FACULTY SENATE MEETING
Friday, October 04, 2013
Western Hemispheric Trade Center (WHTC) 125
12:00 p.m.

Meeting Agenda

I. Opening

II. Adoption of Agenda

III. Approval of Minutes

IV. Informational Items—University Guest Speakers

A. University Update
   Dr. Pablo Arenaz, Provost and Vice-President for Academic Affairs

B. Student Course Evaluation Instruments Summer Pilot Study
   Ms. Veronica G. Martinez, Director, Office of Institutional Effectiveness and Planning

C. Texas A&M University System (TAMUS) Policy Updates
   Ms. Lisa M. Paul, Compliance Officer, Office of the President
   Dr. Jeffery M. Brown, Dean, Office of Graduate Studies and Research
   Dr. John C. Kilburn, Associate Dean (Research and Sponsored Projects)

D. University Athletics Program Update
   Mr. Griz Zimmermann, Director of Athletics
E. University Committee Elections Update  
Dr. Frances Rhodes, Faculty Senate Elections' Officer

F. Faculty Senate President's Update  
Dr. Alfredo Ramirez, Jr.

V. Action Items—TAMIU Handbook Policy Revisions

A. Graduate Council Membership, TAMIU Faculty Handbook  
Dr. Alfredo Ramirez, Jr. and Dr. Leonel Prieto

B. Graduate Faculty, Full Membership, TAMIU Faculty Handbook  
Dr. Alfredo Ramirez, Jr. and Dr. Leonel Prieto

C. Research Information and Guidelines, Copyright and Intellectual Property,  
TAMIU Faculty Handbook  
Dr. Alfredo Ramirez, Jr. and Dr. Leonel Prieto

D. Faculty Constitution, Voting Members of the Faculty, TAMIU Faculty Handbook  
Dr. Alfredo Ramirez, Jr. and Leonel Prieto

VI. New Business
free-standing academic unit to the Provost, who will then provide a copy to the
Faculty Senate. This will be accomplished no later than April 30 of each
academic year. The Faculty Senate will be responsible for reviewing committee
assignments at all levels to ensure compliance with the guidelines established
herein.

6. In the event that a faculty members is inadvertently assigned to more than three
Committees outside of the Senate, the Chair of the Senate Committee on the
Creation, Composition, and Responsibilities of Committees will notify the
Provost immediately upon discovery. The Provost and/or the Senate will seek a
qualified and available faculty member to replace the faculty member previously
identified.

7. Aside from the Committee on Admission Standards and Exceptions and the
Grievance Pool, standing University committees with faculty membership will
meet only during the nine-month academic calendar.

Graduate Council

Responsibilities

It is the responsibility of the Graduate Council to review all proposals for graduate degree
programs and courses and, at its option, existing programs; and to establish and review the
criteria for membership on the Graduate Faculty. Furthermore, the council is to establish the
minimum admission standards, the standards for continuation of graduate students, and the
residency requirements; to act upon petitions and appeals from the decision of the Dean of
Graduate Studies and Research; and to consider any other matters relevant to the Office of
Graduate Studies and Research.

Composition

The Graduate Council shall be composed of the following members:

- The Dean of Graduate Studies and Research (Chair);
- One appointed member from each college or school;
- One member elected by each college or school;
- Four at-large members with no more than two from any single college or school;
- University Registrar (ex-officio);
- Graduate Student, appointed by Provost (ex-officio); and
- Faculty Senate President or his or her representative (ex-officio).

Membership

With the exception of the graduate student representative, the representative from the
library, the University Registrar, and the Faculty Senate President, all members of the Graduate
Council shall be full or associate members of the Graduate Faculty. Elected or appointed
GRADUATE FACULTY

All Graduate Faculty must demonstrate commitment to the academic community, institution, discipline, and students. In addition, they must possess a high level of competence in teaching. At the Full level in particular, the faculty must demonstrate research capability and competence in directing independent investigation. Colleges may propose more stringent local standards for membership; these are subject to ratification by the Graduate Council.

