 10 to 11 billion dollars down, but now it looks like we will be only about 4 billion dollars down to meet the current biennium. It does look like we will have to tap the 'Rainy Day Fund' to met the current budget.

The Governor has announced that Texas should have around 1.4 million doses of the Covid vaccine sometime before Christmas. Primary health care workers will be the major recipients for these initial doses. TAMIU has applied for and been accepted as a vaccine site, but we are uncertain as to when we will get the vaccines. It could be either January or February.

Staff will begin returning to campus on the 4th of January. Faculty coming in to teach FLEX Wintermester courses will also start returning on that day. These staff and faculty will be required to have a negative test in order to be allowed on campus. All faculty will also be required to have a negative test before they can return to campus for the Spring Semester. Those individuals coming in on the 4th of January will be able to take the rapid test so that they will know the test results almost immediately. Testing for faculty returning in the Spring will begin roughly on the third week of January.

The President and the Provost met with the Senate Executive Committee to discuss the amount of time given to a faculty member to remain at TAMIU if they were not approved for tenure. Prior to 2009 it was the remainder of the current academic year and the following academic year (i.e. 18 months). After 2010 it was changed to a 12 month calendar year. But the current interpretation of the rule by the System Office of General Council (OGC) has been changed back to an academic year. What was broached with the Senate Executive Committee was the idea of moving all of the deadlines for tenure from the late Fall Semester into the early Spring Semester. This way final tenure approval would take place at the May Board meeting. The problem with moving tenure decisions to the Spring is that Spring semesters are already overloaded with work for both Faculty and Administrators. But it would give less time for

potential disruption if a faculty member was denied tenure. The compromise would be to continue conducting the tenure process in the Fall, but delay the final rendering of the tenure decision by the President until the early Spring Semester. This was an idea presented to the Senate for further discussion in the future.

The President then opened the floor for questions;

- Q: When can Faculty returning in the Spring start testing?
- A: Beginning the week before they return on January 25th, but you can do it anytime in January.

- Q: When will Faculty returning on campus for Wintermester be tested?
- A: On the morning of January 4th with the rapid test so that results will be known on that day.

- Q: Are faculty allowed to work in our offices over the break?
- A: Yes, but you may want to test earlier then the week before Jan 25th if you want to come to campus often during the break.

- Q: Will students be required to test before coming back on campus?
- A: Students who live in the dorms will be required to test negative before coming back. For the rest it depends on the number of tests the University receives. We have roughly 880 employees and we get about 1000 tests per month.

Dr. Tom Mitchell:

Dr. Mitchell announced that the Deans' Council met the previous Wednesday and they spent a lot of time discussing revising the Win Course process. We want to make sure that the original goal of creating competent writers and communicators among our graduating students is met. Dr. Duffy will be leading the charge on this revising process and faculty will be given an opportunity to have an input in any revisions made.

Also, the faculty searches are proceeding well. The Sociology search has concluded and we now have 4 finalists for the Public Administration position. The University P&T Committee met the Friday before Thanksgiving. We had 6 applications for tenure to consider and it was a pleasant and a short meeting. Each individual has already been informed of the Committee vote and of the Provost's recommendation to the President.

We are currently looking for academic coaches for faculty who are teaching online undergraduate courses that have 40 or more students in them. The Dean's are currently working with the Chairs in reviewing the syllabi in those courses to see which courses may qualify for an academic coach.

Finally, it was announced that Dr. Frances Bernat has just been named the University's first female Regents Professor.

Ms. Sandra Villanueva (Chief Compliance Officer)

Ms. Villanueva presented some common compliance areas and issues to the Senate. Much of this information is summarized in a handout (see attached document) and on the official TAMIU Compliance website: https://www.tamiu.edu/compliance/. Some topics she touched on were:

- consensual relationships between employees and undergraduate students,
- consensual relationships between employees and another individual who is under that person's authority or supervision,
- Ms. Villanueva is also the ADA (American's with Disabilities Act) coordinator for Work Place Accommodations at TAMIU,
- the *EthicsPoint* link at the bottom of all TAMIU webpages is a place where you can anonymously report any incidences of waste, fraud, inappropriate activities, etc.,
- Title IX is the law that covers discrimination based on sex and our campus Title IX coordinator is Ms. Lorissa Cortez,
- Faculty need to obtain annual approval for any consulting or external employment in August,
- TAMIU has an Employee Assistance Program (EAP) that helps employees dealing with stressful life situations and is handled by our Human Resources Office as part of our employee benefits.

