

TAMIU Faculty Senate Meeting

March 1, 2019; WHTC Rm 126

- I. The meeting was called to order by the Faculty Senate President, Dr. Ken Tobin at 12:05 p.m.
- II. *Roll Call:* Dr. Kenneth Tobin, Dr. Lola Norris, Dr. Marvin Bennett, Dr. Frances Rhodes, Ms. Malynda Dalton, Dr. Ariadne Gonzalez, Mr. Jose Gutierrez, Dr. Jacob Makaya, Dr. Neal McReynolds, Ms. Angela Moran, Dr. James Norris, Dr. Jason Norris, Dr. Moon-Kyung Cho (setting in for Ms. Kimber Palmer), Dr. Leonel Prieto, Dr. Marivic Torregosa, Dr. Lourdes Vilorio, Dr. Oswaldo Zapata Correa
- III. Our *Guests* were given the floor.

Tom Mitchell (University Provost)

Dr. Mitchel presented a number of informational items to the Senate:

Dr. Arenaz is currently at College Station for the yearly Chancellor's Century Council meeting to give an update on what is going on at TAMIU. Additionally, Dr. Gilberto Soto is currently being honored at the Chancellor's Academy of Excellence for Teacher-Educators.

Faculty searches are going very well, we are bringing candidates here to interview in the proper time frame. He congratulated faculty search committees for bringing candidates here in a timely manner.

We are doing a much better job at submitting curriculum changes and putting them through the process. So we should have a catalog ready for students who are registering for this Summer and Fall. Schedules were also done way in advance this year for the Summer and the Fall semesters.

Faculty evaluations are on-going and faculty should be meeting with their chairs to go over their evaluations. The deadline for submitting them to the Office of the Provost is the first week in April and should be completed before this semester ends.

For new faculty their contracts will now start August 16th and run through May 15th instead of September 1st to May 31st. This will allow new faculty to be eligible for health insurance 2 weeks sooner.

The new Academic Building is coming along on schedule. The largest classrooms on the first floor will be big enough to be used for public lectures. They did find the money to finish out the third floor which will have about 60 faculty offices. The new building is suppose to be finished by mid-May, so the plan is to move into it by this Fall. The current plan is to have a ribbon-cutting ceremony sometime close to the beginning of September. The first Faculty Assembly will be a short one this year with the ribbon-cutting tentatively scheduled for that day at 11:00 a.m., with the afternoon open for department and college meetings. The morning Assembly will be to mainly introduce new and newly tenured faculty and for faculty awards.

There are 2 degrees currently pending approval; a Bachelor of Science in Public Health, which is with the Board of Regents, and a General Engineering degree, with is currently at the Coordinating Board.

Dr. Mitchell also presented the Senate with the newly approved TAMIU Rule 12.03.99.L1 (Faculty Academic Workload and Reporting Requirements) and TAMIU SAP 12.01.99.L1.02 (Complaint and Appeal Procedures for Faculty Members - Academic Freedom). There is a great deal of information in these documents concerning the fuller definition of 'faculty academic freedom' and what does and does not constitute 'course release time' for the components of research and teaching that was not present in previous versions. The Senate was asked to read them over and any questions concerning them could be addressed at a future senate meeting.

Roberto Gonzalez (Associate Director of OIT)

Mr. Gonzalez gave the Senate a demonstration of the *Liberty Adapter Ring Device* that is currently being installed on all of the computers in the classrooms. It's a cable containing adapters that will allow virtually any portable device to connect directly to the computer through an HDMI cable and will allow the transfer of both audio and video to the computer and, thus, to the projector. Several of these new adapters have already been reported stolen so Mr. Gonzalez asked the Senate to pass along to the faculty that if they notice any adapters missing or tampered with to please email him directly so that they can be repaired/replaced as soon as possible.

