TAMIU Faculty Senate Meeting

November 5, 2021; WebEx

I. The meeting was called to order by the Faculty Senate President, Dr. Lourdes Viloria, at 12:05 p.m.

II. *Roll Call:* Dr. Lourdes Viloria, Dr. James Norris, Dr. Marvin Bennett, Ms. Malynda Dalton, Dr. Li-Zheng Brooks, Dr. Melissa Garcia, Dr. Deepak Ganta, Dr. Puneet Gill, Dr. Ariadne Gonzalez, Dr. Tatiana Gorbunova, Dr. Andrew Hilburn, Dr. Hayley Kazen, Dr. Runchang Lin, Dr. Gilberto Martinez, Mr. Alejandro Mojica, Ms. Angela Moran, Dr. Lola Norris, Dr. Leonel Prieto, Dr. Ruby Ynalvez

III. *Our Guests* were given the floor:

Dr. Pablo Arenaz

Dr. Arenaz informed the Senate that at the last Special Session of the Legislature the Comprehensive Regional University Bill was passed and they appropriated $20 M of the $42 M that was asked for. This is monies for both graduate and undergraduate students who are 'at risk'. It will give TAMIU several million dollars in our budget that was not expected for funding new faculty lines and for program building. In addition, TAMIU received $45 M, of the $80 M requested, in Tuition Revenue Bonds. This money will probably be used to build a health science teaching and research building.

Commencement is taking place on the 9th of December. We will have 2 ceremonies; COAS at 11:00 a.m. and all other academic units at 4:00 p.m. Norma Cantu, one of the first graduates of our University, will be our commencement speaker this year. We will also go back to having student respondents at both ceremonies this year.

We seem to be seeing things decrease in terms of COVID. The City Emergency Operations for COVID has been disbanded. We have administered about 2,500 surveillance tests with no positives. We are still doing contact tracing for anyone who reports positive through Redcap. The City has reported that we are over 90% vaccinated. Wednesday the 17th will be the last day that the National Guard will be on campus to give vaccines. TAMIU will be offering testing through the 3rd of December of all and for Faculty and Staff trough the following week and then begin again the following year.

Dr. Arenaz asked the Senate to look into the possibility of renaming the Distinguished Teacher of the Year and Distinguished Scholar of the Year Awards to just Distinguished Teacher and Distinguished Scholar Awards. Also, he announced that they will making a decision soon as to whether or not we will have Spring Break next semester.

Dr. Thomas Mitchell

Dr. Mitchell reported that they met last week with the External Reviewers for the accreditation of our Music Program. They were very impressed by the quality of our faculty and our students.

Dr. Mitchell also made several general announcements:

- The Faculty Development Leave Committee will meet next week to make recommendations to the Provost. We have until Nov. 23rd to submit our recommendations to the Board of Regents.

- Next Friday the University Promotion and Tenure Committee will met. We have 8 faculty going up for promotion and tenure and 3 for promotion to Full Professor.

- Dr. Mitchell sent a focus report to the Chairs, Deans and Vice Presidents for the fall majors, undergraduate programs, minors and areas of concentration for all of our students. The highest number of undergraduate majors are in Business Administration followed by Criminal Justice, Biology - Chemistry and then Psychology.

- Dr. Mitchell requested a written report from the Senate concerning the new Fixed-Term Faculty Policy that was just approved for addition in the Faculty Handbook. This is for the purpose of historical documentation.

- It was asked of the Provost of the possibility of having a Spring process for promotion of Fixed-Term Faculty? The response to this question was positive.

- Senator Lola Norris asked the Provost about the possibility of getting a faculty lounge on campus? The response was that we use to have one in the Library, but it is not currently a very high priority compared to funding class/lab space.

Dr. Barbara Hong (Dean of the University College)

Dr. Hong presented to the Senate the revised University College Faculty and Staff Evaluation Rubric. To summarize:

- Teaching =   70% (need at least 55% out of 70%)
- Service =   20% (need at least 15% out of 20%)
- Dean's Input =   10% (need at least 5% out of 10%)

Faculty must have an 75% satisfactory performance rating or have a mandatory one semester growth plan to improve their performance.

It was reported that it was voted on by the University College Faculty and approved with a vote of 11 out of 13 in favor. The document is now ready to be filed officially in the Provost's office.

IV. The minutes for the October 1st Faculty Senate meeting were approved without corrections.

V. New Business

A. Faculty Senate Fixed-Term Faculty Vote Results:

Senator Dalton reported on the results of the Faculty vote for 2 changes in the Handbook:

- the proposed changes to Chapter 2 'Fixed-Term Faculty' - 46 approved, 16 against

- to make the Ad hoc Fixed-Term Senate Committee a standing committee - 58 approved, 4 against.

Both Handbook changes were approved. It was also suggested that just for the up-coming academic year a separate Spring timeline for Fixed-Term Faculty be suggested to the Provost in order to not further delay this process.

B. Request to review the possibility of 3 Sick days changed to 3 Personal Days in Work Day (for personal situations that are not emergencies yet unexpected).

This was addressed at the last Senate Executive meeting with the President and the Provost. We were informed that system policy requires Faculty to submit documentation if they are going to take sick leave. But exchanging Sick days for Personal days may be possible and Senator Viloria will contact Human Resources to investigate this further.