IV. Approval of November 6th Faculty Senate Minutes: the minutes were approved without corrections.

V. Old Business:

A. Discussion and vote on the proposal by the Faculty Athletic Representative: The Senate voted unanimously in favor of allowing the Athletics coaches to reach out directly to faculty members concerning any student athletes taking their courses.

VI. New Business:

A. Faculty Handbook changes:

1. Change in the composition of the Distance Education and Instructional Technology Committee (DEITC): The change brought up was to increase the number of participating/voting Senate members on that committee from one to three. And that one of those participating Senators would also act as a co-chair to that committee (see attached wording). This was also previously approved by the President and the Provost. This was voted on and approved unanimously by the Senate.

2. Change in Ombudsperson's Election Process and Term: New wording has been proposed by Senators Dalton, Palmer and Bennett and is currently being reviewed by the President and Provost on the election process, length of term and some general qualifications for TAMIU's Faculty Ombudsperson (see attached wording). The Senate voted on the new wording

and it was approved unanimously and is now pending the President's and Provost's approval before being voted on by the Faculty.

  B. Administrator's Evaluation Questionnaires: Senator Gil reported that the Assessment Committee would like to add an additional question to the Chairs, Deans and the Provost evaluation instruments:

"The Chair/Dean/Provost demonstrates due diligence and careful reasoning in making decisions."

The Assessment Committee will also meet to look into which other administrators should undergo evaluation. A vote was taken on the addition of this question to the evaluation instruments and it was approved unanimously.

  C. Ongoing Technology and Distance Education Issues:

  A request was made to extend the amount of time for signing in on Duo from one day to at least 30 days for faculty. This issue has been brought up several times in the past but has remained unresolved. It was also brought up that this is a problem for students trying to sign in on Blackboard as well.

  Another issue that was brought up is the absence of a fully searchable campus directory. Currently there is no way to look up a person by department or position, you have to know the name of the individual.

  There was a concern brought up about getting clear scans of documents that need to be uploaded to AEFIS for our individual Faculty Electronic Portfolios.

  It was mentioned that there was a system outage a few weeks ago that took out Amazon web services, which hosts many websites including Respondus and Blackboard. The concern is that this might happen again and disrupt exams that require the use of Respondus.

VII. Committee Reports:

1. The Budget and Finance Committee: This committee did not meet.

2. Academic Oversight Committee: Senator Viloria reported that the committee met on November 16th (see attached minutes) to discuss:

  - meetings with the Deans to collect feedback for customizing the TAMIU Faculty
   Electronic Portfolio (FEP)
  - a timeline for implementation of the FEP.

3. The University Ethics Committee: This committee did not met.

4. The Committee on Committees: This committee did not met.

5. The Awards Committee: Senators Gil and Gonzalez reported that the committee met to discuss the open nominations letter to be sent and that classroom observations will take place online from March 5th to March 19th. The committee will also meet next week to discuss amending the rubrics for use in the online environment. The question came up as to whether nominees should submit paper or electronic portfolios? It was decided to let the nominees determine which way they would prefer to submit their portfolios for this award cycle.

6. The Faculty Handbook Committee: See previous report.

7. Assessment Committee: See previous report.

8. The Technology Advisory Committee: Senator Viloria reported that TAC will meet on the following week.

9. The Distance Education and Instructional Technology Committee: Senator James Norris reported that the DEITC met last week (see attached minutes). Items of discussion in that meeting included:

- a 64% growth in total enrollment in the last year in graduate programs participating in AP,
- we have hired 3 additional part-time Instructional Designers to be able to put more classes online,
- there has been a huge increase in the usage of proctoring solutions for online courses,
- there was a discussion concerning NC-SARA (National Council for State Authorization Reciprocity Agreements); see attached minutes.
- OIT informed the committee of an upcoming Social Media campaign on their Facebook page to increase traffic and gain followers to our social media outlets.

10. Fixed-Term Promotion Ad Hoc Committee: Senator Dalton reported that the Provost stated that all Fixed-Term Policies will have to be changed in light of new System Policies that have recently gone into effect whereby Fixed-Term Promotion would follow a similar pathway and timeline for advancement as does Tenure-Track Faculty. It was suggested that the Fixed-Term Promotion Ad Hoc Committee meet with the Provost and discuss these changes and their implications.

