

**Texas A&M International University**

**Minutes of Faculty Senate Meeting**

September 8, 2017

- I. *Call to order* by Dr. Ken Tobin at 12:05 pm
- II. *Roll call*: Present: Dr. Kenneth J. Tobin, Dr. Marvin E. Bennett III, Dr. Ruby A. Ynalvez, Dr. Frances G. Rhodes, Dr. George R. Clarke, Ms. Malynda M. Dalton, Ms. Vivian Garcia, Dr. Puneet S. Gill, Dr. Ariadne A. Gonzalez, Ms. Destine D. Holmgreen, Dr. Diana Linn, Dr. David K. Milovich Jr., Ms. Marcela Moran, Dr. James A. Norris, Dr. Lola O. Norris, Dr. Leonel Prieto, Dr. Philip S. Roberson, Dr. Maria D. Vilorio, Dr. Oswaldo A. Zapata Correa
- III. a) *Our guest*, Dr. Pablo Arenaz had discussed the following:
  - It is likely is that the continuation of special item funding will not be favored. There is also a concern that any spare dollars will go to rebuilding Houston. What can come out from the legislative hearing could be an outcome based funding for higher education. The committee will look at funding in a more systematic way.
  - In preparation for an outcome based funding, TAMIU would need to put into policy and put in activities how to boost our 4-year graduation rate. We need to look at our programs - - sequencing of our courses, look at pre-requisites of our courses e.g. do pre-requisites make sense.
  - The outcomes for the outcome-based funding will be based from the progress (percent increase from previous year) universities made i.e. number of graduates from selective fields e.g. STEM, nursing, high risk group, persistence rate they based from big universities; dollar per FTE student; administrative cost; research dollars. This outcome based funding could take place earliest in 2019.
  - The following items were brought up during the discussion of the faculty senate with Dr. Arenaz: a) if outcome based funding will impact any funding related to tenure track faculty - - Dr. Arenaz said that it's too early to tell b) it was mentioned by Dr. Arenaz that faculty budget was saved from budget cut by the increase of the number of students and credit hours c) A&M system does not approve tuition fee increase but dictates to us how much we can increase our tuition fees
  - TAMIU and UT Health San Antonio, signed a memorandum of understanding for an early acceptance program beginning this fall. The program is known as the Laredo Early Acceptance Program (LEAP). Through the agreement, first-time TAMIU freshmen will be guided through courses and other requirements needed to earn a Bachelor of Science (B.S.) degree at TAMIU. After meeting the necessary requirements and a successful application process, students will get automatic admission to one of four

master's degree programs or a doctoral degree program in the School of Health Professions at UT Health. The programs include master's degrees in Physician Assistant Studies, Respiratory Care, Medical Laboratory Sciences and Occupational Therapy, as well as the Doctor of Physical Therapy degree.

b) *Gabriel Martinez*, Student Government President was welcomed by Dr. Tobin in the meeting.

IV. *Approval of the May 5, 2017 minutes*: The minutes were approved by the Faculty Senate (FS). Faculty Senators stepped out for a group picture taking.

V. *Old Business*

a) *Report by Dr. Tobin of the Results from the Faculty Forum and Mixer (FFM) on August 30*. He commented that FFM was a success with 50 faculty members which included 12 members of the FS. There were useful feedbacks that Dr. Tobin summarized and he organized them to teaching, research and other issues. The summary of the FFM was distributed among members of the FS. Dr. Tobin did solicit for comments and suggestions from the senators. No other suggestions nor comments were brought up. Dr. Tobin plans to share the feedbacks from FFM with Dr. Mitchell and Dr. Arenaz. There is a plan to maintain this dialogue with faculty and administrators.

b) *Report of the Summer-time activities of the Handbook Committee by Dr. Bennett and Ms. Dalton*. Both reported that the Faculty Handbook was updated and is also available in pdf, e-Pub and Kindle formats. The FS website was also updated.

VI. *New Business*

a) *Vote on the Proposed Language to Describe the University Ombuds to be added to the Handbook*

- This language defines Ombuds office; below is the language:

The university has an Ombuds, who is elected by qualified faculty for a three-year term. The Ombuds is a designated neutral, neither an employee nor a management advocate. In addition to the explicit responsibilities detailed below, the Ombuds is empowered to facilitate the timely and equitable mediation outside of the faculty grievance process. The role of the Ombuds is to foster a resolution to issues prior to the initiation of the filing of a formal grievance.