C. Spring Break 2022. This was addressed by the Provost in his previous report.

D. Budget Advisory Committee Representative. Senator Gorbunova volunteered serve on the BAC as our representative.

E. AEFIS Faculty Electronic Portfolio Update.

This process seems to have come to a standstill. We do now have a new VP for Institutional Assessment whom we should invite to a future Senate meeting and report on the state of the AEFIS database. It was also suggested that the Senate Academic Oversight Committee met with the Provost and VP to discuss this.

F. Technology Issues.

        Senator Kazen reported that by mid-November Faculty will be receiving licenses for Adobe Acrobat and it is by user and not by computer so that they can also use it at home.

        Additional technology related issues that were brought up for consideration of TAC:

        - A better version of SPSS for Faculty with doctoral students.
        - There is now a work-around for Excel for Mac Users who are having problems.

        Senator Lola Norris asked if TAC could look into the reason why DUO will no longer remember it's log-in for the same computer during the 24-hour log-in time.

VI. Old Business:

A. President Arenaz would like the Faculty Senate to consider only opening the faculty awards
    to Tenured Faculty - pg. 92 of the TAMIU Faculty Handbook
        - Distinguished Teacher of the Year
        - Distinguished Scholar of the Year

        Senator Gonzalez reported that the Awards Committee met with the President and the Provost to discuss this issue. Concerns that were brought up included:

- some Departments don't have enough tenured faculty, so would be underrepresented, or would be submitting the same person(s) year after year,

- if this happens is there a possibility that a separate award be created for tenure-track faculty,

- it would take away some of the incentive to strive for excellence among the untenured faculty,

- the concern that we only have a few applicants that apply for the awards, and this would limit it even further,

- the concern of the possible legal ramifications if a tenure-track faculty receives an award and then, later, gets denied tenure.

        A suggestion was made to redefine the 'body of work' from 3 years, as stated in the Handbook, to 5 years. A further suggestion was made that the Senate compile all of these ideas and have the Awards Committee met with the President and the Provost and discuss them so that we could have a fuller clarification of the issues before changes are suggested for the Handbook.

VII. Committee Reports:

A. The Academic Oversight Committee: did not met.

B. The Budget and Finance Committee: did not met.

C. The University Ethics Committee:

      Senator Moran reported that they met to discuss some faculty's concerns about the selection of the "University Common Read". The concerns were that the Common Read is selected for 3 years and that it is authored by an Administrator. There was also a concern that there is a separate workbook that is required with the Common Read that did not go through any selection process.

      It was suggested that this is a topic that can be presented to the President and Provost for clarification at our next Senate Executive meeting. This was agreed to by all of the Senators.

D. The Committee on Creation, Composition, and Responsibilities of Committees: did not met.

E. The Awards Committee: Senator Prieto reported that they met to continue working on the awards process.

F. The Faculty Handbook Revision Committee: The Committee met to discuss the issue of release time for the Senate Executive Committee, as approved by the Provost.

G. The Assessment Committee: Senator Ynalvez reported that they met and the Committee will be soliciting feedback from the Administrators concerning any possible changes to the questions on the Administrator Evaluation rubrics (see the attached minutes).

H. The Distance Education and Instructional Technology Committee: Senator Hilburn reported that the Committee met (see the attached minutes).

      Items of discussion included:

            - Increase in fees for the QM certification and how to save money due to this increase.

            - The planning for the up-and-coming 'Distance Education Learning Week (Nov 8 - 12).

I. The Technology Advisory Committee: Senator Kazen reported that they did met (see previous report and attached minutes).

J. Fixed-Term Promotion Ad Hoc Committee: did not meet.

VIII. Announcements and Other Business:

     - Senator Gonzalez mentioned that at their last Department meeting a faculty member approached her about a question concerning the IRB Board. The question was 'Why are Administrators included on a Board that should only consist of Faculty?" It was brought up that the IRB needs to have IRB experts on the Committee and some of those experts are Administrators, but that the bulk of the Committee are Faculty members. This is another subject that the Executive Committee agreed to bring up with the President and the Provost.

     - Senator Ynalvez brought up a question that came from the COAS P&T Committee about the evaluation of people who are going up for Full Professor. "Does the evaluation of a candidate for Full Professor start form the point they are promoted to Associate Professor or from the beginning of their tenure process?" It was suggested that the Handbook Committee look into this question and how it could be better clarified within the Handbook.

     - Senator Lola Norris brought up a question in regards to Emeritus Status in that there does not appear to be a clear procedure as to how a professor can become emeritus. This was also referred to the Handbook Committee for further consideration.

     - Senator Viloria announced that the next 'Conversation with the President" will be on November 30th and she will get back to us as to the timing and whether it will be virtual or face-to-face.

IX. The meeting was adjourned at 2:47 p.m.

SELF-ASSESSMENT OF SERVICEACTIVITIES FOR
UNIVERSITY COLLEGE FACULTY

CALENDARYEAR: 2021

(Pleaseonlyincludeactivitiesthathaveoccurredduringthecalendaryearbeingreported.)

Nameand Narrative:

This year's Service goals:
This year's key Service accomplishments:
Next Year's Service goals:

According to the Texas A&M International University Faculty Handbook (2018):

> A faculty member provides **service** to the University through active participation and leadership in college and University committees, councils, special projects, or duties for which the faculty member is held accountable…Community service by TAMIU is recognized in any and all of those areas. For purposes of evaluation, however, activities must relate to one's academic field or discipline or else be clearly approved by the University. (p.22)

> **Instructors** must participate at an introductory level of responsibility in service to the college and University through committees and special projects. (p.25)

University College maintains a purposeful process for evaluating service in relation to the "activities through which members of the faculty employ their academic expertise for the benefit of the University, the community and the profession" (p.22).The **Self-Assessment forms** and documentation in the **dossier** are utilized to evaluate faculty service engagements to the College, University, and the community/profession.

