

**Texas A&M International University**  
**Minutes of Faculty Senate Meeting**  
February 2, 2018

- 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, Dr. Diana Linn, Dr. David K. Milovich Jr., Ms. Marcela Moran, Dr. James A. Norris, Dr. Jason Norris, Dr. Lola O. Norris, Dr. Philip S. Roberson, and Dr. Maria D. Vilorio  
Not present: Ms. Destine D. Holmgreen (represented by Joe Gutierrez), Dr. Leonel Prieto, Dr. Oswaldo Zapata
  
- III. *Discussion of the December 2017 minutes*:
  - a) The following corrections were made: “do” was changed to “did”, the minutes had a typo with 2 “this” thus one of “*this*” was omitted and a comma (,) changed to a semicolon (;). Below was the corrected sentence and was put in the December 2017 minutes.

TAMIU did not meet SACS criteria for number of class time; we did not have enough class time. In response to this, we changed our schedule to 45 hr class time/3 hr class + 3 hr exam time = total 48 hrs.
  
  - b) In the sentence: Last day of class in the Fall 2018 semester is on Monday. “Monday” was changed to “Saturday”.
  
  - c) A clarification on the rate of sexual harassment reports received weekly was raised.

Originally the minutes had: The University upholds Title IX. We take every sexual harassment report seriously especially in response to today’s climate. This semester was a “calm semester”, which is 2 reports/ week.

To clarify: a change was made: (*not necessarily Title IX cases; reports also included cases of students occurring outside of campus*) was added.

*Change made*: The University upholds Title IX. We take every sexual harassment report seriously especially in response to today’s climate. This semester was a “calm semester”, which is 2 reports/ week (*not necessarily Title IX cases; reports also included cases of students that were occurring outside of campus*).
  
  - d) The minutes were approved by the Faculty Senate.
  
- IV. a) *Our guest University President Dr. Pablo Arenaz discussed the following*:
  - Title IX office and TAMIU police responded to a lot of reports in the beginning of the semester. These were not necessarily all sexual harassment complaints.

- Be cognizant that we are required by law to report Title IX complaints even if the victim wished confidentiality. Again, right now, it is the law to report any sexual harassments divulged to us.
- There is a plan to enforce a yearly or per semester Title IX training for students. It will be a Train Traq-like Title IX training.
- Q: Have we had issues arising from the high school in campus in that sense?
- A: Dr. Arenaz was aware of one case last year. TAMIU does two things. During orientations of Early College and Stem Academy, it is addressed to high school students that they are underage and most college students on campus are age 18 and older. The potential for sexual harassment problems is stressed to them. Starting Fall 2018, it will be stressed to TAMIU freshmen that there are students on campus who are below age 18 –dating someone below 18 years will be a problem.
- The week of February 5-9, 2018 is Board Week. Drs. Arenaz (President) and Mitchell (Provost) will be in College Station. Regent Professors including TAMIU Dr. Jose Cardona-Lopez will be honored and recognized.
- During the week February 12-16, 2018, in the Century Council meeting, Dr. Runchang Lin will be inducted into the Chancellor's Teaching Academy for making an impact in training teachers.
- Updates on campus facility projects:
  - There is good progress on the tennis courts. Ground breaking is forecasted for Summer 2018.
  - The progress on the new building is on schedule. Construction site workers are getting ready to fit the glass on the West-facing side of the building. It will be beautiful and spectacular.
  - There is a proposal for an auxiliary building to house the Police and Receiving Departments. We are also hoping to move Purchasing in this auxiliary building.
- Plans for the TAMIU 50<sup>th</sup> celebration are underway. Co-chairs Rosanne Palacios and Trevor Liddle are leading the planning for the celebration. TAMIU history book will be co-authored Drs. Debbie Blackwell and Jerry Thompson to commemorate the university's beginnings.
- Dr. Arenaz's *Vision 2045* is launching under the leadership of co-chairs, Juan Castillo and Linda Lamentilla. There are 5 sub-committees (e.g. campus impact on the community, economic development, perception of the university in the community), each

with committee co-chairs- one from the community and one from the campus. Kick off-event is forecasted in April.