VIII. Other Business or Announcements:

Senator Lola Norris announced that the President and the Provost would like the Senate to look at the possibility in the near future of opening up Faculty Development Leave for Administrators with faculty status. Currently, faculty with more than 25% administrative duties do not qualify for Faculty Development Leave.

IX. The meeting was adjourned at 2:30 p.m.

A Learning Moment with the Compliance Office

System Policies & Regulations
TAMIU Rules & SAPs

Alongside federal and state laws, TAMIU employees are governed by System policies & regulations and TAMIU rules & SAPs (Standard Administrative Procedures) which provide guidance regarding System philosophies, expectations, and directives. It is the responsibility of employees to be aware of and act in accordance with these governing codes.

System policies & regulations and TAMIU rules & SAP's are accessible from the Compliance Office webpage at *http://www.tamiu.edu/compliance*.

System Regulation 07.05.01, *Consensual Relationships*

TAMIU is committed to maintaining work and educational environments that are free from conflicts of interest, favoritism, and abuse of authority. Therefore, we adhere to the following requirements addressed in System Regulation 07.05.01, *Consensual Relationships*.

Employee and Undergraduate Student Relationships (Section 3 of Regulation)

➤ Full-time and *part-time employees***, including graduate assistants, are prohibited from pursuing or having a consensual relationship with an undergraduate student.
➤ **Student workers are excluded. *Student worker* is defined as a part-time employee who is also a currently-enrolled undergraduate student.
➤ Exemptions may be granted in exceptional circumstances and only by the President. Written documentation is required and is placed in the employee's HR file.
➤ A consensual relationship in violation of Section 3 of the Regulation may result in disciplinary action against the employee, up to and including dismissal.

Individuals Under Employee's Authority or Supervision (Section 4 of Regulation)

➤ A consensual relationship is prohibited between an employee and other individual (graduate student, staff, administrator, faculty, third party) who is under the employee's authority or supervision.
➤ Authority or supervision means "authority over any term or condition of the other individual's employment or academic status; job duties making the employee directly or indirectly responsible for the other individual's hiring, supervising, evaluating, teaching, coaching, grading, advising, mentoring, or providing benefits to or obtaining benefits from the other individual, including employment."
➤ The employee with the authority or supervision must notify their immediate supervisor to discuss alternate arrangements. The immediate supervisor must report, in writing, the situation and alternative arrangements to the President. The written documentation is placed in the employee's HR file.
➤ An employee's failure to promptly self-report a consensual relationship under Section 4 of the Regulation or to remedy through approved alternative arrangements may result in disciplinary action, up to and including dismissal.

ADA Workplace Accommodations

What is ADA?

The Americans with Disabilities Act (ADA) of 1990 prohibits discrimination on the basis of a disability. TAMIU is committed to maintaining an accessible campus community and providing reasonable accommodations to qualified employees.

Who is TAMIU's ADA Coordinator for employees?

TAMIU's ADA Coordinator for employees is Sandra Villanueva, Chief Compliance Officer.

In accordance with System Regulation 08.01.02, *Civil Rights Protections for Individuals with Disabilities*, TAMIU will provide equal opportunity to all employees, students, applicants for employment and admission, and the public who have disabilities.

For information about and forms for requesting a workplace accommodation, visit the Compliance Office webpage at *http://www.tamiu.edu/compliance* and click on the "Americans With Disabilities Act (ADA)" button.

EthicsPoint

What is *EthicsPoint*?

EthicsPoint is a telephone and web-based reporting system that is independently operated and available 24/7. Employees can submit an anonymous report. The *EthicsPoint* link is located at the bottom of all TAMIU webpages (click on the "Risk, Fraud & Misconduct Hotline" button).

Do The Right Thing!

Every System employee shares the responsibility of promoting an ethical and safe environment. If you have factual information suggestive of unsafe, fraudulent, wasteful, abusive, or inappropriate activities involving any System member, employee, student, or other affiliate, we want you to report it. Examples of reportable issues include:

- **Misuse of A&M System Property, Information, Resources** *(i.e., taking university property home and using it for personal use; driving university vehicle to run personal errands; using university credit card to buy personal items)*
- **Violations of Safety Rules or Environmental Laws**
- **Theft** *(i.e., stealing or borrowing money)*
- **Conflicts of Interest**
- **NCAA Violations**
- **Inappropriate Conduct**
- **Harassment**
- **Discrimination**

Title IX and Your Responsibility to Report

Title IX is a statute under the Education Amendments of 1972 that is intended to end sex discrimination in education. It states that "no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

Sexual harassment (which includes sexual violence, rape, sexual assault, domestic violence, dating violence, and stalking) is a form of sex discrimination and, therefore, prohibited under Title IX.