- It was discussed that this language has to go for vote by the faculty; this language will go on page 48 of the handbook.
- Proposed changes to the language were discussed. The changes are:
  - Change “qualified faculty” to “voting members of the faculty”

- Strike out “In addition to the explicit responsibilities detailed below”
- Change “Ombuds” to “Ombuds Officer”
- With the changes, the language will be: “The university has an Ombuds officer, who is elected by voting faculty for a three-year term. The Ombuds is a designated neutral, neither an employee nor a management advocate. The Ombuds officer is empowered to facilitate the timely and equitable mediation outside of the faculty grievance process. The role of the Ombuds officer is to foster a resolution to issues prior to the initiation of the filing of a formal grievance.”
- The vote to put these changes in the Handbook has been unanimously passed by the Faculty Senate.

*b) Update of Upcoming Elections by Dr. Rhodes*

- Monday, September 11 the call of nominations will be send out to faculty members
- There will be 5 days for nominations and 5 days for elections. By the 22<sup>nd</sup> of September all positions will be filled.
- Lola Norris will be an apprentice as elections officer.

*c) Proposal for Two Ad Hoc Senate Committees for 2017-2018 by Dr. Tobin*

- There is a growing number of fixed term professionals and therefore policies and regulations for them i.e. policies and guidelines for promotions will need to be in place. Fixed terms professionals need pathways for advancement. In this regard, Ad Hoc Committee for Fixed Term Professionals is being reinstated. The Ad Hoc Committee for Fixed Term Professionals got Faculty Senators consent.
- The consent to have the Ad Hoc Committee for Evaluations was granted by the Faculty Senate. It is the aim of the FS to have a meaningful oversight on the respective rubric from different colleges. Very soon the Faculty Senate will have COED's, COAS's and COBA's performance rubrics for review.

*d) Discussion of the Feasibility of Whether the Committee of Professors Should be Reinstated*

- After the discussion, the FS voted unanimously not to reinstate the said committee.

*e) Discussion of Changing a Proposal for How Membership is Selected for Grievance Pool*

- The proposal is the random selection of every tenured faculty to the grievance pool and to serve for 4 years. The proposal was positively received by the senators but there was a suggestion of 2-3 years' service instead of 4 years. Most university committees' service are 2-3 years.

f) *Ideas for Maintaining an On-going dialogue Between the Faculty and Administration by Dr. Ynalvez*

- There is a plan of having another Faculty Mixer and Forum (FFM). This could be by the end of the fall semester or the beginning of the spring semester. If it will be this fall semester, a suggestion was made to switch the day from Wednesday to Thursday. This will allow faculty members who did not make it last FFM to attend the next FFM. We hope to once again get the support i.e. financial support of Office of the Provost c/o Dr. Mitchell.

g) Office Hour Expectations

- There has been discussion on expected number of office hours as COED senators inquire about office hours expectations from other colleges. In order to clarify this concern on expected office hours, Dr. Tobin would discuss this issue with the administration.

h) Other Business

- There is a concern about insufficient parking spaces. This time some faculty members experienced to be wait listed for reserved parking. There is a question if student employees are given reserve parking.

VII. Committee Assignments and Charges

- a) Dr. Tobin encouraged the senators to meet as sub-committee and elect the respective chairs before the October 6 faculty senate meeting.
- b) Honors Council Handbook is in the process of being revised as reported by Dr. Norris.
- c) TAMIU Technology Advisory Committee met September 06. (see attached minutes prepared by Dr. Viloría)
- d) TAMIU Student Advisory Committee will meet September 22. (see attached minutes prepared by Dr. Viloría)

VIII. The meeting was adjourned by Dr. Tobin at 2:21 pm.



## DEITC Meeting Minutes



**Date: 10/2/2017**

**Time: 2:30pm**

**Location: KL 102**

**Members Present:**

1. Dr. Kazen
2. Dr. Abrego
3. Dr. Zawisza
4. Dr. Tobin
5. Karla Gutierrez
6. Dr. Won Kim
7. Dr. Coronado

**Members Absent:**

1. Dr. Gaskins
2. Dr. Lina de la Garza
3. Linda Flores
4. Juan Garcia
5. Rogelio Hinojosa
6. Kevin Lindberg
7. Dr. Rhodes

**Staff Assistant:**

**Instructional Designers III:**

1. Gloria Sanchez
2. Phylis Zimmermann
3. Carlos Vallarta
4. Juan Ramirez
5. Julio Tovar

**Quorum: 51%**

Item	Action/Information	Person Responsible
	Next meeting will be the on October 30 – last Monday of the month – reported by Dr. Abrego	
NC SARA Update	<p>SARA was formed to comply with Department of Education Regulations. TAMU must receive permission to teach online students who are not in our home state.</p> <p>TxSAN – Texas Higher Education institutions must have authorization to conduct out-of-state activities.</p> <p>New regulations coming in July 2018 (see attachment).</p> <p>A total of 6 students from 5 different states identified under SARA at TAMIU.</p>	Tony Ramirez
Echo360 – August Update	<ul style="list-style-type: none"> <li>• 132 Videos uploaded</li> <li>• Number of Faculty members using Echo</li> <li>• 2.2k hours of Cloud Usage</li> </ul> <p>Student are able to make notes within videos for reflection.</p>	Tony Ramirez

