

**TEXAS A&M INTERNATIONAL UNIVERSITY**  
**Faculty Senate Meeting**  
**May 6, 2016**  
**WHTC 215**

**Call to Order (time): 12:02 p.m.**

**I. Roll Call:**

**Present:** Dr. Marvin Bennett, III, Mr. David Bogus, Dr. George Clarke, Ms. Vivian Garcia, Ms. Destine Holmgreen, Dr. Katie Lewis, Dr. Lynne Manganaro, Mr. John Maxstadt, Dr. David Milovich, Ms. Marcela Moran, Dr. James Norris, Ms. Kimber Palmer, Dr. Leonel Prieto, Dr. Alfredo Ramirez, Dr. Frances Gates Rhodes, Dr. Stuart Davis, Dr. Gilberto Salinas, Dr. Maria Lourdes Viloría, Dr. Ruby Ynalvez

**Not present:** Dr. Kenneth Tobin

**Guests Present:** Malynda Dalton and Dr. Lola Norris

**II. Approval of Minutes**

Minutes of the March and April, 2016 meetings were approved.

**III. Our guests were given the floor:**

**Dr. Arenaz:**

He announced that he will be the interim president beginning June 1, 2016, in light of the news today that Dr. Keck will be leaving TAMIU to take over the reins of Texas A&M – Commerce.

We are developing a relationship with a school in Queretaro, Mexico where we will be offering degree programs there.

We will be graduating the first class of the Texas Academy at the end of this semester.

TAMIU will be adopting a new policy on the situation for the situations if a faculty member requires their students to purchase a book or course material for their class, and the faculty member receives some financial benefit from the sale. The draft policy is outlined in the attached Exhibit “A” to these minutes. Requiring such material will require prior approval from administration and an ad hoc faculty committee. The policy is now being vetted and the provost invites comments from faculty prior to finalization of the policy.

**Dr. Catheryne Weitman**

Presented for Faculty Senate approval, the annual faculty evaluation policy of the College of Education. The evaluation instrument is a Word document that the individual faculty member will fill out. A copy of this policy is attached to these minutes as Exhibit “B”. The faculty member is to document their research. They are expected to publish at least once a year. The process is meant to align with the Promotion and Tenure process. Asked for comment, Dr. Viloría felt this document was easier to use than previous versions, Dr. Lewis felt the document

works, and Dr. Ramirez believes the evaluation tool requires deeper and richer review than what they had before. Discussion and voting on the policy was postponed to the New Business portion of our meeting.

### **Dr. Kevin Lindberg**

He presented the vitae of fifteen faculty members who he proposes serve on a committee that will review our undergraduate programs. This review is required by SACS, and TAMIU has found that a program review by persons outside the program. To accomplish this we need a pool of reviewers that must be approved by the Faculty Senate. Concern was voiced as to the usefulness of program review by persons outside the program and their field of expertise: can they really meaningful critique a program they may know nothing about. Dr. Lindberg mentioned this is just one way the program is reviewed and it has been useful in the past; the most important part of the review process is the self-review.

Dr. Norris moved that the faculty members up for consideration be approved. John Maxstadt seconded the motion which was unanimously approved.

### **Mr. Jim Bonnette**

Mr. Bonnette is the new Title IX coordinator and wanted to introduce himself to the Senate. He asked anyone who had any questions or concerns to contact him about the issues concerning Title IX.

### **Susan Foster**

Ms. Foster is the director of Continuing Education. She spoke of a new project of their office of offering TAMIU courses to MCAA—Military Spouse Career Advancement- program. The educational programs must be completely online. She foresees we can offer degree and certificate programs through this outlet, as well as Air University- which is for enlisted Airmen around the world. The office wants to increase its course offerings to the community as well as online across the globe.

### **Dr. Ray Keck**

Dr. Keck started by thanking the Faculty Senate members for another year of service to the university and to our faculty. He acknowledged the thanks and congratulations of the Senate for his years of service and for his upcoming change of post. He said the process for choosing a new president will be an open one, and assured us that the chancellor will not appoint someone against the wishes of the university. There will be a nationwide search to begin in the near future.

### **Ms. Mayra Hernandez**

Ms. Hernandez informed the Senate as to some changes to the Honor Code system and invited faculty to participate in Integrity Week this fall, as they need speakers to make presentations about the subject.