Instructions: *In the column at left, please check the service activities you accomplished this year. A higher-level activity may substitute a lower level activity, and– where possible – if an activity is performed twice, it can count twice(e.g. if a person chairs two committees each may count as an independent activity toward the required number of activities in a given category).Be sure to include a narrative that goes beyond a list of participation in service activities to discuss how such activities affect your knowledge, skills, and abilities, as well as how your expertise relates to the activities.*

Dossier Documentation: *Be sure to include evidence of the selected activity in your dossier. Service engagements are interpreted to mean a wide variety of possible tasks, as indicated in the description of "service" above and in the list below:*

Note: Base Satisfactory Rate for Lv. 3 "Meets Expectations" is achieving 75/100% of the whole evaluation. This is further broken down as follows: Teaching 55/70%; Service 15/20%; Dean's Evaluation 5/10%

Check if applicable	Service Activity (20% Overall)
	Level 4 - Exceeds Expectations:
	Have met the following faculty committee/task force service requirements (supported with evidence and narrative description):
○	- **Served as an active member of at least 3** College/University committees or task forces as requested (3 being the standard in the faculty handbook) *(this check cannot be used more than once- see next section for additional service)*
○	- **Chaired at least 2** committees or task forces at the College level *(this check cannot be used more than once - see next section for additional service)*
	AND Have <u>actively served in at least THREE</u> of the following activities of additional service (supported with evidence and narrative description):
○	- **Served as an active member of more than 3** College/University committees or task forces as requested
	- **Chaired more than 2** committees or task forces at the College level*(this check cannot be used more than once)*
○	- Served as an active member in an international organization
○	- Served as an active member in a national organization
○	- Chaired a significant committee/task force for a local/regional professional or academic organization
○	- Served as a member on relevant community committee, board, or active service on board of directors
○	- Received recognition of outstanding service by a local/regional professional or academic group or by a public organization for service performed as a University representative
○	- Received recognition of exceptional service by the College, University, or a state/national professional or academic group
○	- Supervised student projects (undergraduate, honors program students) outside of class assignments/projects
○	- Served as an academic advisor to students
○	- Provided unusual and exceptional service to the College/University (e.g., raising funds via grants or other means)

Check if applicable	Service Activity (20% Overall)
○	- Held office or significantly participated in relevant, local or regional professional or academic organization or a public organization where the faculty member was a University representative
○	- Consulted for services/workshops in area of expertise
○	- Performed speaking engagements with or without compensation (Please indicate type of engagement: invited or not invited in your narrative.)
○	- Served on University advisory boards/councils
○	- Served as the advisor to an active student organization
○	- Supervised an off-campus event/trip
○	- Advised an active student organization that received national recognition
○	- Supervised non-mandatory student projects that benefitted a community organization
○	- Participated in relevant community organization events
○	- Participated in events that focused on the practice of First-Year Experience/education related issues
○	- Participated in other activities that placed faculty in direct contact with educational institutions or potential students
○	- *OR* other ad hoc service activity in consultation with Dean
	Level 3 - Meets Expectations:
	Have met the following faculty committee/task force service requirements (supported with evidence and narrative description):
○	- **Served as an active member of at least 3** College/University committees or task forces as requested (3 being the standard in the faculty handbook) *(this check cannot be used more than once - see next check for additional service)*
○	- **Chaired more than 2** committees or task forces at the College level*(this check cannot be used more than once)*
	AND Have actively served in at least TWO of the following activities of additional service (supported with evidence and narrative description):
○	- **Served as an active member of more than 3** College/University committees or task forces as requested

Check if applicable	Service Activity (20% Overall)
○	- **Chaired more than 2** committees or task forces at the College level*(this check cannot be used more than once)*
○	- Chaired a significant committee/task force for a local/regional professional or academic organization
○	- Served as a member on relevant community committee, board, or active service on board of directors
○	- Received recognition of outstanding service by a local/regional professional or academic group or by a public organization for service performed as a University representative
○	- Received recognition of exceptional service by the College, University, or a state/national professional or academic group
○	- Supervised student projects (undergraduate, honors program students) outside of class assignments/projects
○	- Served as an academic advisor to students
○	- Provided unusual and exceptional service to the College/University (e.g., raising funds via grants or other means)
○	- Held office or significantly participated in relevant, local or regional professional or academic organization or a public organization where the faculty member was a University representative
○	- Consulted for services/workshops in area of expertise
○	- Performed speaking engagements with or without compensation (Please indicate type of engagement: invited or not invited in your narrative.)
○	- Served on University advisory boards/councils
○	- Served as the advisor to an active student organization
○	- Supervised an off-campus event/trip
○	- Advised an active student organization that received national recognition
○	- Supervised non-mandatory student projects that benefitted a community organization
○	- Participated in relevant community organization events
○	- Participated in events that focused on the practice of First-Year Experience/education related issues
○	- Participated in other activities that place faculty in direct contact with educational institutions or potential students
○	- *OR* other ad hoc service activity in consultation with Dean

