

THE UNIVERSITY OF TEXAS AT SAN ANTONIO
SUMMARY MINUTES OF THE
DEPARTMENT CHAIR'S COUNCIL MEETING
December 10, 2014

I. Chairs Session

Edwin Barea-Rodriguez and Sandy Norman, DCC Co-Chairs

A. Approval of Minutes:

Tabled approving minutes till receive correct ones (received November's minutes)

B. Discussion of Bylaws:

They had 6 of 10 articles and it was suggested to let the rest grow as needed. Was best to get a set of bylaws so they can get to the HOP. Need to get to articles to get to amendments. Needed to put in specifics about committee's and add an article that bylaws could be amended by a 2/3 vote or whatever they decided. Provisions needed to be added so they wouldn't have to worry about a quorum. Possibly allowing votes electronically and absentia. Dr. Norman was going to talk to Greg to get a clean copy of the bylaws to be distributed to the Chairs.

C. Advising:

University has 18 open advising positions. Shortage of advisors is affecting the students. Students are having to wait for long periods of time to meet with an advisor and there's a lack in students registering. One Chair stated this has resulted in the cancellation of classes for his college. Dr. Frederick stated that they have increased funding to the advising pool to resolve this shortage.

D. Importance of Retention and Graduation:

Retention and grad rates matter because the main source of funding is student tuition. One Chair stated that the main problem with GRIP is that many students work and attend school part-time, so it takes them longer to complete their education. We should interview students for more accurate numbers. Another stated we need to find the right metric for measuring student success. Dr. Frederick stated that a variety of metrics are used and he felt we were in good shape because of it. He also feels that some of it falls on us, for instance, not offering classes needed, etc. Also, some faculty understand the impact of what's going on and others don't. For instance, it affects performance based funding, fiscal issues and student's debt. We need to get students in the right major. The University has subscribed to a service that will upload student class performance to measure if they will succeed in their major.

E. NTT Recruitment through STARS

Questions were posed regarding the process of utilizing electronic pools and notifying Lenny. Major concern was having to make a hire immediately, for instance, the first week of classes. Would calling candidates be considered advertising. It was stated that HR would like blanket advertising, having a pool of people. It was asked if they receive

calls, do they send them to the link. Dr. Zapata expressed that currently only multi-contracted faculty had to be advertised through STARS. Also, HR will be attending a Department Chair Counsel meeting in February to answer any questions and explain the process. It was asked if they could offer a multi-year contract to an NTT currently employed without advertising. Dr. Zapata briefly discussed the promotion policy. He also stated that we currently do not need to advertise for lower level NTT's and that Dr. Frederick thought we could develop a pool of people to draw from. They want to put together a task group to develop a process and gather/resolve all questions. Paul LeBlanc and Vincent Canizaro volunteered to serve. Another issue brought up in regards to a pool, is unqualified candidates, for instance in the event of needing someone to teach grad classes. Also, how to select from the pool. It was brought up that if this hiring process will be the same for T/TT at a later date, they should not send stuff to HR for a junior level person to review. Another concern was how HR posts salary ranges, like they do for staff titles, which if lower than the hiring rate, will keep faculty candidates from applying. Once college shared how they had a candidate rejected in STARS. They need to make sure that STARS handles faculty differently.

II. *Provost response to comments and discussions:*

At commencement they were having major advisors do the hooding. It was asked how commencement will affect the academic year. Issues with final exam period was discussed. HOP is changing to 15 weeks and it will be their option to give a final. This is scheduled to happen by next semester. It was felt that this would be helpful with online and Hybrid courses.

Heard there was some disconnect with no merit yet we were still hiring new faculty. It was suggested that a letter of recognition from the Provost be given to faculty that would have qualified for merit. Dr. Frederick stated if they would supply him names he would do that. It was brought up that it's difficult to retain faculty without getting merits. Dr. Frederick was optimistic that next year we would receive merit and expressed how the Hazelwood exemption passed a couple of years back caused a fiscal impact to many universities. This exemption allowed vets and their families to attend college for free. The new governor elect is pushing to provide full funding back to Universities to recover some loss at the next session.

III. *Other Items Discussed:*

It was brought up that PeopleSoft has disrupted staff employee's resulting in low morale. It was recommended that the Provost should acknowledge staff employee's too.

GRA's not getting paid due to holidays was a major concern. Dr. Frederick stated that they should be treated as contracted employee's. As long as they are salaried (not hourly) their pay can be distributed evenly whether they work certain days or not or longer days than others. As long as we meet our contractual obligation. Hours for the holidays still have to be submitted. This issue has been worked out with Barbara Centeno and he would ensure that her staff was notified so everyone would be on the same page.