- The Commissioner of Higher Education will be here on March 27, 2018 to meet with faculty, students, and the executive committee. He will have lunch with selected community members and Dr. Arenaz to discuss Petroleum Engineering.
- Counseling Psychology was accredited, which further reflects the quality of our faculty on campus.
- ACEN (Nursing) is coming back in March, for re-accreditation of nursing.
- The 5<sup>th</sup> year review for SACS is coming up. We will begin working on this, which includes discussion on our progress on our QEP.
- Dr. Arenaz suggested to vary time slots of Conversations with the President. Instead of a set 4:30 pm slot for all conversations, a noon time-slot should be considered. This variation would give the flexibility for more faculty members to attend.
- Dr. Arenaz opened the Senate floor for questions.
- Dr. Arenaz thanked the Senators for representing the faculty.
- TAMIU enrollment increase is at 1%. Laredo Community College name will be changed to Laredo College. There is anticipation for the college to offer 4-year degrees and an authorization to offer RN/BSN and applied degrees but not History, Biology, Political Science, English, or Education.

b) *Our guest VP for Institutional Assessment, Research, and Planning Dr. David Allen discussed the following:*

- The process of student evaluations is under revision.
  - Fall 2017 evaluations are directly available on AEFIS. AEFIS has the mean score but not the median score. Median scores were not calculated by AEFIS system so they were calculated separately, now median score is up on Laserfiche.
  - AEFIS access faculty guide and Laserfiche guide are available on the institutional website.
  - In response to a decline in student response rate, the window for evaluation is extended to 2 weeks starting Spring 2018. Focus groups were held to assess the effect of the new online system on student response rate. Results of this will be discussed in the next Course Evaluation Committee meeting.
  - For Spring 2017, there were no median scores below 3.1, which is statistically unlikely. To address this, the Course Evaluation Committee will reassess based

on Fall 2017 evaluations data. There is consideration of the possible need to readjust evaluation questions if need be.

- The evaluations of students who dropped out are removed and are not included in the analysis.
- The ethicality of practices used to increase student response rate was discussed. A concern was raised that incentives given by faculty could be associated with psychological effect that could lead to biased answers from students. We may need to provide specific examples of practices that are considered ethical for uniformity across professors. The Senate presented the question of *How do we address this?*
  - The system needs to make it easy for professors to be ethical. The incentive should come from the university to increase student response rate. As faculty, we really are interested in getting feedbacks, and we want our students to participate. The incentives from the university may be in a form of a gift card--something that comes from the university so that the professor is out of it.
- AEFIS is set-up with Banner that when students dropped from the course, these students are also pull out from the AEFIS list and therefore students who dropped out of the course will not be included to do course evaluations.

## V. Old Business

### a. *Vote on Proposal for Qualified Fixed-Term Faculty to Become Full Graduate Faculty:*

- The length of graduate faculty term is now extended to 3 years.
- Fixed term faculties who desire to do research and serve in graduate committees will be allowed to apply for graduate faculty status. These applicants will undergo a review of research qualifications.
- The proposal for qualified fixed-term faculty to become full graduate faculty was approved by the Faculty Senate.

### b. *Discussion and Approval of Observation Rubric for Senate Teaching Awards:*

- The current committee membership did not feel qualified to design a rubric for on-line observation. It was decided that if any of the teaching award nominees requests an on-line observation, the committee will recruit a faculty expert in on-line teaching. The committee suggested that in the future, someone joins this committee who can design proper rubric for on-line observations. Dr. James Norris felt qualified to be a faculty expert in assessing on-line teaching observation rubric for teaching awards and thus be willing to be part of the committee.

- It was raised that we have the Distance Education Award. However, it would not be a good idea to explicitly exclude on-line teachers for Distinguished or Outstanding Teacher Award.
  - The observation rubric for the University Teaching Awards was approved by the Faculty Senate.
- c. *Update on Revision of Senate Committee Descriptions:* Dr. Tobin handed out the 3-page document for suggested language change of the Faculty Senate Committee descriptions. There is a tentative plan for a Senate Faculty vote in March.
- It was noted that in the handbook “Faculty Senate committee meetings are open to the public.” Question: Is this statement to be deleted or will remain in the handbook.  
-Faculty Senate agreed on having this statement stay in the handbook
- d. *Integrating Proposed SAP 12.01.99.L1 into the TAMIU Faculty Handbook:* It was clarified that it is being enforced because TAMIU currently does not have a policy in place.