Categories and Requirements for Membership

Full Membership

Full members of the Graduate Faculty must:

- Be tenured or on a tenure track on the Texas A&M International faculty;
- Hold the rank of Assistant Professor, Associate Professor or Full Professor;
- Have earned a doctorate or other terminal degree in the teaching discipline or a related discipline; and
- Produce continued tangible evidence of continued productive scholarship, as normally defined within the discipline concerned.

Full members are appointed to the Graduate Faculty for a term of five years and will be subject to re-evaluation at the end of the term. This membership must be approved by the Graduate Council.

Full members of the Graduate Faculty are eligible to:

- Direct doctoral dissertations, masters' theses, and other graduate research;
- Teach graduate level courses, including doctoral;
- Serve on graduate student committees, including doctoral;
- Sit on the Graduate Council and in that position help set policies for the Office of Graduate Studies;
- Sit on standing and special committees of the Graduate Council;
- Serve as officers (secretary, etc.) of the Graduate Council; and,
- Chair standing committees of the Graduate Council.

External Membership

This category is for persons not on the TAMU faculty. External members of the Graduate Faculty must:

- Have a terminal or master's degree, or be considered an outstanding person from government, industry, the professions, education foundations, a TAMU System component institution, or another academic or professional institution of higher education who holds a visiting or part-time faculty position at TAMU.
RESEARCH INFORMATION AND GUIDELINES

Copyright

"Copyright is the ownership and control of the intellectual property in original works of authorship that is subject to copyright law. Copyright ownership and the rights thereof are defined by Federal law. It is the policy of the Texas A&M University System that all rights in copyright shall remain with the creator of the work unless the work is supported by direct allocation of funds... for the pursuit of a specific project, is commissioned by the System... or otherwise subject to contractual or legal obligations, or is a 'work made for hire' as that term is defined in the Copyright Law." (TAMUS Policy 17.02 Section 2).

Copyright and Intellectual Property

Issues regarding copyright and ownership of intellectual property created while in the employ of Texas A&M International University are covered in TAMUS Policy 17.01, "Intellectual Property Management and Commercialization." Particular attention should be paid to section 17.01.02, "Ownership of Intellectual Property and Tangible Research Property (TRP)."

Hazardous Waste

The Texas Hazard Communication Act of 1985, Texas Civil Statutes, Article 5182b requires that Texas A&M International University provide faculty with certain specific information concerning the use and disposal of hazardous materials. For a complete description of the statute and its implications, see TAMUS Policy 34.02 Section 2.

Human Subjects

All research projects conducted by members of the TAMU community involving human subjects must be approved by the University’s Institutional Review Board (IRB) or be exempt from IRB review by federal statute. Both faculty and student researchers must contact the Office of the Provost for the latest information regarding IRB approval and exemption procedures.

The University’s IRB number registered with the Department of Health and Human Services (DHHS) is as follows: IRB 00002613. The Federal-Wide number for the Assurance for the Protection of Human Subjects (see DHHS website) is as follows: FWA 00003404.

Inventions, Patents, and Creations

TAMUS policy regarding inventions, patents, and creations is outlined in TAMUS Policy 17.01. The ownership rests with the creator, unless the University commissions the creation.
APPENDIX B: Faculty Constitution
Texas A&M International University

FACULTY CONSTITUTION
Originally Approved on 19 April 1995

PREAMBLE:

The purpose of this constitution is to implement the principle that the Texas A&M International University is a collegium (i.e. association of professionals) in which the responsibility for the educational objectives lies with the faculty. This constitution provides the rules and principles of governance for the Faculty upon its acceptance by the membership of the faculty, except where limitations are imposed upon it by the laws of the United States of American, the state of Texas and the Administrative Policy and Reporting Manual of the Texas A&M System (p. 3-19, May 20, 1991, or the latest edition).