Mayra Hernandez (Director of Student Conduct and Community Engagement)

Ms. Hernandez presented the Senate with a number of changes to the Faculty Handbook (Student Affairs section, page 87 and 88) due to both the reorganization of her office and to recent updates submitted to her by the Title IX Team.

Steven Sears (Dean of the A. R. Sanchez, Jr. School of Business)

Dr. Sears and Dr. Jorge Brusa presented to the Senate the revised merit policy for the A. R. Sanchez, Jr. School of Business. The policy differs from the previous one in containing an updated tier ranking of journals and an expanded description of tier rankings for the different levels of teaching, research and service.

IV. The minutes of the February 1, 2019 Senate meeting were approved without changes.

V. Old Business

1. Handbook language for Graduate Faculty (page 58 to 60):

This document was re-submitted to the Senate by the Graduate Council after several items were modified/clarified based on suggests from the Senate at the February 1st meeting. One modification was suggested; to strike out the listing of (Assistant Professional, Associate Professional, or Senior Professional) under the "Categories and Requirements for Membership" section. With this modification the document was approved by the Senate unanimously and will now go to the faculty for a vote.

VI. New Business

1. Vote on the School of Business Merit Policy: the Senate voted unanimously to approve this new merit policy.
2. Handbook language regarding Student Affairs: It was suggested that these changes were not substantive, but more of corrections/updates, so with Senate approval this does not need to go out to the faculty for a vote. The Senate voted unanimously to approve this document.
3. Dr. Lola Norris gave a report on the recent Texas Council of Faculty Senates meeting:

They now have organized a National Council of Faculty Senates that we are a part of.

There was a report on the degrading of Librarians' status, particularly at Corpus Christi, but also to a less severe extent at TAMU. At Corpus it appears that all Librarians tenure status were revoked.

Also, there is a plan to start a TAMU System-wide Joint Resolution against the MyEvide Health Assessment, which allows you to sign up to get an insurance price reduction if you submit your personal health records to a third-party.

There was also some concern expressed about the Coordinating Board requiring certain classes within a 'Field of Study' for selected disciplines.

4. Ongoing Technology Issues: Dr. Lourdes Viloría presented the Senate with the minutes of the February 13, 2019 Technology Advisory Committee meeting. There are still some concerns that the automatic updates still disrupt Macs and this will be brought up again at the next TAC meeting (April 10th). It was also asked if there was any way that we can increase the maximum size for attachments for emails, as our current limit of 25 Mb is far too small for many needs.

VII. Committee Reports

1. Academic Oversight Committee: Dr. Lola Norris reported that the committee did not meet, but will be meeting shortly to compile the comments from the Services Survey.

Dr. Rhodes gave a report on the numeric results from the Services Survey. A total of 88 faculty participated and faculty from all departments responded (see attachment).

2. Budget and Finance Committee: did not meet.
3. The University Ethics Committee: did not meet.

4. The Committee on Creation, Composition, and Responsibilities of Committees:

Dr. Rhodes reported that there is an on-going election for a position on the Honor Council that will close on the following Monday at 5:00 p.m.

5. The Awards Committee:

Dr. Lola Norris reported that the Committee is currently organizing individuals for classroom observations for the Teacher of the Year awards. This year we are requesting a nomination letter from the prospective deans and/or chairs. Dr. Norris also asked if any of the Senate members would be willing to volunteer as classroom observers.

6. The Handbook Committee:

Ms. Dalton reported that the Handbook Committee met with Mayra Hernandez to discuss the Handbooks changes that were previously voted on by the Senate.

7. The Assessment Committee: did not meet, although there is a draft of the upcoming Administrator Evaluations that have been sent out for approval.

8. The Distance Education and Instructional Technology Committee:

Dr. James Norris reported that they met to continue discussion of the two possible instruments for accessibility of on-line courses and will be approaching the Senate at the April meeting to share their results. They also discussed a new app that takes classroom attendance for you. Also Technology Week has been moved to the second week in October (instead of November). They are currently soliciting faculty to give talks during the Technology Week and they pay a stipend of \$150.