Check if applicable	Service Activity (20% Overall)
	Level 2 - Progressing Towards Expectations:
	Have met the following faculty committee/task force service requirements (supported with evidence and narrative description):
○	- **Served as an active member of at least 3** College/University committees or task forces as requested (3 being the standard in the faculty handbook) *(this check cannot be used more than once - see next check for additional service)*
○	- **Chaired more than 2** committees or task forces at the College level*(this check cannot be used more than once)*
	AND Have <u>actively served in at least ONE</u> of the following activities of additional service (supported with evidence and narrative description):
	- **Served as an active member of more than 3** College/University committees or task forces as requested
	- **Chaired more than 2** committees or task forces at the College level*(this check cannot be used more than once)*
○	- Chaired a significant committee/task force for a local/regional professional or academic organization
○	- Served as a member on relevant community committee, board, or active service on board of directors
○	- Received recognition of outstanding service by a local/regional professional or academic group or by a public organization for service performed as a University representative
○	- Received recognition of exceptional service by the College, University, or a state/national professional or academic group
○	- Supervised student projects (undergraduate, honors program students) outside of class assignments/projects
○	- Served as an academic advisor to students
○	- Provided unusual and exceptional service to the College/University (e.g., raising funds via grants or other means)
○	- Held office or significantly participated in relevant, local or regional professional or academic organization or a public organization where the faculty member was a University representative
○	- Consulted for services/workshops in area of expertise
○	- Performed speaking engagements with or without compensation (Please indicate type of engagement: invited or not invited in your narrative.)

Check if applicable	Service Activity (20% Overall)
○	- Served on University advisory boards/councils
○	- Served as the advisor to an active student organization
○	- Supervised an off-campus event/trip
○	- Advised an active student organization that received national recognition
○	- Supervised of non-mandatory student projects that benefitted a community organization
○	- Participated in relevant community organization events
○	- Participated in events that focus on the practice of First-Year Experience/education related issues
○	- Participated in other activities that place faculty in direct contact with educational institutions or potential students
○	- **OR** other ad hoc service activity in consultation with Dean
	Level 1 - Does Not Meet Expectations:
	Did not meet faculty committee/task force service requirements and had only <u>actively served in ONE</u> or fewer of the following activities:
○	- List ONE activity noted above
○	- **OR** other ad hoc service activityinconsultationwithDean
○	- Provided no evidence of service activity
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Overall self-assessment of service performance this year (check one):

Distinguished 4 (20)	Above Average 3 (15)	Average 2 (10)	Unsatisfactory 1 (5)
○	○	○	○

SELF-ASSESSMENT OF TEACHING ACTIVITIES FOR
UNIVERSITY COLLEGE FACULTY
CALENDARYEAR: 2021
(Pleaseonlyincludeactivitiesthathaveoccurredduringthecalendaryearbeingreported.)

Name and Narrative:

Thisyear's teaching/SMART goals:
Thisyear'skeyteachingaccomplishments:
Next year's teaching/SMART goals:

According to the Texas A&M International University Faculty Handbook (2018):

> Instructors must demonstrate a basic knowledge of the **teaching** area, careful classroom preparation, and a willingness to assist students. They must show continuing progress in teaching by expanding knowledge in the teaching specialty and developing effective instructional strategies and techniques. They must also participate in academic advisement and be familiar with University core curriculum, college degree requirements, and other matters related to academic advisement. (p.25)

University College maintains a purposeful process for evaluating faculty in relation to seeking and applying knowledge that enhances effective teaching practices. As such, instructors are expected to participate in "teaching activities [that] encompass classroom instruction as well as those professional development activities aimed at making one a better teacher or enhancing one's expertise in the teaching subject area" (p.22).Therefore, this **Self-Assessment form**and the documentation in the **dossier** should include multipletypes of evidence, supported by an attached narrative,thatdemonstrate an understanding of advancements in pedagogy.

Instructions: *In the column at the left, please check the teaching activities you accomplished this year. Also – where possible – if an activity is performed twice, it cannot count twice. Faculty must also include anarrativethat goesbeyondalistofparticipationin teachingactivitiestodiscuss howsuch activities demonstrate advancement in pedagogy, and integration of said pedagogy in curriculum, through multiple types of evidence.*

Dossier Documentation: *Be sure to include evidence of the selected activity in your dossier. Teaching activities mayinclude,butarenotlimitedto those listed below:*

Note*:* Base Satisfactory Rate for Lv. 3 "Meets Expectations" is achieving 75/100% of the whole evaluation. This is further broken down as follows: Teaching 55/70%; Service 15/20%; Dean's Evaluation 5/10%