	<p>Tony will report a breakdown by department during next DEITC meeting for September at October meeting (to compare).</p> <p>Dr. Abrego reported that beginning in July 2017 Echo360 integrated directly with Blackboard – so now you can start a recording from within a Blackboard course.</p>	
Accessibility Training	<p>Accessibility Matters (Train Traq #211971) training course is being re-tooled/updated.</p> <p>Training is only required for faculty teaching online courses.</p> <p>There was a proposal to require F2F and hybrid faculty to take the Accessibility Matters training – this item will be tabled until the next meeting so that Dr. Tobin can introduce the proposal to the Faculty Senate.</p> <p>Dr. Tobin asked the length of the training and how often it is required. (45 minutes to one hour for completion, and a one-time requirement - unless there are substantial changes in the law, which would require an update to the course and to train).</p>	Phylis Zimmermann
Academic Partnerships	<p>The purpose is to increase the number of students enrolled in graduate level programs.</p> <p>Academic Partnerships has met with different colleges:</p> <ul style="list-style-type: none"> <li>• COAS</li> <li>• COBA</li> <li>• COED</li> <li>• CONS</li> </ul> <p>Next they will be meeting with various campus departments.</p> <p>Dr. Abrego will forward email sent by Dr. Mitchell to DEITC members.</p>	Dr. Abrego & Dr. Tobin
Presentation of Revised Development Manual	Dr. Abrego will upload revised manual to Blackboard.	Dr. Abrego
Proctoring Update	<p>2 using Examity 13 using Respondus Monitor</p> <p>Syllabi statements are available for each proctoring solution from eLearning. Dr. Tobin and Karla Gutierrez advised to send an email reminder to Dr. Mitchell (for faculty) the week after Thanksgiving – so that faculty may include in their SP18 syllabi.</p>	Gloria Sanchez

Distance Education Week	<p>Distance Education Week (DEWeek) is changing its name to Learning Technologies Week – renamed to be inclusive of technologies used in all types of courses.</p> <p>Faculty will be invited and encouraged to submit a proposal for presentations.</p> <p>There was a proposal on the table to provide a \$150 stipend for selected presentations to cover the preparation of materials. Agreed upon by Quorum.</p>	Dr. Abrego
Blackboard App Campaign	<p>Updated Blackboard app is available. It is called Blackboard in the Apple and Android store (Pencil with blue background).</p> <p>FREE for students</p> <p>App has a new modern look which includes:</p> <ul style="list-style-type: none"> <li>• Activity stream</li> <li>• Course outline</li> <li>• Assignments</li> <li>• Grades</li> </ul> <p>Carlos reported that he will ask Blackboard to see if it's possible to retrieve usage reports for the app.</p>	Carlos Vallarta
Other	<p>Dr. Abrego introduced a Quality Matters Moovly video created by a student worker in eLearning. The video came about from the results of our Online Student Survey. (Students did not know what QM was.)</p> <p>You will find this video icon located in all courses using QM Certified materials. (Video icon below QM certified course logo.)</p>	

# Student Fee Advisory Committee Meeting Minutes

September 22, 2017

The Student Fee Advisory Committee met on September 22, 2017, at 11:00 a.m. in KL-270 with the following members in attendance: Francisco Muñoz, Gabriel Martinez, Cesar Camarillo, Consuelo Guzman, Minita Ramirez, Yelitza Howard, Lourdes Vilorio and Juan Castillo. Attending in an ex-officio capacity were: Trevor Liddle, Fred Juarez, Christy Martinez, Denisse Garza and Julie Barrera.

Mr. Castillo began the meeting by welcoming back the previous committee members. Then the new members were introduced and the Committee Charge and Member Term handouts were passed around the table for review.

Next, the current tuition and fee, both variable and fixed rates, were handed out, and Mr. Castillo explained the current tuition and fees. Mr. Castillo explained Texas revenues are down resulting in less money to appropriate to higher education.

After the overview the Appropriations vs. Enrollment handout was distributed and discussed. The committee reviewed the final handouts:

The proposed tuition and fee charts, both variable and fixed rate, were then handed out and discussed. The proposed increase include a 3.7% inflation adjustment based on the higher education price index, or HEPI, per year. Since the variable rate tuition and fees are adjusted annually, the total increase for inflation is 3.7%. Since the rate for the fixed rate tuition is compounded over 4 years, the increase for inflation is 9.6%.