Your Responsibility to Report
All TAMIU employees and students are responsible for ensuring their work and educational environments are free from sex discrimination, sexual harassment, and related retaliation.

When alleged or suspected sex discrimination, sexual harassment, or related retaliation is experienced by, observed by, or made known to an employee, the employee is required to promptly report that information.

Reports can be made to the TAMIU's Title IX Coordinator: Lorissa M. Cortez, Director of Equal Opportunity & Diversity. She can be reached at 956-326-2857, lorissam.cortez@tamiu.edu, or TitleIX@tamiu.edu.

Consulting and External Employment

System Regulation 31.05.01, *Faculty Consulting and/or External Professional Employment* and TAMIU Rule 31.05.01.L1, *Faculty Consulting and External Professional Employment* requires that faculty obtain annual approval for consulting and/or external professional employment.

To obtain approval, please complete the *System Faculty Consulting and External Professional Employment Application and Approval* form. A link to the form is found in Section 2.8 of the Rule. The form expires every August and must be renewed prior to the start of the new fiscal year. The completed and fully-signed form is submitted to the HR Office.
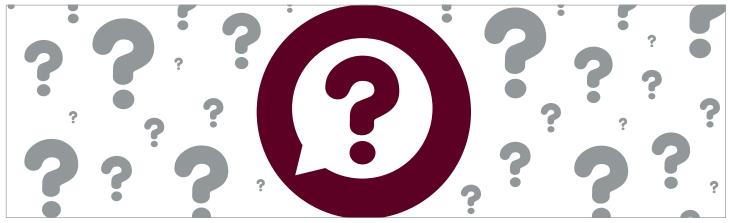
Employee Assistance Program (EAP)

Parenting, the death of a loved one, conflicts at work -- life challenges certainly place strain on us. Fortunately, there are resources to help TAMIU employees better deal with all kinds of stressful issues.

As a System employee, one of your benefits is an employee assistance program (EAP) called *Work/Life Solutions* (see the flyers provided). The program offers employees and their household family members counseling services, crisis intervention, legal and financial consultation, and work-life assistance – at no cost.

If you have questions about your EAP or your other health benefits, including information about mental health providers and coverages, please contact Ashley Carey, HR Employee Benefits Representative. She can be reached at ashley.carey@tamiu.edu or ext. 2362.

What is the Work/Life Solutions Program?

Work/Life Solutions is provided by GuidanceResources® and offers counseling, legal and financial consultation, work-life assistance and crisis intervention services to all our employees and their household family members.

Why provide Work/Life Solutions?

Because we care about our employees and their dependents. Work/Life Solutions can be used free of charge as needed when you or your dependents are facing emotional, financial, legal or other concerns.

Are the services confidential?

Yes, Work/Life Solutions is strictly confidential. No information about your participation in the program is provided to your employer.

Why might my family or I use the services?

There are many reasons to use these services. You may wish to contact Work/Life Solutions if you:

- Are feeling overwhelmed by the demands of balancing work and family
- Are experiencing stress, anxiety or depression
- Are dealing with grief and loss
- Need assistance with child or elder care concerns
- Have legal or financial questions
- Have concerns about substance abuse for yourself or a dependent

What happens when I call?

When you call, you will speak with a GuidanceConsultant℠, a master's- or PhD-level counselor who will collect some general information about you and will talk with you about your needs. The GuidanceConsultant will provide the name of a counselor who can assist you. You can then set up an appointment to speak with the counselor over the phone or schedule a face-to-face visit.

What counseling services does Work/Life Solutions provide?

Work/Life Solutions provides free short-term counseling with counselors in your area who can help you with your emotional concerns.

If the counselor determines that your issues can be resolved with short-term counseling, you will receive counseling through Work/Life Solutions. However, if it is determined that the problem cannot be resolved in short-term counseling in Work/Life Solutions and you will need longer-term treatment, you will be referred to a specialist early on and your insurance coverage will be activated.

Can my children use Work/Life Solutions?

