

Faculty Senate Agenda
April 6, 2018
11:30 a.m.-1:00 p.m.
Room: Modular Building A, room 1B

Call to Order

In attendance: Amy Porter, Jenny Wilson, Lorrie Webb, Caroline O'Quinn, Ann Bliss, Holly Verhasselt, Marina Narvaez, Megan Wise de Valdez, Cory Ross, Katie Bridgman, Francis Galan, Andrew Sanders, Deirdre McDonald, Lawrence Scott, Dan Glaser, Bob Shelton, Suhko Lee, Robert Vinaja, Gilbert Barrera, Rodolfo Valdez

Online: Keming Li, Lydia Gertzel Short

Approval of Minutes- Bliss makes motion. Approved.

Administrative Updates-

Terms-Looked at terms and had all those in term for Faculty Senate. Senators are asked to initial to approve the list with their current terms so that nominations can be sought for open Senate seats for next year.

Dr. Verhasselt - Schedule for final exams: Used feedback to make a new final exam schedule and got it out early so that people could make their concerns known. Galan says that it was a lot cleaner because there weren't room changes. Porter notes that no one wants to go back to the old time frame because there are nationally required times for exams in some fields. Feedback from spring was localized and not big problems. The exam schedule is currently up. The schedule is done through computer and then tested with random students to see that it works. If there are scheduling problems, usually it is because courses are hybrid. Time bands make it difficult, but those are being worked through individually. Rodolfo mentions that there might be performance issues when exams are long. How can we find ways that the instructor can make decisions about what is best for students and the community we work with? Glaser: Our exams should be more sample than census. Verhasselt says that professors should have choice in the amount of time that they use of the 2 hours. Porter asks if there is a policy that says students can petition if they have more than 2 or 3 exams. She will check on this policy. Wiseman responds that there are needs in programs that need to release and hide classes as needed. For the Fall 2018 schedule, Jane Mimms, projected how many sections of courses would be needed. There are hidden sections currently to add as needed and space has been reserved. It will be

monitored to open sections as needed. Issues seem to be advising and department chairs, but it needs to be told to all faculty and repeated many times as faculty did not know and communication needs to be consistent.

Power Hour with Verhasselt: April 17th at noon in the Vista Room: Insights concerning student engagement as noted through the National Survey in Student Engagement. Please GO!

Executive Committee Updates-

Porter- Executive Report 4/6/2018

Take note of the announcement at the bottom of the agenda. The commissioner of the Higher Education Coordinating Board, Raymund Paredes, will visit our campus on June 15. He wants to meet with faculty from 11:30 am-12:30 pm to discuss our campus and the 60 by 30 initiative. Please accept the calendar invitation that went out recently and attend if possible. Also, encourage your colleagues to attend. It is important to have representation from different areas of the university.

To address one of our agenda items from the last meeting, Porter has a meeting scheduled with Dr. Matson soon, and I will discuss the bringing children to class issue. Porter has emailed both the Provost and Dr. Matson to introduce the issue.

Sanders: Field of Study Meeting in Austin: There are courses that are completely transferable from college to college. Each department should check to make sure that the transferrable conversation makes sense for your area. Porter will make more information available concerning the 60 by 30 initiative.

Valdez: There are concerns that 4 years will not be possible for our untraditional students. We need to be careful that we are not just saying these things, but helping make the suggestions that make sense for us. Porter says that she will work to get the provost committee to come talk to Senate. UTEP might be one program that is looked at to see a program that is more similar to us.

Porter discussed another item from the last meeting with the Provost. This is the agenda item concerning defining titles and paths to promotion for lecturers. She gave the Provost the A&M College of Liberal Arts document as the recommendation presented by Scott Gage. The Provost wants to work on this with the Deans and Chairs and then work with Senate, so Porter recommends that we see what they put together. It is on their immediate lists of tasks.

