TAMIU Faculty Senate Meeting

December 3, 2021; WebEx

I. The meeting was called to order by the Faculty Senate Vice President, Dr. James Norris, at 12:04 p.m.

II. *Roll Call:* 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. Kameron Jorgensen, Dr. Hayley Kazen, Dr. Runchang Lin, Dr. Gilberto Martinez, Mr. Alejandro Mojica, Ms. Angela Moran, Dr. Lola Norris, Dr. Leonel Prieto

III. *Our Guests* were given the floor:

Dr. Pablo Arenaz

Dr. Arenaz informed the Senate that 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 Fall. We will also go back to having student respondents at both ceremonies this year.

The A&M University System has started a new program that will pick up the cost for master's trained people who are full-time faculty or full-time staff to go and earn their doctoral degrees. The doctoral degree must, however, be within their specific previous field of study. The System is willing to pay for up to six years for that person to complete the degree.

Dr. Arenaz announced that at the recent Board meeting we received permission to negotiate the sale of 4.5 acres of land on the northwest side of the campus that will be used by TXDOT to expand I-99. This will also allow us to expand entrance #3 because of the new access road that will be constructed. Also, at the Board meeting they decided to not vote on tuition increases for any of the universities. We were not asking for a tuition increase, but rather for a flat rate for anyone taking 12 or more hours, but that did not get passed either. Incidental fees were passed, which will allow us to continue our 'Books Included Program' beyond the Spring semester.

Finally, it was announced that both faculty and staff will be required to have a Covid test at the beginning of the Spring semester.

Dr. Thomas Mitchell

Dr. Mitchell reported that for Faculty Development Leave they are going to recommend that 4 professors receive one semester of leave and one professor be allowed a full year of leave. Also, the University Promotion and Tenure Committee met in mid-November to pass on their recommendations for promotion and tenure to 11 faculty. It was noted that this year the candidates were all extremely impressive.

Dr. Mitchell also addressed the Senate about the Ethics Committee's concern over the University's Common Read selection. He stated that the faculty came to him with the suggestion

to adopt the Dean's book instead of using (and paying for) an outside author for the 'Reading the Globe' book, as has been done in the past. The faculty felt that the book would be a perfect fit for the newly re-imagined UNIV1201 course. The book then went through the required external review process by being reviewed by a committee of individuals who are in the discipline of the book and authors concerned. It was also vetted by the Provost after the review committee approved it. Further, the Dean has set up an endowment account where all proceeds of the book will go into. The monies from this endowment will go toward establishing future scholarships for disability students.

IV. The minutes for the November 5th Faculty Senate meeting were approved without further corrections.

V. New Business

A. Technology Issues: Senator Kazen reported that the roll-out for the Abode Acrobat should be happening shortly, so look out for an email with instructions soon. Also, the better version of SPSS software is now available to faculty who have active doctoral students.

B. Face to Face Faculty Meetings for the Spring: After some discussion the Senate voted and approved unanimously to keep the Senate meetings virtual for the Spring semester.

C. The next Faculty Senate meeting will be on February 4, 2022.

VI. Old Business:

A. Awards committee: to discuss recommendation made by president Arenaz at last faculty senate meeting to extend the number of years requirement for Distinguished Teacher of the Year and Distinguished Scholar of the Year to five years; name change of award.

Senator Gill reported that the Awards Committee met with Dr. Arenaz, and he confirmed that he would like these awards to be changed to longevity awards and to remove the 'of the Year' from the award titles. It was felt though that this decision should go back to the Faculty at large first for further discussion and consideration before any recommendation is made to Dr. Arenaz.

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)

Senator Viloria plans on meeting with the head of Human Resources to see if this suggestion is even legally possible within the System. Senator Martinez volunteered to look into inquire into other schools to see if anyone was currently doing this.

C. Ethics Committee Questions pertaining to University Ad-Hoc Committee for Common Read Selection

After much discussion it was suggested that the Senate should review the process and possibly come up with some additional guidelines for the selection of the Common Read.

D. AEFIS Faculty Electronic Portfolio Update

It was requested that the Senate Executive met with the Provost to discuss whether or not faculty will be using AEFIS for their Spring PPEs.