Yes. Work/Life Solutions is a confidential benefit for employees and their household family members.

Here when you need us.

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TTY: 800.697.0353
Online: guidanceresources.com
App: GuidanceNow℠
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Our specialists provide qualified referrals and resources for just about anything on your to-do list, such as:
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DISTANCE EDUCATION & INSTRUCTIONAL TECHNOLOGY COMMITTEE

Selection: done by unit; two-year term; individual may be replaced at the end of the term or be selected to serve another term.

Composition will be one representative per college or free-standing academic unit (appointed by the Dean or academic unit head), three members of the Faculty Senate (appointed by the Senate), the chair of the University Curriculum Committee, the Associate VPAA (or that officer's designee), two representatives from Student Success (appointed by the VPSS), and one from Graduate School (appointed by the Dean). The Director of Instructional Technology and Distance Education will serve as ex-officio, and will be co-chair with one of the members appointed from the Faculty Senate. Appointments will be submitted through the Provost to the Faculty Senate for concurrence.

*suggested changes 11/23/20. Reviewed by Provost

The Faculty Ombuds Officer is a part-time position elected by voting faculty for a term of three years, beginning in the Fall semester after election. Nominees for Faculty Ombuds Officer are solicited through the Faculty Senate Executive committee, to be vetted by the Faculty Senate, and approved by the Provost, before going to a vote by the faculty. The Ombuds Officer will receive release time of 3 SCH per semester. The Officer may be re-elected for an additional term.

The Ombuds is a designated neutral, neither an employee nor a management advocate. The Ombuds Officer is empowered to facilitate timely and equitable mediation outside of the faculty grievance process. The role of the Ombuds Officer is to foster a resolution to issues or concerns prior to initiating filing of a formal grievance. The Ombuds Officer does not serve notice to the University, cannot impose remedies or sanctions, or enforce or change any policy, rule, or procedure. However, the Ombuds Officer may serve as a communication resource and catalyst for institutional change for the university by reporting trends and identifying opportunities to enhance policies and procedures.

Important qualifications for the Faculty Ombuds Officer include:

- Tenured fulltime faculty member
- Faculty members with administrative duties (Department Chair level and above) shall not be considered for this position
- Knowledge of university policies and resources
- Extensive cross-campus experience
- Strong communication skills
- Ability to be objective and neutral
- Strong conflict resolution skills
- Commitment to promote ethical conduct in the performance of the Faculty Ombuds Officer role
- Understanding of cross-cultural values and commitment to diversity

TAMIU Faculty Senate

Academic Oversight Committee's Meeting Minutes

November 16, 2020

- TAMIU Faculty Electronic Portfolio recommended sections (see pg. 40 of the TAMIU Faculty Senate's Handbook)

  11-16-2020 Senators Viloria, Gonzalez and Ynalvez will personally begin to collect feedback from the respective Deans so that colleges can customize the FEP sections. It was decided that Dr. Viloria will meet with Dean O'Meara (COE) and Dr. Sears (College of Business), Dr. Gonzalez will meet with Dean San Miguel (COAS), and Dr. Ynalvez will meet with Dean. Hong (University College and Dean Torregosa (College of Nursing). The established timeline will be the following:

  March 2021- Collect College FEP drafts
  April 2021- Present Draft to Faculty Senate (for review, discussion and suggestions)
  May 2021- Present to TAMIU Faculty by colleges for a vote
  September 2021- AEFIS training and faculty data upload

  Notes-

Revisit Dr. Mitchell's request for a Faculty Senate recommendation about the sections for the Faculty Electronic Portfolio

Review the following statement on pg. 41, *"Each college will establish clear guidelines for its faculty in regards to the materials to be included in teaching portfolios".*

Dr. Mitchell proposed that the AOC visit with each Dean to capture the respective colleges' FEP sections.