Check if applicable	Teaching Activity (70% Overall)
	Level 4 - Exceeds Expectations:
	Achieves the following on Student Evaluations: 50%
○	- Average student evaluation ratings in all courses taught in Fall and Spring semesters on first four questions equal or above *__4.5__ points. *denotes a 4.5 mean of course median results (Q1-Q4). Evaluations applies for UNIV/DE/Online/Asynchronous/Sub-term etc.
	AND Achieves the following in Peer Observation:15%
○	- Scores "Strongly Agree" on at least 2 categories - no less than "Agree" on any category (See UC Peer Observation Rubric)
	AND performs __at least THREE__ of the following Enhanced Teaching Practices: e.g. Pedagogies/Professional Development/Recovery/Scholarly activities (supported with evidence and narrative description):35%
○	- Significantly contributed toupdates/changes inUniversity College course curriculums -course materials (e.g. Blackboard course shell, assignments, activities)
○	- Developed new multi-modal/media or learning aids for students
○	- Taught a new class preparation
○	- Completeda pedagogy training program or earned face-to-face or online teaching certification (e.g. Quality Matters/ACUE/PROF)
○	- Integratedstrategies from a pedagogy training program or earned face-to-face online teaching certification (e.g. Quality Matters/ACUE) into your course curriculum
○	- Developed a Course (e.g. Signature Course)
○	- Received annual teaching award nomination
○	- Provided active teaching mentoring to adjunct/visiting instructors
○	- Received teaching recognition by peers (e.g. College, University)
○	- Received teaching awards or nominations from professional or academic organizations
○	- Utilized peer reviews by external parties (e.g. teaching center) or by University/College colleagues to improve teaching
○	- Presented at an international or national conference
○	- Presented at a state or regional conference
○	- Attended an international, national, state or regional conference **and** conducted a professional development utilizing conference information for UC faculty
○	- Publication of an article in a professional journal
○	- Submission of a manuscript for publication
○	- Documented continuing professional education experience
○	- Provided persistent, proactive measures towards maintaining student retention/recovery (e.g. Early Alerts, Announcements, Email Reminders to Students) (*note: DFW/drop rates will not be used to determine faculty Recovery efforts*)
○	- other teaching/professional development activityinconsultationwith the Dean(defined in Teaching Narrative)

Check if applicable	Teaching Activity (70% Overall)
	Level 3 - Meets Expectations:
	Achieves the following on Student Evaluations: 50%
○	- Average student evaluation ratings in all courses taught in Fall and Spring semesters on first four questions equal or below ***4.4** points. *denotes a 4.2 mean of course median results (Q1-Q4)Evaluations applies for UNIV/DE/Online/Asynchronous/Sub-term etc.
	AND Achieves the following in Peer Observation: 15%
○	- Scores"Agree" on at least 2 categories - no less than "Neutral" on any category (See UC Peer Observation Rubric)
	AND performs at least TWO of the following Teaching/Professional Development activities (supported with evidence and narrative description):35%
○	- Updating/contributing to UNIV1201/1302 or CMAT/CIRW curriculum -course materials (e.g. Blackboard course shell), assignments, activities
○	- Developing new multi-modal/media or learning aids for students
○	- Teaching a new class preparation
○	- Completing a pedagogy training program or earned face-to-face or online teaching certification (e.g. Quality Matters/ACUE)
○	- Integrating strategies from a pedagogy training program or earned face-to-face online teaching certification (e.g. Quality Matters/ACUE) into your course curriculum
○	- Developing a Course (e.g. Signature Course)
○	- Receiving annual teaching award nomination
○	- Providing active teaching mentoring to adjunct/visiting instructors
○	- Receiving teaching recognition by peers (e.g. College, University)
○	- Receiving teaching awards or nominations from professional or academic organizations
○	- Utilizing peer reviews by external parties (e.g. teaching center) or by University/College colleagues to improve teaching
○	- Presented at an international or national conference
○	- Presented at a state or regional conference
○	- Attended an international, national, state or regional conference **and** conducted a professional development utilizing conference information for UC faculty
○	- Publication of an article in a professional journal
○	- Submission of a manuscript for publication
○	- Documented continuing professional education experience
○	- Provides persistent, proactive measures towards maintaining student retention/recovery (e.g. Early Alerts, Announcements, Email Reminders to Students) (*note: DFW/drop rates will not be used to determine faculty Recovery efforts*)
○	- **OR** other teaching/professional development activityinconsultationwith the Dean(defined in Teaching Narrative)
	- **Level 2 - Progressing Toward Expectations:**
	- *Achieves the following on Student Evaluations: 50%*

Check if applicable	Teaching Activity (70% Overall)
○	- Average student evaluation ratings in all courses taught in fall and spring semesters on first four questions equal or below *__4.0__ points and above *__3.5__ points. *denotes a 4.0 mean of course median results (Q1-Q4)Evaluations require a minimum 50% of student participation (applies for UNIV/DE/Online/Asynchronous etc.)
	AND Achieves the following in Peer Observation:15%
○	**-** No less than "Neutral" on any category (See UC Peer Observation Rubric)
	AND performs <u>at least ONE</u> of the following Teaching/Professional Development activities (supported with evidence and narrative description):35%
○	- Updating/contributing to UNIV1201/1302 or CMAT/CIRW curriculum -course materials (e.g. Blackboard course shell), assignments, activities
○	- Developing new multi-modal/media or learning aids for students
○	- Teaching a new class preparation
○	- Completing a pedagogy training program or earned face-to-face or online teaching certification (e.g. Quality Matters/ACUE)
○	- Integrating strategies from a pedagogy training program or earned face-to-face online teaching certification (e.g. Quality Matters/ACUE) into your course curriculum
○	- Developing a Course (e.g. Signature Course)
○	- Receiving annual teaching award nomination
○	- Providing active teaching mentoring to adjunct/visiting instructors
○	- Receiving teaching recognition by peers (e.g. College, University)
○	- Receiving teaching awards or nominations from professional or academic organizations
○	- Utilizing peer reviews by external parties (e.g. teaching center) or by University/College colleagues to improve teaching
○	- Presented at an international or national conference
○	- Presented at a state or regional conference
○	- Attended an international, national, state or regional conference
○	- Publication of an article in a professional journal
○	- Submission of a manuscript for publication
○	- Documented continuing professional education experience
○	- Provides persistent, proactive measures towards maintaining student retention/recovery (e.g. Early Alerts, Announcements, Email Reminders to Students) (*note: DFW/drop rates will not be used to determine faculty Recovery efforts*)
○	- **OR** other teaching/professional development activityinconsultationwith the Dean(defined in Teaching Narrative)
	- **<u>Level 1 - Does Not Meet Expectations</u>**: *(Does this require elaboration checks?)*