E. Full Professor and Emeritus Guidelines in Faculty Handbook

Senator Dalton reported that the Handbook Committee met to discuss these guidelines and it was decided that current System Policies could be linked in the Handbook to provide further information on these procedures.

F. IRB Committee Selection

Please visit the following link- https://www.tamiu.edu/irb/irb_members.shtml

IRB Committee Members are appointed by the Provost for a three-year period. Members are typically reappointed for multiple three-year terms to ensure continuity. Christopher Ferguson (a former TAMIU faculty member) is currently serving on the TAMIU IRB as our outside member with expertise in prisoner research.

VII. Committee Reports:

A. The Academic Oversight Committee: see previous report.

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

C. The University Ethics Committee: see previous report.

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

E. The Awards Committee: see previous report.

F. The Faculty Handbook Revision Committee:

Senator Dalton presented the following Handbook change to the Senate for discussion and voting:

Faculty Senate Description (p. 13, under "General University Governance")

Current

As specified in Article II, Section 1-3 of the Faculty Constitution (Appendix B), the Faculty Senate is empowered to act as the representative and resolving authority of the faculty. The Faculty Senate President will receive release time during the Fall Semester, and the Faculty Senate Secretary will receive release time during the Spring Semester to carry out additional duties as required by their respective positions.

Proposed

As specified in Article II, Section 1-3 of the Faculty Constitution (Appendix B), the Faculty Senate is empowered to act as the representative and resolving authority of the faculty. The Faculty Senate President will receive 2 course releases per academic year (1 each long semester), the Faculty Senate Vice-President, Secretary, and the Parliamentarian and Elections Officer will receive 1 course release per academic year, to carry out additional duties as required by their respective positions. Course releases should be documented at the beginning of each academic year with course release approvals from the deans in whose college the officers reside. If any of these officers is a Librarian, course release equivalency will be determined jointly by the Library Director and the Librarian.

This was voted on and approved unanimously by the Senate. It will now go to the faculty for a vote.

G. The Assessment Committee: did not meet.

H. The Distance Education and Instructional Technology Committee:

Senator James Norris reported that the DEITC met (see attached notes). The Committee decided to eliminate the Internal Review from the QM process, unless otherwise recommended from the Instructional Designer assisting the developer in that course.

I. The Technology Advisory Committee: see previous notes and attached report.

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

VIII. The meeting was adjourned at 2:08 p.m.

Texas A&M International University/ Technology Advisory Committee

Meeting Minutes

November 22, 2021

1:00 p.m. Virtual

Meeting Facilitator: Dr. Hayley Kazen
Invitees:
San Juanita Hernandez– Faculty Senate Appointee,
Frances Bernat- COAS
Cynthia L. Piña, COED-Not in attendance
Hugo Garcia –ARSSBA,
Seong Kwan Cho – CNHS-Not in attendance
Eva Hernandez – KL
Alma Jasso Chavez, UC
President's Appointee, Marvin E. Bennett, III-Not in attendance
Fred Juarez III, VP for Finance & Admissions Appointee,-Not in attendance
Ana Gonzalez, VP for IT Appointee -Not in attendance
Cathy Colunga, VP for Institutional Advancement Appointee -Not in attendance
Juan Garcia, VP for Student Success Appointee
Miguel Munoa, VP for Informational Technology/CIO, ex-officio -Not in attendance

   Welcome/ Roll call-

I. Review/Approve October 25, 2021 Minutes

        i.   F. Bernat moved to approve

        ii.   H. Garcia seconded

II. New Business

1. Duo log in issues-having to log in frequently
       i.   This issue will be discussed at our February meeting.

2. TEAMS not available for interdepartmental collaboration (information provided by M Munoa in bold)
       i.   **The creation of ad-hoc TEAMS (including the creation of channels) is currently not available for general use across the campus. In fact, the creation of TEAMS is disabled across the organization. Before we can fully support the creation of TEAMS across the campus and Departments, we need to develop a sustainable plan of shared governance. Some of the items which need to be include: 1. Structuring the creation of TEAMs with Departmental oversight and control of the resources which are part of the TEAM, 2. Handling the transition of TEAM ownership when creators of TEAMS leave the University or change roles within the University, 3. Establishing a framework for the removal of TEAMs that are inactive.**