In addition, Porter had an email discussion with Lydia Harkey who is the Accessibility Director in IT. She noted that she has "been working with several departments to raise accessibility awareness and provide resources to build an accessibility program." She noted a few items on which she is working:

- Investing in BlackBoard Ally application that will scan online course contents for accessibility
- Distance Education team – working on developing training courses on creating accessible instructional materials such as ‘How do I create accessible powerpoint, etc.’ for faculty members
- Working with procurement and IT to build in accessibility review process of purchases
- Sending 5 staff and 1 faculty member (Theresa Garfield) to AccessU Conference in Austin on May 14-16
- Recruiting faculty members to participate in EIR Accessibility Workgroup”

If Faculty Senate wants her to come and speak with us at some point, she is willing. Porter will talk to her and set up a time to meet with departments.

Old Business

Program Coordinator description/responsibilities (Andrew Sanders)- The following document is to be given to each program. If you have a program coordinator role, fill it in. If there is not a program coordinator, then the chair can fill them out and send them to Sanders. Valdez says that it is not only that the PCs should be filling this form out, but also the provost. This would shed more light on what the roles actually are. There are issues with compensation. How are these roles housed in programs? Are they a part of the chain of command? This should be sent back to Senators.

PROGRAM COORDINATOR’S RESPONSIBILITIES			
Recruiting and Publicity efforts			
• <i>Develop/maintain program brochures</i>			
• <i>Develop and maintain program website content</i>			
• <i>Meet with external organizations regarding program and potential collaboration</i>			
• <i>Recruit professionals, employers, and potential benefactors for the Program Advisory Board and coordinate periodic Program Advisory Board Meetings</i>			
Primary contact for program related initiatives			
• <i>Building bridges between the program and school districts to upgrade teachers’ content knowledge, skills, and launch joint programs to provide content related opportunities to teachers and students</i>			
• <i>Building bridges between the program and community colleges to attract more transfer students into the program</i>			
• <i>Building bridges between the program and graduate programs at other universities to introduce students to graduate education opportunities</i>			
Conduct program planning and development activities			
• <i>Develop and maintain program plans in the context of</i>			

<i>A&M-SA strategic plan</i>			
<ul style="list-style-type: none"> • <i>Develop Institutional Effectiveness Plans (IEPs) in consultation with program colleagues</i> 			
<ul style="list-style-type: none"> • <i>Collect IEP data and prepare Institutional Effectiveness Reports (IERs)</i> 			
<ul style="list-style-type: none"> • <i>Assist in assessment of the general education core curriculum as necessary</i> 			
<ul style="list-style-type: none"> • <i>Prepare and provide program budget inputs to the department chair</i> 			
<ul style="list-style-type: none"> • <i>Develop 2, 3 and 4 year course rotation plans for the program</i> 			
<ul style="list-style-type: none"> • <i>Develop course schedule for the program for the upcoming semesters</i> 			
<ul style="list-style-type: none"> • <i>Recommend program related catalog changes</i> 			
<ul style="list-style-type: none"> • <i>Develop internship opportunities for program's majors by maintaining active contact and collaborative relations with external entities such as service providers, industries, governmental agencies, businesses, and research laboratories</i> 			
<ul style="list-style-type: none"> • <i>Disseminate information on opportunities available to majors</i> 			
<ul style="list-style-type: none"> • <i>Develop plans for the program's expansion in consultation with colleagues and act as the program's spokesperson and champion</i> 			
<ul style="list-style-type: none"> • <i>Develop co-curricular events for majors</i> 			
<ul style="list-style-type: none"> • <i>Maintain active contact with alumni and facilitate their contributions to the program</i> 			
Curriculum development			
<ul style="list-style-type: none"> • <i>Coordinate program faculty meetings to discuss program related issues, including curricular issues, in a collegial fashion and facilitate decision making, and communicate those decisions to the department chair</i> 			
<ul style="list-style-type: none"> • <i>Oversee program curriculum offering and prepare curriculum change proposals</i> 			
<ul style="list-style-type: none"> • <i>Support curriculum development of other programs dependent on one's own program</i> 			
<ul style="list-style-type: none"> • <i>Maintain active communication with academic advisors regarding program curriculum and catalog changes</i> 			
Coordinate functioning of program adjunct instructors			
<ul style="list-style-type: none"> • <i>Monitor adjunct instructor needs and prepare position description for adjunct instructors as necessary</i> 			
<ul style="list-style-type: none"> • <i>Actively recruit talented and experienced professionals for adjunct instructor positions</i> 			
<ul style="list-style-type: none"> • <i>Review adjunct instructor applications as search committee chair, conduct interviews and prepare documents for hiring adjuncts, forward hiring</i> 			