DEITC Meeting

Minutes

Members Present:
1. Jared Dmello
2. Juan Garcia Jr
3. Dr. Cynthia Pina

4. Karla Linero Reyes
5. Melissa Garcia
6. Elizabeth DeZouche
7. Karol Batey
8. Dr. Yong Chen
9. Dr. Jennifer Coronado

Administrative Associate: Stephanie Alderete

Associate VP/CIO IT
Miguel Munoa, ex-officio

Instructional Designers (non-voting)
1. Tony Ramirez
2. Julio C. Tovar
3. Carlos Vallarta
4. Anna Gonzalez
5. Gloria Sanchez

Members Absent:
1. Dr. Kevin Lindberg
2. Dr. Marcela Moran
3. Dr. Lorraine Dinkel
4. Triana Gonzalez
5. Gina Gonzalez
6. Dr. Mehnaaz Momen

Item	Action/Information
Approval of Minutes/ Member Introduction	Committee members reviewed the minutes from October 26, 2020. Dr. Coronado requested changes be made to a couple of the areas of the minutes: • Under additional information shared, please remove the first line on the 5th bullet "there are now short term learning courses being offered through continuing education. " • Under questions/concerns regarding AP 2nd bullet about caps, please replace the word AP with School of Graduate Studies. Dr. Pina, and Dr. Dmello motioned to approve minutes with modifications as specified.
Academic Partnerships (AP) Updates	Dr. Coronado updates included: • AP is moving platforms from Thinkific to D2L, they are working on migrating content from one platform to the other. • MS in School Counseling online accelerated format launches fall 2021 • AP Enrollment summary from August 2019- August 2020 is 64% growth in total enrollment, Business Administration 85% growth over 2019 and 67% growth in new enrollment, Criminal Justice 67% growth over 2019 and 22% growth in new enrollment, Education 47% growth over 2019 and a slight decline in new enrollment probably due to teaching transitioning to online and teachers adjusting to working with students virtually. However, there has been an increase in education enrollment since August 2020. Nursing 42%

	growth over 2019 and a slight decline in new enrollment probably due to nurses working overtime hours at hospital due to COVID. • Nursing and education certifications that are tied to degrees that are earned in Texas can also be recognized in other states thru NC-SARA partnerships.
Quality Matters (QM) Updates/ Introduction of Part-time Partner Instructional Designers	Dr. Abrego QM updates included: • The eLearning office has contracted three new part-time instructional designers on a temporary basis to assist with new course developments for Spring. The three instructional designers are Dr. Jan Brott, Dr. Julia Allen, and Dr. Homayra Moghadasian. • Jan Brott- Former Director of the Center for Distance Learning and Instructional Technology at TAMUK and Associate Director/Instructional Consultant at TAMUCC. • Dr. Julia Allen-Learning Technologist at Texas A&M University Texarkana, Quality Matters certification course review manager, Quality Matters certified face-to-face facilitator, Quality Matters certified peer reviewer, and Quality Matters certified coach (QM for students). • Dr. Homayra Moghadasian- Instructional Consultant and Adjunct Faculty for Texas A&M Central Texas Improve Your Online Course Online Facilitator, Applying Quality Matters Rubric Online Facilitator, and Peer and Master Reviewer.
Proctoring Solutions Data	Carlos Vallarta discussed proctoring solutions data: • Dr. Abrego noted to committee that there are 1300 course sections in a long semester (this number will be important to the data Carlos is sharing). In fall 2020 there was approximately 750 online course and 430 of those courses used a proctoring solution for testing, while the other 300 courses most likely proctored their tests differently. • Proctoring Solution usage data as of 11/20/20: • **Respondus**-66,970 total proctoring sessions conducted in 2020; 376 courses and 189 unique instructor usage. • **Proctorio**- 2,599 total proctoring sessions conducted in 2020 with 1,179 new proctoring users. (Proctorio is a bit lower in usage because students normally use this solution because they are Chromebooks users). Data obtained did not provide specific information regarding number of faculty. • **Examity**- 312 exam appointments conducted in 2020, 14 courses and 10 faculty used the solution. • Questions/concerns regarding Proctoring Solutions: • Dr. Dmello asked if we have any plan if an outage occurs during finals week. After contacting Amazon Web Services after last week's outage problem, we were reassure that the problem had been resolved. However, the committee agreed that faculty needs a plan B in case this happens again. Dr. Dmello suggested that whatever plan B we go with should also be discussed/shared with the Provost office, so that campus wide emails can be sent out to notify faculty/staff of the issue. • Carlos Vallarta suggested to turn off the proctoring service if an outage occurs again, to allow students to finish the exam.