9. The Technology Advisory Committee: will not meet in March, but will on April 10th.

10. Fixed-Term Promotion Committee: did not meet.

11. Curriculum Committee:

Dr. Tobin reported that the Committee was making progress and will issue a report at the end of this cycle to the Provost.

VIII. The meeting was adjourned at 2.22 p.m.

Student Success

Student Handbook

The Office of Student Conduct and Community Engagement (SCCE) publishes the *Student Handbook*. It is available from the Office of the SCCE website at <https://www.tamtu.edu/scce/studenthandbook.shtml>. The Student Conduct Code and student rights and responsibilities are defined in the *Student Handbook*.

Sponsorship / Organizations

A complete list of chartered organizations may be found on the Internet at www.tamtu.edu/sole. The Office of Student Orientation, Leadership and Engagement (SOLE) maintains regulations and procedures for the establishment of student organizations.

Student Violations of Academic Integrity (Cheating, Plagiarism)

Students are expected to maintain high ethical standards in their academic work, and faculty members are expected to maintain the fairness and integrity of course grades. Students who are caught claiming credit for work that they did not do – whether the dishonest consists of cheating on exams, intentionally plagiarizing papers or course projects, or other forms of academic misrepresentation and dishonesty – can expect to receive failing grades in the course in question. Faculty members are required to report such serious breaches of academic honesty to their chair, their Dean, the Provost, the Office of SCCE and University Registrars.

In addition to grade penalties, students found responsible of academic dishonesty may be placed on probation, temporarily suspended, or permanently expelled from the University by the Provost, as specified in the *Student Handbook*. The Honor Council reviews each case reported to the Provost and makes recommendations. (See the Honor Code in [Appendix E](#).)

Student Leave of Absence and Pregnant/Parenting Students

Under Title IX of the Education Amendments of 1972, harassment based on sex, including harassment because of pregnancy or related conditions, is prohibited. A pregnant/parenting student must be granted an absence for as long as the student's physician deems the absence medically necessary. It is a violation of Title IX to ask for documentation relative to the pregnant/parenting student's status beyond what would be required for other medical conditions. Parenting accommodations are available to both parents of a newborn, however,

the cause for the reasonable accommodation must be related to the pregnancy or postpartum.

The University advises a pregnant or parenting student to notify their professor once they are aware that accommodations for such will be necessary. It is recommended that the student and professor attempt to work out the reasonable accommodations with each other. The Director of Student Conduct and Community Engagement (Mayra Hernandez, mghernandez@tamiu.edu) can assist the student and professor in working out the reasonable accommodations. In the event that a student will need a leave of absence from the University for a substantial period of time, the University encourages the student to consider a Leave of Absence (LOA) as outlined herein. As part of our efforts to assist and encourage all students towards graduation, TAMIU provides LOA's for students, including pregnant/parenting students, in accordance with the Attendance Rule and the Student LOA Rule.

Students may file complaints of discrimination due to pregnant or parenting status with the TAMIU Title IX Coordinator (Lorissa Cortez, 5201 University Boulevard, KL 159B, Laredo, TX 78045, TitleIX@tamiu.edu, 956.326.2857) and/or the Office of Civil Rights (Dallas Office, U.S. Department of Education, 1999 Bryan Street, Suite 1620, Dallas, TX 75201-6810, 214.661.9600).

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. Full membership must be approved by the Graduate Council. 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 **meet all of the following**:

- 1. be tenured or on a tenure track on the Texas A&M International faculty.
- 2. hold the rank of Assistant Professor, Associate Professor or Full Professor.
- 3. have earned a doctorate or other terminal degree in the teaching discipline or a related discipline.
- 4. produce **continued** tangible evidence of continued productive scholarship, as normally defined within the discipline concerned.

Those fixed-term faculty (Assistant Professional, Associate Professional, or Senior Professional) who have a research focus can apply for full-time status on a five-year basis subject to a review of their research qualifications by the **g**Graduate **e**Council.

