

Deans Council Minutes
March 26th, 2025

I. Office of Global Initiatives

Dr. San Miguel: We want to welcome Mariana Barberena from the Office of Global Initiatives. Mariana will be joining the Deans Council from now on. The plan is for most of the Office of Global Initiatives to be a part of the provost office. We will work more collaboratively with this office. We had a conversation about what would make TAMIU a destination university - the internationalization of TAMIU. That will go hand in hand with the Office of Global Initiatives. So, if there is a particular country we want to reach out to start collaborative efforts for faculty research, faculty exchanges and/or student exchanges, then we will ask Mariana [Office of Global Initiatives] to help. Chelelo will, of course also be involved. He deals with more of the student engagement and student international experiences. That office will be brought into the conversation as well, and for recruitment purposes, which falls on his side of the house. There will be more to come on that.

II. Governor Abbotts's Executive Order No. GA-48

- a. Dr. San Miguel: Its unfortunate we are in this position, I sent you all [deans] an email about the executive order. As I put on the agenda, for business travel, faculty and staff are prohibited from traveling to China (including Hong Kong), North Korea, Iran, Cuba, and Russia. You cannot get reimbursement for travel, and you cannot represent TAMIU as faculty or staff when traveling to these countries. The executive order does not apply to business travel to Venezuela; travel to Venezuela is allowed. You can travel to Venezuela, but you cannot have dinner or socialize with the president of that country.
- b. Personal Travel: While the executive order does not prohibit travel to the countries listed above, the order requires individuals to notify [their respective] university before departing to one of the countries on personal travel. The executive order also requires individuals to provide certain information about the trip upon return.
- c. For personal travel, if you are not seeking reimbursement and it is just for personal travel, they [faculty /staff] can travel to the countries I mentioned [listed in II a.]. Jan is working to add something in workday where a faculty member or staff has to initiate a process. It will look something like this: A faculty member will select "I am asking to travel to a foreign adversarial country" where the employee has to disclose, they are going, the travel dates, what country it will be. And if you are the supervisor of this individual, you will receive it. And again, I want to clarify it is not for the supervisor to approve or disapprove it is just a notification. After the [faculty or staff] come back from the trip, they do have to submit a little briefing of what they did. Dr. Gill: So, the briefing -how long should it be? Is it just basic information? Dr. San Miguel: It's just a textbox. Dr. O'Meara: Is there any other step or is that it? Dr. San Miguel: The employee will receive a reminder notification after their return. They will receive a notification in workday to submit it. Dr. Norris: Will any other countries be added to the list? Dr. San Miguel: I don't know yet. Dr. Gill: Will any of this information be shared with anyone else, just the supervisor or yourself when they add information in the textbox? Dr. San Miguel: It's just like a timesheet so whoever the supervisor is, will be the only one who receives the timesheet or approval sheet.

III. SACSCOC On-Site

a. Scheduling - Dr. Gonzalez

- i. Dr. Gonzalez: [to deans] I will begin with the schedule - most if not all of you have been invited to interviews. I have also sent out emails. There are, I believe, about 14 interviews that will be going on throughout campus. There could be more that are added but let me know if you have not received an email from me or a calendar invitation. I have given you that will be in standard 6 a link to everything you need including the QEP. My advice is to review the standard, the narrative before and then I gave Tisha comments and recommendations in that email too.
- ii. Dr. Gonzalez: to deans] There may be more interviews that are added in two ways. My last meeting with the committee chair is tomorrow and she may ask me to add additional interviews. That is one. The second is additional interviews could be added once they arrive. Because of this, Cihltalli is sending out emails to everybody that has asked to be in an interview. She is asking for your cell phone information, title, department so we can have it in one place. And just in case you can't make it, then tell me who else should be invited to that interview [as per the information Cihltalli is collecting]. That is only shared with me and Cihltalli. Please make sure you do that, so we have that information. If there is an interview, then I might let you know through a text, and it might be faster that way. I may also contact via cell phone if the committee asks for additional materials and documents. Make sure you get that as soon as possible. So, communication will be through cell phone more than likely. They will want documentation quickly. If I ask you for anything I will let you know.

b. Pending Assessment Report and Plans

Dr. Gonzalez: I am still pending assessment reports and plans. I am getting an update from Mari [Marianela Stagg] hopefully before we leave today so I can tell you where your college is. I know that ARSSB is complete. UC is complete. We are pending reports and/or plans from the other three colleges. I will give you an indication as to where we are. As you remember, these are the academic programs. These are the reports from 23-24 and the plans for 24-25 that in the narrative standard 8 for assessment, it was noted these would be available on site. They asked for them a little more than a week ago, so that is why it is pressing. I have uploaded about 47 reports to the committee, but we are pending many. Dr. San Miguel: When will we be done with that? Dr. Gonzalez: This needs to be in by Friday at the latest so I can upload everything, and we can be done with that. I will get an update from Mari and then let you all know where we are as of now. Remember, once she receives them, she has to review them and that takes a bit and then she sends them to me in a zip and I upload them for the committee. Please make sure that everyone is aware, and the program coordinators are aware that this is not voluntary, we have to do it.

c. Faculty sufficiency, program coordination, curriculum etc.