	• Dr. Norris suggested to have students do an essay in place of the exam in the case that the course has 50 students or less. • Dr. Pina suggested scheduling students to a "makeup day" for the exam such as the two days before grades are due (for example December 8th and 9th). Days that are open after final exams that won't get in the way of other exams. • DEITC co-chairs (Dr. Abrego and Dr. Norris) will send an email to Dr. Mitchell referencing these suggestions in case an outage occurs or any other technical occurrence informing him of the alternate solutions. • Speaking of Lockdown Browser Monitor, Dr. Abrego asked if anyone knew any information with respect to MAC users been able to take screen to cheat on exams. Tony Ramirez, who is a MAC user, was not aware this is a possibility but will look into the newer version and report back next meeting. • Dr. Dmello asked if the computer labs will be open for students to do finals. Dr. Abrego posted the computer lab schedules and recommended that the committee members informed their colleagues in case they have students that need to come to campus to take their final exams. • Dr. Abrego shared with the committee a video demo showing how to use a mirror to do an environment check for test proctoring. This video shows how to run an environment check to make sure that the desk is free of papers, cell phones, second monitor, or that there is not another person in the room.
National Distance Learning Sessions	Ana Gonzalez discussed National Distance Learning week sessions: • All sessions were conducted virtually and were thru a 3rd party prospective. • There will be more training from Feedback Fruits in the future to show off the different tools they offer. We will be in an official pilot with them soon. • Dr. Pina conducted several sessions (Blackboard, Course Content, and Different tools to further engage students within course), all sessions went well. • ECHO did a more in-depth training, showing the new features they offer. • Sessions were recorded and can be found inside the Faculty Resources course shell inside of Blackboard.

NC-SARA Update and New Licensure Requirement	Tony Ramirez discussed NC-SARA:
	• Dr. Abrego asked Tony to give an overview of NC-SARA and the new requirements for programs that lead to a certification or licensure.
	• What is NC-SARA(National Council for State Authorization Reciprocity Agreements):
	   o SARA is an agreement among member states, districts and territories that establishes comparable national standards for interstate offering of postsecondary distance learning.
	   o As of April 2020, 49 states, the District of Columbia, Puerto Rico and the US Virgin Islands are members. California is the only state that is not part of the agreement, because they do not have a person in charge of their post-secondary.
	   o Over 2,100 colleges and universities participate – TAMIU is a member
	   o An agreement was made with each Regional Compact: WICHE, MHEC, BEBHE, and SREB.
	• Authorization for NC-SARA:

	- o Institutions must obtain any required state authorizations for distance education programs as a condition of eligibility to offer federal student aid to students located in such states, or - o participate in a state authorization reciprocity agreement that covers the institution's activities in the relevant state or territory - o Currently, SARA is the only qualifying reciprocity agreement - Disclosures for NC-SARA: - o Public disclosures for educational programs offered via distance education and in person: - o Authorization by the state or through reciprocity - o Complaint process where the institution's main campus is located, or the state where the student is located, or SARA - o Adverse actions initiated by State entities - o Adverse actions initiated by accrediting agencies - o Refund Policies required by a State for an institution to comply - o •**AND Professional licensure (new requirement)** - Professional licensure disclosures for NC-SARA: - o The institution has determined its curriculum **<u>meets</u>** the state educational requirements for licensure or certification - o The institution has determined its curriculum **<u>does not meet</u>** the state educational requirements for licensure or certification - o The institution **<u>has not made a determination</u>** that its curriculum meets the state educational requirements for licensure or certification - o General publication and direct disclosures in certain cases - o The final rule requires institutions to make the required professional licensure disclosures "readily available." - o Publishing the required disclosures in their catalogs or on their website. - o Direct disclosures to prospective and enrolled students via email or other electronic communication - o if the institution has determined that its program's curriculum does not meet the state educational requirements for licensure or certification in a state in which a prospective student is located, or if the institution has not made such a determination, the institution must provide notice to that effect to the prospective student prior to entering the enrollment agreement - o No acknowledgement from student required (like in the 2016 rule) - o Institutions are expected to notify a student within 14 calendar days of learning that their program does not lead to licensure in a state where those students are located. - Modifications to align with federal regulations for NC-SARA(specifically about licensure requirement): - o SARA has no effect on State professional licensing requirements. Any Institution approved to participate in SARA that offers courses or programs designed to lead to Professional Licensure or certification or advertised as leading to Licensure must satisfy all federal requirements for disclosures regarding such Professional Licensure programs under 34 §C.F.R. 668.43. For SARA purposes, these requirements will also apply to non-Title IV institutions.