ARTICLE I. Organization of the Faculty

Section 1. Membership

As used herein the term “Faculty” or “The Faculty” or any indication of “membership” in the Faculty is inclusive Faculty.

a. The Faculty consists of the President, the Provost, Deans, all full professors, associate professors, assistant professors, instructors, and librarians and administrators holding faculty status.

b. Voting Members of the Faculty shall be those members of the faculty with tenure or with full-time tenure track appointments, full-time fixed term (12.07) faculty, and faculty with full-time appointments at the rank of instructor.

c. Associate Members of the Faculty shall be those members of the faculty with part-time and/or non-tenure track appointments. An associate member shall have all membership privileges except those of voting and the right to serve in the Faculty Senate; however, an associate faculty member with a full-time appointment may vote as of the beginning of the second consecutive year of full-time service. This faculty member, however, may not vote on issues pertaining to Promotion and Tenure, University-wide issues, or serve on the Faculty Senate. Associate faculty members with full-time appointments should also consult the Faculty Handbook for other limitations on their voting rights.

d. Emeritus Members of the Faculty shall be those members of the faculty with emeritus status; they shall have the same privileges as associate members.
Academic Affairs Oversight Committee
Dr. Leonel Prieto
Dr. Jim A. Norris
Dr. Gilberto Salinas

Budget and Finance Committee
Dr. George R. Clarke
Dr. Qingwen Ni
Dr. Hari D. Mandal

University Ethics Committee
Ms. Vivian Garcia
Dr. Lynne L. Manganaro
Ms. Angela Marcela Moran

Committee on Committees
Dr. Jim A. Norris
Mr. John M. Maxstadel
Dr. Frances G. Rhodes

Faculty Work Environment and Morale Committee
Dr. George R. Clarke
Dr. Hari D. Mandal
Dr. Qingwen Ni

Faculty Handbook Revision Committee
Mr. Brendan Townsend
Mr. John Maxstadel
Dr. Alfredo Ramirez, Jr.

Assessment Committee
Dr. Leonel Prieto
Dr. Miroslava Vargas
Dr. Lynne L. Manganaro

University Grants
Dr. Miroslava Vargas
Dr. George R. Potter
Distance Education Committee
Dr. Jim Norris
Dr. Marvin E. Bennett, III

Technology Advisory Committee
Mr. Brendan Townsend
Ms. Vivian Garcia
I encourage you to review the syllabi and descriptions that have been developed and to comment directly to THECB.

Alfredo, will you have the Senate take a look at those in their fields.

If there is something egregious we need to address, please send me an e-mail.

Pablo Arenaz, PhD
Provost and VPAA
Professor of Biology
Office: 956.326.2240
FAX: 956.326.2239
pablo.arenaz@tamu.edu