Full members of the Graduate Faculty are eligible to

- 1. direct doctoral dissertations, masters' theses, and other graduate research.
- 2. teach graduate level courses, including doctoral.
- 3. serve on graduate student committees, including doctoral.
- 4. sit on the Graduate Council and in that position help set policies for the Graduate School;
- 5. sit on standing and special committees of the Graduate Council.
- 6. serve as officers (secretary, etc.) of the Graduate Council.
- 7. chair standing committees of the Graduate Council.

Appointment to Full membership on the Graduate Faculty is for the duration of the faculty member's employment at Texas A&M International University, unless the faculty member earns below a score of "3" in research and/or teaching on the annual faculty evaluation summary form (e.g., PPE or applicable college evaluation instrument) for 2 consecutive years, in which case the College Dean will notify the Dean of the Graduate School and the faculty member will need to reapply for Full Membership to the Graduate Faculty. If the faculty member does not meet the requirements to serve as a Full member of the Graduate Faculty, they may apply for Temporary Membership.

External Membership

This category is for persons not on the TAMIU 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 TAMIU;~~
- ~~• Show actual involvement in the department graduate program either in teaching 5000 or 6000 level courses or serving on graduate student committees.~~

~~Appointment to External membership on the Graduate Faculty is for a term of three years and will be subject to re-evaluation at the end of the term. This membership must be approved by the Graduate Council.~~

~~Other provisions regarding External membership:~~

~~External Members of the Graduate Faculty must~~

- ~~1. External members who are to be involved in doctoral programs must hold~~
 1. hold a terminal degree ~~an earned doctorate~~ in the teaching discipline or a related discipline
 2. ~~External members who are to be involved in masters' programs must hold a master's degree at minimum, and if the doctorate~~ or, if a terminal degree is not held, have demonstrated such a level of distinction in their fields as to make the degree irrelevant.

In case of such exception, a letter of verification by the person making the nomination should be submitted to such effect.

~~3. In order to chair a graduate student committee, External members must hold a terminal degree or its equivalent.~~

External members of the Graduate Faculty are eligible to

- 1. co-chair master's level or doctoral student committees, depending on credentials and certification (ineligible to chair such committees).
- 2. teach master's level or doctoral courses, depending on credentials and certification.
- 3. serve on master's level or doctoral student committees, depending on credentials and certification.

Appointment to **external** membership on the Graduate Faculty is for a term of three academic years and will be subject to re-evaluation at the end of the term. This membership must be approved by the Graduate Council.

Temporary Membership

This category is for those who teach masters-level courses and are not otherwise involved in the departmental graduate programs.

Temporary members of the Graduate Faculty must

1. hold a terminal degree in the teaching discipline or a related discipline.

Temporary members of the Graduate Faculty are eligible to

1. teach master's level courses.
2. serve on master's level student committees as a committee member.

~~Any faculty member holding the master's degree or what is generally considered to be a terminal degree in his or her discipline may be appointed as a Temporary member of the Graduate Faculty upon approval by the Dean of the Graduate School (see this handbook, "Definition of Faculty Status" for a definition of the term "faculty member").~~

Review of the Temporary member's qualifications for possible advancement to a higher membership category shall be made by the Chair of the Department with the optional assistance of the Full members of the Graduate Faculty in that department. When an advancement appears to be warranted, the Department Chair shall recommend in writing such advancement to the Dean of the Graduate School and shall include a rationale for the recommendation, **including tangible evidence of continued productive scholarship, as normally defined within the discipline concerned.** ~~based on the stated criteria for the higher membership classification.~~ College Deans will make this recommendation where Departmental Chairs do not exist.