	For SARA purposes, institutions that are unable, after all reasonable efforts, to determine whether a program will meet state professional licensure requirements shall provide the student or applicant with current contact information for any applicable licensing boards, and advise the student or applicant to determine whether the program meets requirements for Licensure in the State where the student or applicant is located. • How does TAMIU comply with NC-SARA requirements: • We have created and maintain our website at https://www.tamiu.edu/distance/StateAuthorization.shtml • An email was sent to College Deans on November 20th alerting them of disclosures that need to be published in their public website and direct disclosures that need to be sent to enrolled and prospective students in writing. As a result, the College of Nursing and Health Sciences published their disclosure in their website: https://www.tamiu.edu/conhs/sara-disclosure.shtml ○ An agenda item was included in the November 2020 Distance Education and Instructional Technology Advisory Committee (DEITC) to inform members and seek their cooperation at informing their Department Chairs and Advisors of these new disclosure requirement. • Dr. Abrego noted that the A&M system has formed a committee of all the NC-SARA representatives /coordinators to start communicating and collaborating on how each institution responds to the NC-SARA requirements. • Dr. Abrego urged the committee members to inform their Deans of this new requirement for general and direct communications with prospective and enrolled students in case of an audit.
Open Agenda	❖ Dr. Abrego informed the committee of an upcoming Social Media campaign to increase traffic and gain followers to our social media outlets (Facebook and Twitter). eLearning will be hosting a winter holiday giveaway that consists of a couple of baskets with Holiday goodies. To participate the faculty member needs to like the image and like our FB page or follow our page on Twitter. The campaign will run from December 1-15th. The giveaway will be done via Facebook-Live on December 15, 2020 and winner does not need to be present.

Meeting adjourned at 4:45 p.m.

From:	Abrego, Patricia C. <pabrego@tamiu.edu>
Sent:	Monday, November 30, 2020 8:10 PM
To:	Mitchell, Thomas R
Cc:	Norris, James A; elearning@tamiu.edu
Subject:	Regarding proctoring solution Plan B for faculty
Importance:	High

Dear Dr. Mitchell:

We had our DEITC meeting this afternoon and one of the discussion items centered around proctoring solutions and choices faculty will need to make if technical difficulties arise at the time of the final exams.

In the event that the proctoring solution (Respondus Monitor, Proctorio, and Examity) experience an outage or an overload and services are not available, faculty may consider any of the following alternate solutions:

1) Turn off proctoring solution and allow students to proceed with the exam at the time it was originally scheduled, or

2) Re-schedule the exam to another day (make-up day) based on consensus from students but still within the final exam window.

In addition, if only a couple of students are having technical issues with the proctoring solutions, it will be up to the faculty member to determine an alternate course of action and create an exemption **only** for those students. Please contact the eLearning group if you need assistance.

If you approved with these recommendations, would you please send it to College Deans as soon as tomorrow? Thanks.

Respectfully,

Dr. James Norris and Pat Abrego, DEITC Co-chairs

Applying the Quality Matters Rubric Workshop

NOW BEING OFFERED VIRTUALLY VIA ZOOM!!
Monday, December 14, 2020 1:00 PM - 5:00 PM Central Time
AND
Tuesday, December 15, 2020 1:00 PM -5:00 PM Central Time
You must pre-register and attend BOTH sessions.
Limited spaces available – **Register for the Workshop NOW**!

The Applying the Quality Matters Rubric (APPQMR) workshop is QM's flagship workshop on the QM Rubric and the process of using the QM Rubric to review online courses. It is intended for a broad audience, including but not limited to faculty, instructional designers, administrators, and adjunct instructors who wish to understand more about the QM Rubric and process of course review.

Your Facilitator:

Dr. Julia Allen, Learning Technologist II
Texas A&M University –Texarkana
Special Program Instructional Designer
Texas A&M International University

Notes for participants:

- Materials for the session will be provided virtually. A current QM workbook will provided for participants who do not have one, and will be sent via inter-office mail.
- Following registration on the QM website, you will be prompted to register for the Zoom meeting as well. This is a security measure and is required to receive the link to attend the meeting.

There are no prerequisite requirements. The workshop starts promptly at 1 P.M. Please **arrive at least 15 minutes early** as the workshop moves at a fast pace and latecomers not only miss part of the presentation, but interrupt the training for others. A webcam is required and must remain turned on (with you in view) to receive credit for completing the workshop.

Workshop Registration Link