Check if applicable	Teaching Activity (70% Overall)
○	- Average student evaluation ratings in all courses taught in fall and spring semesters on first four questions equal or less than ***3.5** points. *denotes a 3.5 (or less) mean of course median results (Q1-Q4)Evaluations require a minimum 50% of student participation (applies for UNIV/DE/Online/Asynchronous etc.)
	AND/OR Achieves the following in Peer Observation:
○	- "Disagree" or lower on all categories (See UC Peer Observation Rubric)
	- *AND/OR performs <u>NONE</u> of the following Teaching/Professional Development activities (supported with evidence and narrative description):*
○	- Updating/contributing to UNIV1201/1302 or CMAT/CIRW curriculum -course materials (e.g. Blackboard course shell), assignments, activities
○	- Developing new multi-modal/media or learning aids for students
○	- Teaching a new class preparation
○	- Completing a pedagogy training program or earned face-to-face or online teaching certification (e.g. Quality Matters/ACUE)
○	- Integrating strategies from a pedagogy training program or earned face-to-face online teaching certification (e.g. Quality Matters/ACUE) into your course curriculum
○	- Developing a Course (e.g. Signature Course)
○	- Receiving annual teaching award nomination
○	- Providing active teaching mentoring to adjunct/visiting instructors
○	- Receiving teaching recognition by peers (e.g. College, University)
○	- Receiving teaching awards or nominations from professional or academic organizations
○	- Utilizing peer reviews by external parties (e.g. teaching center) or by University/College colleagues to improve teaching
○	- Presented at an international or national conference
○	- Presented at a state or regional conference
○	- Attended an international, national, state or regional conference
○	- Publication of an article in a professional journal
○	- Submission of a manuscript for publication
○	- Documented continuing professional education experience
	- Provides persistent, proactive measures towards maintaining student retention/recovery (e.g. Early Alerts, Announcements, Email Reminders to Students) (*note: DFW/drop rates will not be used to determine faculty Recovery efforts*)
○	- ***OR*** other teaching/professional development activityinconsultation with the Dean
	-
	-
	-
	-
	-

Overallself-assessmentofteachingperformancethisyear(checkone):

Distinguished 4 (20)	Above Average 3 (15)	Average 2 (10)	Unsatisfactory 1 (5)
○	○	○	○

From:	Announcements <announcements@tamiu.edu>
Sent:	Thursday, November 4, 2021 12:00 PM
Subject:	Deadline for BAC Volunteer Members Nov. 19

The Budget Advisory Committee (BAC) consists of faculty, professional and support staff, and administrators who volunteer to serve in this capacity. The BAC reviews all budget requests and recommends for approval those items identified as the highest priority to the President and VPs for their review.

BAC members serve staggered, three-year terms, and this year the following "volunteer-filled" positions will **require new members**:

- Faculty Representative – College of Nursing and Health Sciences
- Faculty Representative – College of Education - This will be for one year to finish an unexpired term
- Faculty Representative – A.R. Sanchez, Jr. School of Business
- Faculty Representative – University College
- Professional and Support Staff Representative (e.g., Staff Senate membership eligible) - This will be for one year to finish an unexpired term.
- Instructional Administrator Position (e.g., Dean, Assoc. Dean)

I would like to thank **Brett Nickerson, Tony Rodriguez, Virginia Watkins Grayson**, and **Claudia San Miguel** for their years of service on the BAC.

The following positions are appointed annually by the respective Senate:

- Faculty Senate representative
- Staff Senate representative

We are seeking volunteers for the six "volunteer filled" positions, and the only required qualification for these positions is that you be a full-time employee who falls into the position category. For instance, only College of Nursing and Health Sciences faculty may volunteer to be that College's faculty representative.

You may volunteer by completing the form at the appropriate link below ==**no later than Friday, November 19**==. If more than one person volunteers for a position, the position will be awarded through a random drawing to be supervised by representatives of the Faculty Senate for the

faculty positions and representatives of the Staff Senate for the classified/professional staff and administrator positions.

The Budget Advisory Committee is a collaborative body that works for the greater good of the University, and members are prohibited from advocating or campaigning for their department, College or School. The Budget Advisory Committee does not approve or reject any budget requests, but works instead in an advisory capacity. To effectively perform the duties of the Committee, Budget Advisory Committee members are expected to commit to attending periodic meetings throughout the fiscal year.

If you have questions you would like answered prior to making a decision of whether or not to volunteer, please do not hesitate to contact me.

College of Nursing and Health Sciences, College of Education, A.R. Sanchez, Jr. School of Business, or University College faculty, click here:
https://www.surveymonkey.com/r/7HF5SWB

Professional and Support Staff, click here: https://www.surveymonkey.com/r/7FCXMTP

Instructional Administrators, click here: https://www.surveymonkey.com/r/7PLFVGV

Most sincerely,

Juan J. Castillo
Vice President, Finance and Administration
jjcastillo@tamiu.edu

_____

"Minutes" Faculty Senate Assessment Committee

Drs. Puneet Gill, Tatiana Gorbunova, Gilberto Martinez and Ruby Ynalvez participated in the email correspondence.