## VI. *New Business*

- a) *Vote on Promotion Guidelines for Fixed-Term Faculty in University College:* The University College provided the Senate its guidelines for promotion of fixed-term faculty. The document was recently approved by the Fixed-Term Ad Hoc Committee. Dr. Tobin encouraged the Faculty Senate to peruse the document. He presented and discussed several key points of the documents. The floor was opened for discussion.
- This document has the actual process of how the fixed term will be promoted. It parallels the process for the faculty promotion and tenure e.g. dossier to be looked by a committee then looked up by the Dean and the Provost. It is different in terms of the date when evaluation will happen, it will be in the fall instead of the spring.
  - There was a question raised on the challenge index (CEI) page 04 item 04. Dr. Tobin volunteered to ask to David Allen.
  - It was moved to table the Promotion Guidelines for Fixed-Term Faculty in University College until the Faculty Senate receives clarification of CEI and until the members of the Faculty Senate have thoroughly read the document. This move to table was approved by the Faculty Senate.
  - The Faculty Senate planned to vote on the document in March.
- b) *Approval of Language for Fixed-Term Faculty Survey:*
- The floor was opened for discussion.

- Dr. Roberson was requested to check/clarify in fixed-term faculty contracts if which between “number of courses” and “semester credits hours” is being used. It was suggested to have semester credit hours in the contract instead of number of courses.
  - It was decided to change “*What is your term of employment?*” to “*How long is your term of employment?*”
  - The proposed changes to the Fixed-Term Faculty Survey document were agreed upon.
  - The Language for Fixed-Term Faculty Survey was approved by the Faculty Senate.
- c) *Update on Fall Faculty Survey and Planning for Spring 2018 Faculty Forum:* Results of the Fall 2017 Faculty Survey will be available for review in the next Faculty Senate meeting. Spring 2018 Faculty Forum was scheduled after Spring Break.
- d) *Ongoing Technology and Distance Education Issues:*
- Adjunct faculty access to Blackboard has been severely delayed. It is a concern because it is related directly to students.
  - The Wi-Fi at the Student Center is weak. During a recent event held at the Student Center, attendees reported that they could not access the Wi-Fi.
  - There is a need for OIT to provide support for Apple users.

## VII. *Committee Reports*

- a. Academic Oversight Committee: will meet soon and surveys will be discussed in the upcoming meeting
- b. The Budget and Finance Committee: pending meeting
- c. The University Ethics Committee: University Honors Council met and there was no report of problems with faculty nor staff
- d. The Committee on Creation, Composition, and Responsibilities of Committees: Spring elections were mapped out during the last meeting. Call for nominations are scheduled for the week after Spring Break. The committee aims to have the ballots ready for voting in the first week of April.
- e. The Committee on Faculty Work Environment and Morale: (1) to establish an Awards Committee in place of the Committee on Faculty Work Environment and Morale; charges indicated under this committee are being done by the Academic Oversight (2) observers

from all colleges for observations of college nominees for teaching awards were solicited.

- f. The Faculty Handbook Revision Committee: Corrections and deletions were discussed in the meeting.
- g. The Distance Education and Instructional Technology Committee: pending meeting
- h. The Technology Advisory Committee: pending meeting
- i. The Assessment Committee: Over email, members agreed on language for a charge for the committee (which is not currently mentioned in the handbook).
- j. Ad Hoc Committees: Updates were discussed under Old Business.

VIII. The meeting was adjourned by Dr. Tobin at 1:58 p.m.

**Texas A&M International University/ Technology Advisory Committee**  
**Meeting Agenda**

February 8, 2018

9:00 a.m. KL 102 De La Chica Room

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

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 December 7, 2017 minutes
- III. New Business
  - a. What is the new process to approve IT-related specs.