Dr. Gonzalez: For standard 6, most of you all here [deans] except colleen will be in standard 6. I invited about 20 academic coordinator and directors, and chairs need to be there too. I received some emails from some program coordinators letting me know they will not be there because they have class. I will let you know that it is ok to give an online assignment or to record a lecture afterwards, I know its crunch time so it may not be possible right now. Then I know there are some, that frankly cannot be there.

d. Substantive changes

Dr. Gonzalez: We had quite a number of unreported substantive changes. When there is a transition between liaisons there should be an inventory of what was missed. Dr. Crosby has asked me to go back five years to see what was submitted to SACSCOC for substantive changes. Sean and I are working on this. Sean will be looking at the substantive change policy. He has revised it, and we are making some changes to CIM and UCC beginning this cycle, and the liaison is more present in these changes. Sean will discuss some of the changes that will go into CIM. Dr. Madden: The new policy integrates what we define as substantive changes at the university which is predicated on what THECB defines as substantive changes which is also linked to what SACSCOC defines as substantive changes. In CIM where you submit a change of program there will be a couple of new questions that are mandated. This is so the SACSCOC liaison will be able to see if they need to look at it more deeply. The workflow will go through the same process, but the SACSCOC liaison will be able to view it officially, so it is a part of the workflow. Dr. Gonzalez: There will be training [for what constitutes a substantive change] in the summer for deans, chairs, etc. New faculty should not be program coordinators, and they should not be submitting to CIM.

d. Student Complaints

Dr. Gonzalez: Standard 12.4- student complaints -is federally regulated. We passed the narrative. We passed in September, but it is regulated, and they will check it on site. Dr. San Miguel: Moving forward we will fix that process. We will handle student complaints in the Office of the Provost (of an academic nature) as opposed to it going through Mayra. Maxient is a good place to funnel information, document, and provide logs so we will continue to use that.

IV. Graduate Studies - Accredited Universities

- a. Dr. Norris: [See attached] On the first page you see the catalog change with the sentence I have highlighted for official transcripts. What we look at is undergraduate transcripts. What we had [before] is that the degree must be from a regionally accredited college or university. There is only 7 accreditation bodies that accredit colleges or universities and so we have broadened it a little bit. The degree must be from a college or university with recognized standing. That doesn't mean we are lowering the standing, it just means we are following (look at the second page), we are following rule 7.6 by the coordinating board [THECB]- the 4th bullet down that asked us to include not just regional or national but other universities. On the third page is a list of accrediting agencies the THECB accepts, and the seven regional ones are included. We are allowing more students to apply but not lowering our standards. There is a page on the THECB that has a list of fraudulent and substandard institutions and they have about 400 entries. [see link added] <https://www.highered.texas.gov/fraudulent-and-substandard-institutions/> We took the same wording from Texas A&M College Station and Texas A&M Corpus Christi. We are not doing this change on our own but because it has been recommended. [Discussion was had and the recommendation was to make a change to the statement. The recommendation was to change the statement to include language that refers to colleges/institutions with recognized standing by THECB accreditors]

V. Faculty Searches

I want to avoid what happened last summer. When we had massive hiring right before the semester began. I am putting a deadline of April 25th to make offers [for faculty searches].

VI. Update on Interfolio

Dr. Madden: We are setting up the system and will be working on beta testing. Once we get this set up my May, the PPE is taken care of and everything is set up but, it may not have the individualized templates for the colleges, but we will be headed in that direction. In May, I will start to have tenure and promotion set up for this coming September. [Discussion was had about the process and the change from folders to online] Dr. San Miguel: Some faculty have not picked up their tenure and promotion dossiers [from her office] Dr. Harris: I have legacy tenure librarians and fixed term librarians. When faculty claim accomplishments are they expected to upload artifacts? Dr. San Miguel: Yes, they have to document to say I have done x, y, and z. Dr. Gill: When can faculty expect trainings for interfolio? Dr. Madden: In person trainings for tenure and promotion would be early August so they can get their things in. Dr. Gill: so they can start organizing things per binder in order to drag and drop? Dr. Madden: Yes so, they can start collecting things so they can upload them. The PPE trainings will be across the fall. Tenure and Promotion will be faster. It is pretty intuitive once it is all set up. Also, next spring when we do the request for external reviewers, you can do it through interfolio. Dr. Gill: So, faculty should start collecting things digitally and trying to organize it, in anticipation of putting this in interfolio the beginning of August.

VII: Academic support services

Dr. San Miguel: For academic support services, last week, we posted a director for Ace that should direct supplemental instructors, mentors and tutors. Advising was not a part of that. We have 5-7 applicants. I wanted an update on how many supplemental instructors, tutors etc. we had to see if students are using the services, do we have too few Supplemental instructors, or tutors because there are vacancies for supplemental instructors we did not fill. Dr. Ramirez: To answer your question, we have 18 supplemental instructors (SI). Tutors we have 46 and mentors, we have 40. On the subject of SI we have 18 that are vacant but that does not mean that work is not happening. [Discussion was had about duties performed by SI, tutors, and mentors, and learning support specialists and need per college and Dr. Ramirez will look at this, more to come later. Dr. Ramirez: If faculty know of students that are excelling in course work and could benefit by helping other students (as supplemental instructors) contact university college.]

VIII. Room assignments

Dr. Madden: When faculty are assigned a room [classroom], they cannot go into another classroom and use it because it may be in the process of being assigned to another instructor [or booked for another purpose]. You have to use your assigned classroom. If you have issues with assigned rooms, work with your chair. Dr. San Miguel: If there is an issue with the condition of the room (smell etc.) then it should be reported. Dr. San Miguel: Anything from faculty senate?

IX. Updates

Dr. Gill: We will be meeting April 4th to discuss the new faculty senate presidential election and other openings. We have a couple of handbook changes. We are in the process of discussing the handbook change for the external letter timeline for full professor and the full professor language on deans “certifying” full professors. Dr. Gonzalez: When faculty senate makes changes to the handbook, please give us a heads up because when writing the standard 6 draft, there is a huge disparity with the faculty handbook and a rule or SAP. For tenure and promotion, the rule or the SAP supersedes the handbook but a lot of times they don’t say the same thing. If you change some of that language it also needs to be changed in the SAP or the rule.