I. October 07, 2021 the committee members 'met' via email correspondence.

   A: RA Ynalvez solicited answers or comments for the following:

1. Do you approve that we work on revising (if there need be) the questionnaire as per recommendations of the administrators that we evaluate?
2. The Timeline: (a) Fall (October and November) solicitations of recommendations and (b) Spring: working on the recommendations. Do you think, this timeline is reasonable and feasible?
3. Anything else or any suggestion for our committee?

   ✓ The committee approved the proposed timeline and the plan on revising the questionnaire (if there need be) as per recommendations of the administrators.

   B: scheduling the monthly meeting

   ✓ We were able to come up with a schedule for our regular virtual committee meetings. It will be every 2nd Friday of the month at 1:30 pm.

II.   November 01, 2021 the committee members 'met' via email correspondence to comment and/or approve the email message drafted by RA Ynalvez.

   ✓ The draft was approved with minor correction. Below is the final version of the email message to be sent out to each administrator by November 08, 2021.

Dear Dr. _____,

Last spring 2021, the Faculty Senate conducted the administrators' evaluations. Attached is the copy of the evaluation form that contains the survey questions. This fall 2021, the Faculty Senate's Assessment Committee would like to seek any comment and/or recommendation you may have in order to improve the evaluation process i.e. survey questions.

Please let us know if:

(A) I do not have any comment nor recommendation; keep the evaluation process and survey questions as they are

(B) I have the following comment/s and/or recommendation/s:

You may send your response via email to rynalvez@tamiu.edu between today to December 15, 2021.

 Best regards,

_____

DEITC Meeting
Minutes

Date: 9/27/21
Location: WebEx
Co-chairs:
1. Dr. Patricia Abrego, ex-oficio
2. Dr. James Norris (Faculty Senate Appointee)

Members Present:
1. Dr. Jared Dmello
2. Dr. Yong Chen
3. Dr. Cynthia Pina
4. Dr. Alfredo Ramirez
5. Karla Linero Reyes
6. Karol Batey
7. Elizabeth DeZouche
8. Dr. Marcela Moran
9. Triana Gonzalez
10. Andrew Hilburn
11. Dr. Jennifer Coronado
12. Juan Garcia Jr.

Time: 3:00pm

Administrative Associate
Stephanie Alderete

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

Associate VP/CIO IT
Miguel Munoa, ex-officio

Members Absent:
1. Melissa Garcia

Item	Action/Information
Approval of Minutes/ Welcome New Members	Committee members reviewed the minutes from May 24, 2021. Dr. Jennifer Coronado and Dr. Jason Norris motioned to approve minutes. ❖ New members: Dr. Alfredo Ramirez and Andrew Hilburn were introduced. Dr. Hilburn will be taking the place of Dr. Momen in this committee. ❖ Dr. Abrego gave a brief overview for the new members regarding the goals of the DEITC committee.
Annual Report/ ECHO360 Usage O verview	Dr. Abrego introduced to the committee eLearning's Annual Report for 2020-2021. A digital copy of the report may be found here: https://www.tamiu.edu/distance/annualreport2020_2021/index.html ❖ Tony Ramirez presented a comparison on the usage of our lecture capture application ECHO360. This information is found in the attached PowerPoint. As a committee we need to continue promoting ECHO360 among colleagues, this software is installed in every classroom and it can be installed in faculty's computers for personal captures. ECHO360 can be continued be used by faculty to record their lectures. However, they may choose to share or not to share the lectures with their students. Some faculty use their recordings to share to students before a test as a review.
Academic Partnership & Graduate Studies Update	Dr. Jennifer Coronado presented **AP updates**: ➢ Fall 2021- Launched MS in School Counseling in the accelerated online format (17 students registered). There are two new concentrations to the MBA program in Healthcare Administration (16 students registered) and Criminal Justice (6 students registered).

	➤ Launched four short term learning programs: Management and Leadership in Healthcare, Developing a Business Plan for Healthcare, Foundations of Healthcare Reimbursement and Billing and Adult/Adolescent Sexual Assault Nurse Examiner (CA-SANE) Didactic Course for the State of Texas. All of these short courses are offered through Continuing Education. ➤ Launched four digital skills certificates: Digital Marketing, Project Management, Salesforce Customer Relationship Management, and Business & Data Analytics. ➤ Questions/Comments: Karla Linero asked if these courses require a Bachelor Degree and Dr. Coronado replied they do not and these courses are open to anyone that would be interested in that content. **Graduate Studies.** ➤ There are 956 students currently pursuing an online graduate degree for a total of 1487 graduate students.
Quality Matters Report	Carlos Vallarta presented QM updates and recent course certification. Information in the attached PowerPoint. He also presented on the QM professional development requirement for faculty teaching online. Out of 178 unique faculty members teaching online, • 170 (95%) faculty members have completed or registered for a QM training • 8 (4.49%) have not completed a QM workshop Questions/Comments: ➤ Dr. Dmello asked if there are any QM workshops offered this semester for master reviewers. Carlos replied that QM offers Master Reviewer trainings year round and to check on the website for schedule. ➤ Dr. Abrego would like to discuss QM rates (new $1300 fee) and come up with suggestions as a committee on how to minimize the impact of the new increase in the next DEITC meeting.
Plagiarism Prevention Modules	Gloria Sanchez presented the plagiarism prevention modules that were recommended by the committee members in May: ➤ Infobase Learning Cloud(formally Hoonuit) ➤ Credo (Library) ➤ Dr. Coronado reported that the Graduate School has included module 3 from the Infobase Learning Cloud on academic dishonesty in their online graduate orientation. ➤ Karla Linero from University College is updating their curriculum and including these module videos in a section for upcoming freshman. As part of our efforts to continue to reinforcing plagiarism prevention strategies, the PROF Center will be presenting a webinar on academic integrity among students in courses. ➤ I will continue working on Dr Dmello' s suggestion from the last meeting in May in reference to popups inside of Blackboard to inform faculty on the plagiarism prevention modules. ❖ Questions/Comments: Dr. Abrego suggested that we brainstorm suggestions on how to approach faculty to use and integrate the recourses to assign them to their students.