## **IV. Faculty Senate President Report -**

Discussion regarding the College of Education faculty evaluation process was reintroduced. Mainly the concern was whether there was an adequate degree of faculty involvement in the creation of the process. It was stated that previously, the process changes from year to year, and that the instrument provided to the Senate earlier in the meeting was a different iteration than they used this year. Faculty complaints include the instrument being hard to use, not user-friendly, and not being notified of changes in the instrument or knowing which was the latest format. The Senate agreed by consensus that the entire faculty should have been in on the process in creating the instrument, rather than just a committee. Dr. Norris moved that the Faculty Senate approve the course evaluation system/instrument conditioned on its approval by the entire faculty of the College of Education. The motion passed.

## **V. Faculty Senate Vice-President Report on Provost Council Meetings**

There was no meeting of this council since our last meeting.

## **VI. Unfinished Business**

Dr. Rhodes reported on the election results from our handbook revisions. The results of this election is attached to these minutes as Exhibit "C."

Dr. Clarke had invited Dr. Karen Miller to return to the Senate to discuss the online course evaluation process recently introduced, however she is ill and unable to come to the meeting. Discussion on the new system ensued. Many are concerned about how the system affect areas that do rely on data from the course evaluations. It is too soon to know the results of the "pilot" from this semester as the semester is not yet over and results have not been made available to faculty. A new instrument will be piloted this summer. Following more discussion, it was determined that Dr. Clarke would send an email from the Faculty Senate to Dr. Miller outlining our concerns.

John Milovich moved that in September, so that faculty will have received the results of this semester's course evaluations, be polled as to whether they wish to go back to paper evaluations or continue with online course evaluations. John Maxstadt seconded that motion. The motion carried. The poll question(s) construction was referred to the Committee on Faculty Work Environment and Morale.

\*\* \*\* \*

The meeting of the 2015-2016 Faculty Senate was suspended and a meeting of the 2016-2017 Faculty Senate was called to order.

**Present:** Dr. Marvin Bennett, III, Dr. George Clarke, Ms. Vivian Garcia, Ms. Destine Holmgreen, Dr. Katie Lewis, Dr. David Milovich, Ms. Marcela Moran, Dr. James Norris, Dr. Lola Norris, Ms. Kimber Palmer, Dr. Leonel Prieto, Dr. Frances Gates Rhodes, Dr. Stuart Davis, Dr. Gilberto Salinas, Dr. Maria Lourdes Viloria, Dr. Ruby Ynalvez, Ms. Malinda Dalton

Nominees for President: Dr. James Norris  
Nominee for V-President: Ken Tobin

Nominee for Secretary: Marvin Bennett  
Nominees for Elections: Frances Rhodes

All nominees were voted and approved by acclamation.

The meeting of the 2015-2016 Faculty Senate was adjourned.

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## **VII. New Business**

UConnect is due for an upgrade as it will no longer be supported by its maker. One option being considered is Elucian.

The selection of the University Scholar of the Year was next on the agenda. Only those faculty members who had reviewed the information submitted by each nominee were allowed to vote. While results are known only to the Elections Officer and her assistant, she determined there was a tie vote among the four nominees. Another vote was cast with only the top two vote getters. Again a tie in votes occurred. It was the consensus, then, that there should be two faculty members for University Scholar of the Year. The matter was tabled in order to discuss the matter with the administration. It was pointed out since this is a faculty-given award and that such decision should be made by the Faculty Senate, and that it should be the Faculty Senate through our president that the selectee be announced.

Nominees for Scholar of the Year were:

Peter Haruna  
Diana Linn  
Jacqueline Mayfield  
Dr. Qingwen Ni  
Dr. Marivic Torregosa

The selection of the University Teacher of the Year award was then voted on. Only those senators who had reviewed the information provided by each of the five nominees could vote. After one vote, the selectee was determined.

Nominees for Teacher of the Year were:

Jacqueline Mayfield  
Sergio Garza  
Belva Gonzalez  
Alia Paroo  
Runchang Lin

D. Service Award Certificates were passed out to the Senators of the 2015-2016 Faculty Senate.

E. Meeting was adjourned at 3:15 p.m.

EXHIBIT “A”



**TEXAS A&M INTERNATIONAL UNIVERSITY**

A Member of The Texas A&M University System

**Office of the Provost and Vice President  
for Academic Affairs**

**University Approval for Course Adoption of Faculty-Developed Materials**

There is nothing inherently inappropriate in a faculty member requiring that students in his or her classes purchase or otherwise obtain textbooks and/or other course material that the faculty member has authored or developed. However, when a faculty member receives some financial benefit, such as royalty payments, from having students purchase a textbook or other course material, the potential for conflict of interest, perceived or real, is present. Texas A&M International University has adopted the following policies to assist the department chair, Dean, and Provost in reaching a decision regarding the use of textbooks or other course material developed by a faculty member in a course taught by that faculty member.