Appointment to Temporary membership **on the Graduate Faculty** is for a **term period** of three academic years **and will be subject to re-evaluation at the end of the term.** This membership needs to be approved only by the Dean of the Graduate School. ~~Temporary members of the Graduate Faculty are eligible to teach masters-level courses.~~

Procedures for Nomination to the Graduate Faculty

Nominations are received by the Dean of the Graduate School and kept on file. The Dean of the Graduate School will annually report to the Graduate Council the current membership in each category.

The Graduate Council will act to evaluate nominations which have been questioned. The Graduate Council will also hear complaints from faculty who feel they were not treated fairly in matters of graduate appointment.

The responsibility for keeping records of the terms of the various classes of members and notifying Department Chairs or College Deans of those faculty members up for periodic review or re-nomination will be that of the Dean of the Graduate School.

Texas A&M International University/ Technology Advisory Committee

Meeting Agenda

February 13, 2019

10:45 a.m. KLM 253

Meeting Facilitator: Dr. Maria de Lourdes Viloria

Invitees:

Fran Bernat – COAS,

Hugo Garcia –ARSSBA,

Seong Kwan Cho- COED

Lisa Heard – CNHS,

Nerissa Lindsey – KL,

Jose Maria (Joe) Gutierrez, University College

President's Appointee, Marvin E. Bennett, III

Trevor Liddle, VP for Finance & Admissions Appointee,

Albert Chavez, VP for IT Appointee

Catarina Colunga, VP for Institutional Advancement Appointee

Gina Gonzalez, VP for Student Success Appointee

Leebrian Gaskins, VP for Informational Technology/CIO, ex-officio

Patricia Abrego, Director of Instructional Technology & Distance Education

Pablo Reyes, Associate Director of User Services

Ricardo Ramirez, Associate Director of Student Information Services

Roberto Gonzalez, Associate Director of Instructional Technology Services

- I. Welcome/ Roll call
- II. Approve November 8, 2018 Minutes- Minutes were approved with no corrections.
- III. New Business-
 - A question regarding computer refresh system and the possibility of computer crashes. Albert Chavez explained that he would check the OIT Help Desk daily trouble shooting work orders to ensure that the concern presented at the TAC meeting was an isolated occurrence and not related to the computer refresh.
 - The A&M System will be transitioning from SYNCPLICITY to One Drive soon. More information forthcoming
- a. New Adapters in Classrooms (Dr. Abrego) - OIT was congratulated by the TAC members for an innovative and user friendly HDMI Adapter Cable with adapters, which will facilitate the use of portable devices. These adapters will allow faculty and

students to connect their laptops, surface, or even smartphones to the digital displays in the classrooms. LBV will be outfitted with the HDMI Adapter cable as soon as some technical difficulties are resolved. The TAC will invite Dr. Abrego and Bobby Gonzalez to present at the next Faculty Senate Meeting March 1, 2019.

- b. Concerns with Adobe Creative Cloud Access- This concern will be addressed directly with the faculty member who submitted this concern. Dr. Gaskins requested that Dr. Viloría inform the faculty member to contact him as soon as possible in order to address this matter.
- c. Open Agenda- Dr. Viloría proposed that the TAC did not meet in March since it is a brief month and midterm might keep some TAC members from attending the meeting. Our next meeting will be April 10, 2019 in KLM 253 at 10:45 a.m.

2019 Service Survey Results

COL.	DEPT	# RESP 20-Feb	26-Feb	1-Mar	TOTAL # Eligible
KILLAM,	LIBRARY	0	1	1	6
CoED	CoED	4	7	11	19
Nursing	Nursing	2	7	9	29
BA	IBFS	4	4	5	25
BA	IBTS	0	5	6	21
CoAS	BC	2	4	7	31
CoAS	ENGR	0	3	3	10
CoAS	FPA	0	9	9	29
CoAS	HUM	6	9	13	40
CoAS	MPHY	0	1	2	26
CoAS	PSCM	0	2	5	28
CoAS	SSC	1	9	11	35
US	DEV	3	5	6	22
	Totals:	22	66	88	321