	➢ Elizabeth DeZouche suggested integrating library Credo module into package to put in Blackboard for faculty to imbed into their courses. This might make it easier for faculty to use; therefore, they will be more likely to implement it and they can also be graded. ➢ Dr Abrego noted that Dr. Mitchell had previously said we cannot make these modules mandatory we can highly encourage them. The eLearning team will include this modules as an option inside of Blackboard for the courses in the spring semester.
Feedback Fruits Pilot	❖ Dr. Abrego discussed the Feedback Fruits suggestions for program: ➢ Company review was emailed to committee on June 15 for review and recommendations to terminate, extend pilot program, or implement Feedback Fruits. ➢ We received 6 responses from committee members to the June 15 email recommending: ➢ All 6 recommended to extend the pilot program ➢ The cost of the extension is $24,000 and Mr. Munoa supported the cost of the program as long as the $24,000 was divided among the colleges or another source of funding was identified. Since this took place in the summer and departments were already working on their budgets, it was not feasible at that time to find the funding for the pilot. Dr. Hong was also trying to find funding. We are still in good relations with the company and they are very willing to continue working with the university and implement program again.
Distance Education Learning Week Nov. 8-12	Dr. Abrego presented information on our upcoming Learning Technologies Week. ➢ Take place November 8-12 (Options for Virtual and F2F) ➢ Would like to offer faculty $150 stipend like we have in the past for them to research, prepare and present their presentation during that week. In the past the stipend really motivated faculty to submit their presentations and participate. ➢ We would like to have the committee vote today on whether they are in favor of offering a $150 stipend to faculty to present during the Distance Education Learning Week. • Dr. Abrego made a motion to offer faculty a stipend of $150 for preparation, research and presentation of a related topic during Instructional Technologies Week. Dr. Dmello second the motion and Carlos counted a majority (84% voting members present) vote of yes, all in favor of stipend. ➢ The deadline to submit a proposal is October 22, 2021.
Open Agenda/ Informational Items	➢ Instructional Technology Excellence Award Recipient will be announced at this year's convocation on October 5, 2021. ➢ Dr. Norris suggested we continue meeting for DEITC meetings virtually until the end of the semester. ➢ Karla Linero- Ace Workshops coming soon and will be posted on the University College website.

	➤ Elizabeth DeZouche- So glad open educational resources are a part of our mission now. The library will be having an open education resources virtual workshop. ➤ Carlos- Digital text books due date coming up for the spring. If the faculty that are present can share with other faculty that if they are interested in using Tophat for the spring it will be covered in the digital cost along with the books if faculty include it in their material adoptions for course. Tophat is useful for attendance, presenting, and some OER textbooks can also be tied into this software. ➤ Dr. Ramirez discussed ACUE NASH: A&M System got 3 yr. grant to expand this offering to faculty. ACUE offers three options: Effective Teaching Practices 25 week course, micro credential courses called Inclusive Teaching for Equitable Learning (8week standalone program) and the latest was also made available for non-teaching personnel. In the spring, there will be a counterpart program to the Effective Teaching Practices (25 week course). There will be four micro credential courses that will be 6 weeks long and can be taken in place of the 25 week course. There are currently 18 faculty participating in the 25 week course and 34 people enrolled in the 8 week course (3-4 slots still available). For more information, please visit the ACUE website at acue.org Dr. Abrego added that there is also an 8-week course promoting Active Learning in Online. TAMIU has three seats available. If anyone in the committee is interested in participating please contact Dr. Ramirez so he can submit the names to the system. ➤ Karla Linero asked if we have a count on the number of classes using Tophat. She asked for our recommendation to encourage faculty to adopt it. Carlos responded that the one that we are promoting for spring is just the semester license that comes along with the free digital book adoption. Once the free digital text book program ends, then students will start paying to use it for a semester, yearly or lifetime. ➤ Dr. Abrego mentioned to the committee that the Budget Advisory Council approved two full time Instructional Designer III positions. The posting will be up sometime this week. ➤ Dr. Dmello asked to extend DEITC meetings to 4:30 due to the abundance of topics discussed. The majority of the members would like to stick to the 1 hr. time frame. Dr. Abrego suggested to send agenda topics ahead of time. In order to keep meetings to an hour, eLearning and AP updates will be included in the DEITC newsletter.

Meeting adjourned at 4:03 p.m.