3. SPSS basic vs premium for doctoral faculty

      i. **All faculty is eligible to have SPSS installed and setup on their University Machines. Faculty members requiring SPSS can submit a request to the helpdesk via email to the hotline@tamiu.edu mailbox requesting the installation of the software. I visited with Dr. Bernat recently so she could go through the process and advise if there were any concerns.**

III.   Open Agenda-

    1.   J Garcia mentioned that he did receive the email along with instructions on how to install the new Adobe. However, after installation, it only worked one day. A technician is working with him.

          i.   **We had a controlled roll out only to University Administrators a few weeks ago. The purpose of the controlled roll out was to work out any concerns or issues that arose before rolling out to a larger audience. We did learn that some users had challenges, and we are revising our communication collateral that will be sent to faculty shortly after the Thanksgiving break inviting them to activate their Adobe Pro DC account.**
Some of our initial findings revealed that there was confusion with users logging in. Generally speaking, there are two methods to login in what Adobe refers to as the "Personal ID" versus the "Company or School Account".
When logging in for the first time, the user is prompted for their tamiu.edu email address and they are prompted to select between "Personal ID" versus "Company or School Account". All staff and faculty who want to utilize their new Adobe Pro DC Licenses need to log in as a Company or School Account (some were not).

The second issue had to do with employees who purchased licenses for Adobe Creative Cloud. Adobe Creative Cloud includes Adobe Pro DC along with an array of other tools. At an institutional level, employees who have paid for creative cloud accounts need to log in as a "Personal ID". The situation with Mr. Garcia is unique. We will follow up with him to see what the issue is.

Meeting adjourned at 1:20 pm

Date: 11/30/21   **Time: 3:07pm**
Location: WebEx
Co-chairs: **Administrative Associate**
1. Dr. Patricia Abrego, ex-officio   Stephanie Alderete
2. Dr. James Norris (Faculty Senate Appointee)   **Instructional Designers (non-voting)**
Members Present: 1. Tony Ramirez
1. Melissa Garcia   2. Julio C. Tovar
2. Dr. Yong Chen   3. Carlos Vallarta
3. Dr. Cynthia Pina   4. Anna Gonzalez
4. Dr. Alfredo Ramirez   5. Gloria Sanchez
5. Karla Linero Reyes   6. Jan Brott
6. Elizabeth DeZouche   **Associate VP/CIO IT**
7. Triana Gonzalez   Miguel Munoa, ex-officio
8. Andrew Hilburn   **Members Absent:**
9. Juan Garcia Jr.   1. Karol Batey
10.   2. Dr. Jared Dmello
11.   3. Dr. Marcela Moran
12.   4. Dr. Jennifer Coronado

Item	Action/Information
Approval of Minutes	❖ Committee members reviewed the minutes from October 25, 2021. Melissa Garcia and Dr. James Norris motioned to approve minutes.
Motion- Elimination of Internal Review from QM Process	❖ Dr. Abrego Discussed: • Move to eliminate the Internal Review from the QM process, unless otherwise recommended from the Instructional Designer assisting the developer in that course. • 2nd motion this item: Dr. Chen (no discussion or questions were noted) • Vote all those in favor to eliminate the internal review from QM review process: Carlos and Gloria took count of the votes, none apposed. • Dr. Abrego noted, motion passes.

Open Agenda/DYOC Workshop	❖ AP & QM Updates will be added to the Newsletter.
	❖ DYOC- 2 half day virtual training sessions will be offered for faculty (for new online developers and faculty seeking a refresher on QM standards)
	   ➢ Training will take place December 14 & 15, 1-5pm
	   ➢ 3 registered
	   ➢ Emails will be sent out to faculty that gave only taken the QM introductory course (TOL), inviting them to attend this session.
	❖ Questions:
	   ➢ Dr. Chen- Will any certification be given by taking this course? Dr. Abrego responded- yes, eLearning team are certified QM trainers/facilitators and after course is taken a certificate of completion from QM will be issued and emailed. Furthermore, any