*Pablo Reyes explained that software purchase procedures adhere to TAMU system guidelines regarding the American with Disability Act (ADA) guidelines. In that case, college personnel responsible for purchases, as well as the purchasing department are already aware that OIT needs to review new purchases. He recommends that faculty or staff initiating a new purchase order for software visit with OIT first in order to save time once the purchase order is submitted.*

- b. When someone needs to purchase software, OIT will check for system requirements (i.e. is the software compatible with Windows or a Mac? what are the computer memory requirements?, type of processor needed, etc.). At the beginning of this fiscal year, we also started checking requirements for accessibility (that is, a person with a disability will be able to use the software) and security (what type of information the



program will handle, will it be personal information? (think FERPA protected data), what safeguards does the software company has to protect this data? Etc

*Departments have to work with OIT so purchasing can approve a new software purchase. Department secretaries are aware of this process. According to Dr. Gaskins some individuals interact with vendors without checking with OIT first, and this could delay the process. Furthermore, Trevor Liddle added that the bidding process has to be part of any new purchase. In addition, there is a process to approve software and it needs to be in compliance ADA and with the Voluntary Product Accessibility Template (Lydia Harkey).*

- c. Can we get more faculty to adopt JASP instead of SPSS from the University's software inventory as several faculty members use this program in their teaching and research?

*The TAC does not support dictating a specific statistical analysis software since faculty have different needs, or are already familiar with a different software. Dr. Gaskins added that OIT will assist any faculty member with the installation of an OIT approved statistical software on an individual basis.*

- d. Banner email from student rosters - this feature does not work with outlook- Dr. Vilorina

*Faculty are able to use Blackboard to email students before classes officially begin since the email correspondence will go straight to the students' Dusty Email addresses. However, Banner uses comma separators for emails. Outlook uses semicolon separators by default. This default can be changed under Outlook Options, Mail, Send Messages, check the box "Commas can be used to separate multiple message recipients".*

- e. How can the BlackBoard Access for Adjuncts be expedited? Faculty Senate

*This is a multi-part response. Usually returning adjuncts are able to work with OIT to obtain access to a course shell prior to the course beginning date. However, new hires need to be approved through Human Resources after the Provost Office validates the new employees' credentials, then the Registrar's Office adds the new faculty to the course. All these steps have to be in place so Blackboard can add the faculty member to the course. The process is in place to ensure the proper faculty with the appropriate credentials are assigned to the correct course. This process is important for accreditation. OIT works with adjuncts and faculty to get them access. The only suggestion is to hire the adjuncts earlier than the first week of classes. According to Albert Chavez, COAS will be using an electronic process for new hires that will hopefully expedite the process.*

- f. Can we do something about poor WI-FI signal in the TAMIU Student Center? Add strong access point? Faculty Senate

*According to Mr. Trevor Liddle the Student Center building has too much steel and concrete that sometimes hinders WI-FI signal. OIT has made improvements to the WI-FI in the following buildings (Student Center, Killam Library, and Bullock Hall) by adding additional access points. There is an additional wireless standards called AC revision coming. OIT has shut down 802.11b wireless signals which is used by very old wireless devices. This enables the wireless protocol 802.11g to operate at full speed.*

How can faculty obtain faster assistance with APPLE products? Is there a specific technician designated for APPLE related issues? Faculty Senate

*OIT does not have a designated APPLE technician. All the OIT techs are able to troubleshoot the APPLE operating systems. However, individual faculty members are encouraged to contact OIT to have their technological questions addressed. In addition, Albert Chavez explained that OIT periodically checks with faculty members who have APPLE computers to ensure that all these systems are functioning well*

Why the 'monitoring' software on our TAMIU computers attempts to update the software to versions that are incompatible with the computer's system? It updated my Microsoft Office to a version that did not work during finals week.- Dr. Bennett

*OIT is aware that some Security Updates might affect the functionality of APPLE operating systems. However, these security updates and APPLE security patches are necessary to keep the security of the TAMIU data secure. OIT will look at sending security updates or patches at different times in order not to interfere with daily office operations or during exam periods.*

g. QM - & Academic Partners Dr. Bernat

More questions will be answered as the Academic Partners Representative meet with the Colleges and Faculty that will be directly impacted by these changes. OIT is already working with Academic Partners to ensure a smooth transition especially with the courses that have already been QM certified.