The proposed increase to the student health fee in the amount of a flat \$4.60 per semester was then discussed. It is projected this increase would generate approximately \$22,000.00 which would be used to partially fund additional professional staff in Student Health and/or Student Counseling.

Since the System Office is still providing direction, it was stressed that all rates were still very much preliminary. At the next student fee advisory committee meeting, scheduled for Friday, September 29, 2017 at 11:30 a.m., Mr. Juan Castillo agreed to provide follow up information and review the presentation for the student fee hearings. The committee agreed to conduct three Student Fee Hearings in the Student Center Rotunda on Tuesday, October 3, 2017 at 11:00 a.m. and 5:00 p.m. and Wednesday, October 4, 2017 at 12:30 p.m.

The meeting adjourned at approximately 12:15 p.m.



# **Texas A&M International University/ Technology Advisory Committee**

## ***Meeting Agenda***

September 6, 2017

9:00 a.m. KL 253

Meeting Facilitator: Dr. Maria de Lourdes Vilorio

Invitees:

Fran Bernat – COAS,

Hugo Garcia –ARSSBA,

Seong Kwan Cho- COED

Wendy Donnell – 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

Vacant, 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. Call to order
- II. Roll call
- III. Approval of minutes from last meeting which was held on March 7, 2017
- IV. Old Business March 7, 2017 Minutes Review and Approve Minutes
- V. New Business
  - a. Welcome
  - b. Announcements and discussion of future meeting dates and times  
October 4, November 1, December 6, February 7, March 7, April 4
  - c. Open Agenda

## Minutes

1. Please attached Sign-in Sheet for members in attendance. Dr. Gaskins noted that we still have one vacancy for Vacant, VP for Institutional Advancement Appointee. Dr. Viloría will check with Ms. Rosanne Palacios via e-mail.
2. Dr. Viloría asked those in attendance if the 2<sup>nd</sup> Wednesday of the Month 9:00 a.m. time was a good time to meet. At least all of the members in attendance liked the time. However, later in the afternoon Dr. Viloría received an e-mail from Mr. Jose Maria (Joe) Gutierrez, University College stating that he had a class at that time. So we will have to revisit this time at our next meeting.
3. Dr. Viloría presented the March 7, 2017 and minutes were approved.
4. This meeting was a meet and greet meeting and also to remind all members to check with their respective colleges, departments or programs to determine if there is any technology-related matter that can be brought to the TAC's attention.
5. Dr. Marvin Bennett asked if there was a Computer Refresher process for Apple computers, some faculty members with Apple computers have not had theirs refreshed. Mr. Albert Chavez informed the committee that there is a new computer refresh process in effect and it is now once a year. He added that he will check about specific Apple computers that might need to be refreshed based on purchase date. However, any computer purchased with external grant monies will not be eligible for refresh.
6. Dr. Cho inquired about the SPSS Premium Package and why faculty members have to pay the difference in cost. Dr. Gaskins informed the committee that last year in September 2016 Departments were notified that effective October, 2016 the charge for SPSS premium was passed on to faculty and researchers but not because of budget cuts. It was not cost effective to license SPSS at the premium level. Premium access is \$299.00 per user. Dr. Viloría added that Dr. Coronado was presented with a complete SPSS Premium user list last year in an effort to secure funding from the Office of Graduate Studies. However, the final decision was to have each department handle these requests.
7. Dr. Gaskins informed the TAC that a complete Instructional Technology Audit by external auditor was conducted and that he will be presented the allowable areas (based on the Freedom of Information Act) of the report in our next meeting. One of the highlights was that the auditor recommended that we consider moving to a 16 character password phrase. However, Dr. Gaskins is concerned because some of the non-traditional students at TAMIU might be negatively impacted with this change. He is already looking at possible solutions.
8. Furthermore U-Connect will be updated on October 4, 2017 –more information forthcoming

Meeting was adjourned at 9:40 a.m.

**October 2<sup>nd</sup> 2017**

**Faculty Workplace and Morale Committee Meeting**

**Committee Members: Ruby Ynalvez, David Milovich and Puneet Gill**

Ruby Ynalvez opened the meeting with an agenda of items to complete this semester.

Nominations for Chair of the committee opened and Ruby Ynalvez volunteered to be chair. David Milovich seconded the motion.

The following were discussed as action items this semester:

1. The plan to send out an email to the Deans by next week to request opening of nominations for the university award. The email will include a timeline to serve as a guide for deadlines to be met. The timeline will help to make sure that nominees will be given a good amount of time to prepare their portfolios.
2. The plan to access the evaluation rubric for DSY, DTY and OTY. It was decided we would review the evaluation rubric if it does need any update or modification.
3. If at all possible to develop a method to assess each nominee with same evaluators for a fair process.