If a faculty member wishes to use a textbook or other material that he/she has developed in a course and these materials involve a cost to the student, a form must be completed. The form is located on the Provost’s Web Site. An ad hoc committee consisting of five tenured faculty and including at least one person with knowledge of the course content will review the material and send a recommendation to the Department Chair. The Chair will forward his/her recommendation, along with the faculty committee recommendation to the Dean who will have final approval. Appeal of the Dean’s decision can be made directly to the Provost whose decision is final. **Please note that a faculty member may not sell course materials, books or other publications directly to students.**

**Part I: Completed by the Faculty Member – Must be done at least six weeks prior to the beginning of registration for the semester the course will be taught.**

The following information must be included in the request:

- A. Title and Name of the Course(s) for which the permission to use the textbook/course material is being requested.
- B. Statement of whether the textbook/course materials is required or recommended.
- C. Complete citation of the textbook/course materials, including all authors, publisher and date.
- D. Course Syllabus. The syllabus should make it clear how the course material relates to topics and assignments for the course.
- E. Justification for the selection of the textbook/course material.
- F. Supporting material, such as reviews of the book/material and the names of other Universities or University programs that have adopted the book/material.
- G. Cost to student for the textbook/course material, including bookstore mark-up.
- H. Describe any monetary return per volume/unit per author involved in this request. Please address whether or not you are donating the royalty interest/profit and to whom. If donating royalty interest or profit, the agreement must have been done prior to the request to use self-authored material.

**PART II Completed by Faculty Review Committee**

- A. Recommendation to approve or not approve request.
- B. Justification for recommendation, including appropriateness of the textbook/course materials to the course in terms of content and level.
- C. “Marketplace support” including prestige of the publisher and reviewers, use of book in courses at other universities, positive reviews by recognized scholars.

*Self-evaluation*

Annual Faculty Performance Review  
(January 1, 2015 – December 31, 2015)

Name:

Date:

Supporting documentation is available for review in dossier.

**Scholarship** (List in APA format: all refereed publications (manuscripts accepted and/or submitted/under review), grants (funded, unfunded, and/or submitted--with organization and amounts), and presentations, with full information.)

**Area/s of Strength** (Provide justification):

Areas/s for Improvement, Growth, or Enhancement, by listing 2-3 projected activities for the forthcoming calendar year:

Updated CV (attached)	Non-Tenure Track	Tenure-Track	Tenured
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In order to be at "E" Expected, there is at least one refereed publication this year. Publications should include a variety of authorships (e.g., single author, collaborative).

For the chart below, please insert the numeral noting the number of items accomplished.

	Grant/s		
Accepted		Funded/Unfunded	
Submitted/Under Review		Submitted/Under Review	
In Progress		In Progress	
Refereed Presentations			

Research/Grant related release time received this year: Yes No

Additional Scholarly Activities (e.g., non-refereed publications, conference proceedings):

**Annual Faculty Performance Review  
(January 1, 2015 – December 31, 2015)**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Teaching (Provide evidence of technological integration and EC-12 learnings and application) and Advising**  
*Area/s of Strength (Provide justification):*

In order to be at "E" Expected, the total median score on the first four questions on the Washington Instrument is higher than 80 for each course taught. (See and complete chart below.)

**Quantitative Summative Course Evaluations  
based on the Washington Instrument Scores**

Add course number and title with total number of respondents	Spring 2015		
	Course and Title N=	Course and Title N=	Course and Title N=
<b>Total median score</b>			
The course as a whole was:			
The course content was:			
The instructor's contribution to the course was:			
The instructor's effectiveness in teaching the subject matter was:			

Add course number and title with total number of respondents	Fall 2015		
	Course and Title N=	Course and Title N=	Course and Title N=
<b>Total median score</b>			
The course as a whole was:			
The course content was:			
The instructor's contribution to the course was:			
The instructor's effectiveness in teaching the subject matter was:			

**Number of Advisees:**  
 Please list any activities completed with/in regards to advisees (e.g., honors course, honor theses, student conference/research engagement, obtained and used survey data):




*Area/s for Improvement, Growth, or Enhancement, using themes from student and peer feedback to list 2-3 projected activities for the forthcoming calendar year:*