From: Rosipal, Cheryl [mailto:Cheryl.Rosipal@THECB.state.tx.us]
Sent: Wednesday, September 18, 2013 1:33 PM
To: Sampson, Mary Beth; Allen, Nancy; Doblin, Steve; Stewart, Betty; Schulte, Deb; Bradford, Cary S.; Thomas-Smith, E. J.; Hebert, Jaime; Berry, Rick; Thurman, Clifton; Quint, Maestas, Ricardo; Cas, Jim; Sorel, Paul; Murray, Karen; Arenaz, Marta E; Castillo, Jr., Juan J; Arena, Pablo; Matthews, Pamela; Watson, Karen (Assistant); Wootton, Chad; Watson, Karen; Matthews Pamela (Assistant); Popenish, Kenneth; Hallmark, James; Gray-Vickrey, Peg; Blackard, Karin; Rhodes, Cynthia; Benavides, Adolfo; Palmer, Marla; Edelman, Dan (Assistant); Edelman, Dan; Markwood, Christopher; Meyer, Paul; Smith, Robert; Seitz, William; Gandy, Rex F.; Verhasselt, Holly; Snow, Brent; Stripling, Rosanne; Potter, Rissa; Olia, Sunny E.; Brown-Guillory, Elizabeth; Gene Bourgeois (eb04@tobstate.edu); Thorne, Debbie; Kelly Wylie; McCall, Brian; Moore, Perry; Schovanec, Lawrence; Parsons, Catherine; Parsons, Catherine (Assistant); Hance, Kent R. (Admin Assist); Ralio, Joseph C.; Hance, Kent; Neely, Robert; Frazier, Connie; Karbahl, Vistasp (Assistant); Karbahl, Vistasp (Assistant); Karbahl, Vistasp; Eisenbauer, Ronald L.; Leslie, Steven; Kerker, Michael; Arney, Janna; Artisise, Alan; Blanchard, Andrew; King, Serenity; Redlinger, Lawrence; Wildenthal, Hobson; Gonzales, M.D.; Junius J.; Wilkerson, Steve; Frederick, John, White, Alisa; Fann, William; Lemoine, Kevin; Reyes, Pedro; Prior, David; Rodriguez, Huband; Nielsen, Robert (Chief of Staff); Nielsen, Robert S; Rodriguez, Heidan; Short, Paula Myrick; Barlow, Libby; Ciss, Jeffrey; Huguet, Ed; Charleston, Elaine; Mughd, Minal; Stockton, Carl A.; Stadling, Gary; Williams, Patrick; Cass, Jeffrey; Burggren, Warren; Strathe, Marlene; Chambers, Cathi; Haggert, Rosemary R.; Miles, Kay L.; Kennedy, Jenine; Jackson, Lee F.; Shaffer, Wade; Petty, Barbara
Subject: ACGM Learning Outcomes Project and Course Revisions
This email message is being sent on behalf of Dr. Stacey Silverman, Interim Assistant Commissioner; Workforce, Academic Affairs and Research Division; Texas Higher Education Coordinating Board

TO: Presidents and Chief Instructional Officers of Public Community and Technical Colleges
    Presidents and Chief Academic Officers of Public Universities

FROM: Dr. Stacey Silverman, Interim Assistant Commissioner

DATE: September 18, 2013

The Lower-Division Academic Course Guide Manual (ACGM) is the official list of general academic courses that may be offered by public community and technical colleges in Texas for state funding and are freely transferable to public universities. As part of an effort to improve the ACGM and statewide course transfer, Board staff are engaged in a project to develop student learning outcomes for some of the most frequently used courses in the manual. The courses currently being developed are part of the following six disciplines: Anthropology, Art, Criminal Justice, Drama/Theater, Geology, and Humanities. Additionally, Board staff have also been engaged in projects to develop learning outcomes and revise course descriptions for selected courses to be part of the Voluntary Statewide Transfer Compacts of the Texas Tuning Initiative. The Subcommittee for Fine Tuning of the Oversight Council for Mathematics, Business, and Information Systems contributed new course descriptions and student learning outcomes for some lower-division courses in the disciplines of Accounting, Business, Business Computer Information Systems, Computer Science, and Mathematics.

Faculty groups from these disciplines have reviewed course syllabi from two-year and four-year public institutions and developed new course descriptions and learning outcomes for eventual inclusion in the ACGM. Toward that goal, I invite you to ask your faculty to review and comment upon these draft descriptions and outcomes. The public comment period will begin September 18, 2013 and will end on October 18, 2013.

Here is the link to our Workforce, Academic Affairs, and Research web page which has the course materials for comment:  [http://www.thecb.state.tx.us/ACGMLearningOutcomesProject](http://www.thecb.state.tx.us/ACGMLearningOutcomesProject)

Please share this memo and webpage link with the appropriate departments at your institution. In order to facilitate the efforts of CB staff to incorporate public comments into the final product, we would appreciate receiving one collective comment from each department, rather than separate comments from each faculty member. Departments should email their comments to Ms. Rebecca Leslie at Rebecca.Leslie@thecb.state.tx.us, and she will collect the comments and prepare them for a final review by the faculty work groups. The faculty work groups will make any final adjustments that they deem necessary, after which Board staff will convey the course materials to the ACGM Advisory Committee for consideration for addition to the ACGM during their meeting in November.

C: CSTC Liaison Members