	faculty from TAMIU or other A&M systems can register for the trainings.
	➢ Dr. Pina- How long are the QM certificates good for? Dr. Abrego/ Gloria responded- As long as you are on the newest version of the rubric trainings' certifications are valid. New updated trainings are required every 4-5 years to update certifications. Current addition is the 6th addition, which is the current workshop/training being provided.
	➢ Dr. Chen- is there a cost to faculty for taking these trainings? Dr. Abrego responded- No there is no cost to faculty when taking the QM workshops/trainings in house thru eLearning.
	➢ Dr. Chen- Is this training going to be given virtually or face-to-face? Dr. Abrego responded- trainings on December 14 & 15 will be done virtually thru Blackboard Collaborate.
	➢ Dr. Chen-How much QM developed content can be changed by new instructor when teaching a course that has already been developed and certified? Dr. Abrego responded- as long as the course/module objectives are not changed and not more than 20% of the content is not changed, it will not merit a new review so course can continue teaching the course. It is advised that if any changed are made that you send eLearning the proposed alignment document for review before teaching the course, so that the changed can be compare to what has already been certified.
	❖ Triana Gonzalez-Valdez- a reminder to all faculty that grades are due Friday, December 10 by 12 noon.
	❖ Dr. Abrego- mentioned that the January DEITC meeting will be moved to face-to-face format as of now. Location is TBA, Dr. Norris and myself will verify the format of the meeting after the Holiday break in early January thru calendar invite.
	❖ Next DEITC meeting will be January 31, 2022 at 3pm. If there any conflicts with date or time, please email Stephanie. (if we get 3or more members with a conflict we can reschedule the meeting for a different day or time).

Meeting adjourned at 3:28 p.m.

Faculty Senate's Assessment Committee

Minutes of the November 19, 2021

The meeting started at 1:30 pm.

Attendance: Drs. Puneet Gil, Tatiana Gorbunova and Gil Martinez. Presiding: Dr. Ruby Ynalvez

A. The committee received responses from all Deans except one. The committee received feedbacks from three Deans. There was sharing of thoughts and ideas that relate to the feedbacks sent by Deans of the different colleges. From our discussions stems the agenda for our February meeting. Our next meeting will be the 2nd Friday of February, 1:30 pm.

B. The following items need to be accomplished prior to the committee's next meeting:

1. to speak with Dr. O'Meara to double check our interpretation of his response: he was suggesting questions that will address the Deans' leadership, competency, organizational skills, etc.
Committee members will start checking his responses. He gave suggestions that likely we can use to draw our survey questions from. Below are his examples:

- Communicates, supports and promotes the organization's vision, mission and goals.
- Plans and monitors work activity and output, ensuring alignment with overall goals.
- Makes adjustments as needed to address multiple demands and competing priorities.
- Acts as a change agent by demonstrating flexibility and adaptability, and by implementing appropriate changes in culture, strategy and regulatory requirements.
- Follows fiscal guidelines, regulations, principles, and standards when committing resources and processing financial transactions.
- Ensures adherence with HR regulations and laws.

2. to speak with college deans and solicit examples of information that they are expected to share with their faculty. This action on our part will address both Dr. Torregosa's and Dr. Hong's comments.
For Dr. Hong's comment: "I would rather find out if my faculty feel comfortable speaking up, challenging ideas, resolving concerns quickly and amicably, do not experience discrimination or microaggression, do not feel threatened, are able to perform their best given the resources they have, desire to strive and do better each year, respect the dean, feel the dean helps to promote their research agenda, etc."
-The committee may focus on that later. Likely for our March agenda. I have pasted her comments above, so you become more familiar with them.
It seems that we are serving a purpose, :D which is to provide a revised assessment instrument for our college deans. My impression is: The Deans are seeking improvement of their assessment instrument.

C. Chairs' instrument will likely not need revision, I have heard from the majority that they do not have any comment nor recommendation; keep the evaluation process and survey questions as they are.
D. Agenda for next meeting: discussion of potential survey questions

The meeting was adjourned 2:00 pm.