<i>recommendation to the department chair</i>			
• <i>Coordinate credentialing of program's adjunct instructors</i>			
• <i>Assign adjunct instructors to courses and coordinate procedures</i>			
• <i>Conduct teaching evaluations, including class evaluations, of new adjunct instructors</i>			
• <i>Meet with adjuncts to review teaching performance and communicate results to department chair</i>			
<i>Oversee other instructional and program related functions as necessary</i>			
• <i>Identify potential tutors</i>			
• <i>Support Tutoring Center hiring process of tutors for the program</i>			
• <i>Monitor tutoring hours and the effectiveness of tutoring</i>			
• <i>Assist the department chair in responding to student, faculty or university concerns about program, courses or adjunct instructor performance</i>			

Committee Reports-

Amendments- Vinaja says that there are only 30 people that have voted on the amendments. Those are positive. Send a link to everyone to vote.

Parking- There are issues with nails in tires. There are issues with the size of the parking spaces. Electric cars charging stations need to be added too.

New Business

Updates on Jaguar Tracks (Lorrie Webb)- UNIV Jag 3 and 4 has been put back to the departments. They will then be headed as whatever the heading of the department is. For example EDCI is being used for the smaller areas as well. Now that they are approved for departments to rework, you can revise their descriptions. It has to be a 1 hour class. It must have the title. It has to remain on your degree plan. Depending on what you are changing, it might need to go through curriculum committee. Jag Tracks 1 and 2 have been revamped with new syllabi. There will eventually be shells for the blackboard. There are over 50 sections. Valdez: Are there metrics on the effectiveness of the program? It takes credits and faculty need to see the impact in order to really support. O'Brien has been asked to provide a Jag Tracks coordinator with a course reassignment. There are assignments that are being redone, and it should be considered that students might not see the value of the course until later. Porter: Are we viewing as a HIP? No,

says Webb. Porter asks if Jag Tracks needs a closer link to Senate? Webb says to ask the committee but the entire JagTracks committee is faculty only. Porter has a concern that the program has gone through so many changes, and there are experiences that haven't been positive. How do we get the word out that there is constant work being done and revisions will make it better? Bliss says we need to have tenure track faculty teaching the courses. Webb agrees. Webb will provide the new syllabi for Faculty to see though the TownSquare.

Senate Elections (Porter)- Our last meeting is next month. At the May meeting, we will conclude business for the year (barring any emergency issues), and the newly-elected Senators will attend the meeting. We will need to conduct elections for the Executive Board for the upcoming year/s. If you are a returning Senator, consider nominating yourself for Vice President, Secretary or Parliamentarian. Jenny's term is ending, and Douglas has indicated that he does not want to be Parliamentarian again. If interested, please speak with Claire or me. The Senate Constitution describes the roles briefly, and I have written out a more detailed explanation of the officers' roles. At the end of the May meeting, Claire will take over as President. Also, the call for nominations for Senators will go out very soon. Please nominate colleagues (who are willing to serve). There will be one seat open in the Department of Arts and Humanities, one in Science and Math, one in Social Sciences, one in Marketing and Management, one in Curriculum and Instruction, two in Educator and Leadership Preparation, and one in the Library.

Announcements

Visit from Raymund Paredes, Commissioner of Higher Education, June 15, 11:30 am-12:30 pm (Faculty meeting)

Adjournment