EX. B



**Annual Faculty Performance Review**  
**(January 1, 2015 – December 31, 2015)**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

<p><b>Service</b></p> <p><b>Area/s of Strength (Provide justification):</b></p> <p align="center">     </p>	<p>              With longevity, there is an expected mix of University (including College and Department) and community/professional service, so that service work/activities are known to campus colleagues, as are leadership roles/responsibilities.         </p> <p> <b>Area/s for Improvement, Growth, or Enhancement, by listing 2-3 projected activities for the forthcoming calendar year:</b> </p>
<p><b>Reflective summary of the past year's accomplishments and performance, including what was learned from the EC-12 field:</b></p>	<p><b>Additional Accomplishments not noted above:</b></p>

Faculty's Signature: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

Title/Rank: \_\_\_\_\_

Year in Rank: \_\_\_\_\_

Original approved by Faculty Senate 01/12


EX B.


# Annual Faculty Performance Review (January 1, 2015 – December 31, 2015)

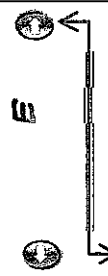
Name: ||

Date: ||

- Supporting documentation was available
- Updated CV was attached

Scholarship (Refereed publications, grants, and presentations)	
Supervisor's Annotations: 	

Teaching and Advising	
Supervisor's Annotations: 	

Service	
Supervisor's Annotations: 	

<b>Dean's Annotations:</b>	<input type="checkbox"/> Concurs	<input type="checkbox"/> Diverges
Dean's Signature:	Date:	

<b>Provost's Annotations:</b>	<input type="checkbox"/> Concurs	<input type="checkbox"/> Diverges
Provost's Signature:	Date:	

**Supervisor's Signature:** \_\_\_\_\_ **Date Completed:** \_\_\_\_\_  
**Faculty's Signature:** \_\_\_\_\_ **Date Shared with Faculty Member:** \_\_\_\_\_

(Faculty's signature indicates a review of The Annual Summary Review was shared and does not connote agreement or disagreement. Faculty may attach additional comments regarding the annual performance assessment within one week of review.)

Faculty comments attached.

Approve by Faculty Senate 01/12

Revised: 12.16.2015 (BYD)

**E** Annual Expectations based on the prompts.

EX B.

**Annual Faculty Performance Review**  
 (January 1, 2016 – December 31, 2016)

Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Teaching (Provide evidence of technological integration and EC-12 learnings and application) and Advising** **Teaching Observed by:**  Peer  Supervisor  
*Area/s of Strength (Provide justification):*

In order to be at "Ex" Expected, the overall median score on the first four questions of the Washington Instrument is higher than 4.0 for each course taught. (See and complete chart below.)

**Quantitative Summative Course Evaluations**  
 based on the Washington Instrument Scores

Add course number and title with total number of respondents	Spring 2015		
	Course and Title N=	Course and Title N=	Course and Title N=
Total median score			
The course as a whole was:			
The course content was:			
The instructor's contribution to the course was:			
The instructor's effectiveness in teaching the subject matter was:			
Add course number and title with total number of respondents	Fall 2015		
	Course and Title N=	Course and Title N=	Course and Title N=
Total median score			
The course as a whole was:			
The course content was:			
The instructor's contribution to the course was:			
The instructor's effectiveness in teaching the subject matter was:			

**Number of Advisees:**

Please list any activities completed with/in regards to advisees (e.g., honors course, honor theses, student conference/research engagement, obtained and used survey data):

*Area/s for Improvement, Growth, or Enhancement, using themes from student and peer/supervisor feedback to list 2-3 projected activities for the forthcoming calendar year:*

EX. B

RESULTS SUMMARY  
Handbook Amendments  
May 5, 2016  
53 of 179 voted.

#1 Deadline Change for SoY and ToY materials (Pg. 59)

Approve 52

Deny 2

#2 Add description of University Catalogue Committee. (Pg. 8)

Approve 53

Deny 1

#3. Additional language concerning "Illegal Discrimination, Sexual Harassment, and Related Retaliation., Plus Improper Consensual Relationships". (Pg. 27)

Approve 52

Deny 2

#4. Change to length of Temporary Membership from "one semester" to "one academic year." (Pg. 47).

Approve 53

Deny 1

#5. Add wording concerning "Student Leave of Absence and Pregnant/Parenting Students" (Pg. 71)

Approve 53

Deny 1

EXHIBIT "C"