AGENDA

Department Chair Council (DCC)
Jan. 11, 2017
JPL 4.04.02 Meeting Assembly Room
3:00 PM – 5:00 PM

INVITED PRESENTERS AND GUESTS

3:00-3:10   **Mary Dixson- Associate Vice Provost Teaching and Learning Center**

- **Teaching and Learning Service**

3:10-3:20   **Jesse Zapata – Senior Vice Provost for Academic and Faculty Support**

- **Annual Evaluation of Chairs and Deans**

3:20-3:40   **Nancy Martin- Associate Vice Provost for Core Curriculum and QEP**

- **Core Curriculum changes**

3:40-4:00   **Kathy Funk-Baxter- Vice President for Business Affairs**

- **New budget models and Space committee**

CHAIRS ONLY SESSION

4:00-4:05   **Call meeting to order and approval of 12-14-16 minutes**

4:05-4:20   **Follow-up on Graduate School**

4:20-4:30   **New Business**

- **Annual Evaluation of Chairs/Deans**

- **Nominations to the Departmental Mentoring Programs Committee**

- **Service on the Student Conduct and Community Standards Case Review Cmte.**

- **Agenda setting from the floor**

4:30   **Wrap Up**

Reminder Feb 8, 2016 is our next meeting in JPL 4.04.02 Assembly Room

Members in Attendance: Enrique Aleman; Sharad Asthana; Mark Bayer; Karan Bhanot; Rajendra Boppana; Eve Browning; Robert Cardy; William Cooke; Mari Cortez; Santiago Daydi-Tolson; Thelma Duffey; Gregory Elliott; Daniel Engster; Belinda Flores; David Frego; Robert Fuhrman; Waldemar Gorski; Hai-Chao Han; Yilmaz Hatipkarasulu; Lance Lambert; Paul LeBlanc; Melody Lo; Sandy Norman; Chris Reddick; Joachim Singelmann; Jeremy Sullivan; Garry Sunter; Martell Teasley; Robert Tillyer; Raydel Tullous, Xiaohe Xu; Miguel Yacaman; Jason Yaeger; Emily Bonner; Susan Colorado; Karen Daas; Sedef Doganer; Curtis Hart; Martha Smith

Members not in Attendance: Yoris Au; Suman Basuroy; Janis Bush; Vincent Canizaro; Gregg Michel; Joo Ong; Gail Pizzola; Chunijiang Qian; Heather Shipley

The meeting was called to order at 3:00 pm by the Council Vice Chair (LeBlanc). Quorum was established.

<div align="center">Invited Presenters and Guests</div>

3:00-3:15   Maricela Oliva – Associate Vice Provost Academic and Faculty Support
Faculty Mentoring: Departmental Programs in Phase II
Background: how they started, developed, what we have in place now
Faculty Mentoring Advisory Group was formed 2013-14
Spring 2014 Advisory Group Report available on line, which covered
o   Suggested best practices in mentoring support
o   Guidelines and recommendation for implementation
o   On 9/2015, former Provost Frederick mandates departmental programs by 9/2015
o   Oliva joins AFS Summer 2015 and prepares to welcome new faculty for T/T and NTT orientations
o   Research departmental mentoring program offerings and guidelines to share with new faculty
o   Contacted 40 departments for copies of their mentoring programs and guidelines
o   Information received throughout the year; as of today 1 of 40 departments lacks a mentoring program
Is Departmental Mentoring Worthwhile?
o   Individual on-demand meetings with new faculty indicate mentoring works
o   Faculty who encounter difficulties (sometimes teaching-related) resolve them through mentoring support
o   Interventions also happen earlier than otherwise and without leaving new faculty overwhelmed
o   Faculty members ask for mentor when they are not assigned one – another sign it meets a need
Current Status of Departmental Programs
Gaps in programs for faculty are evident:
o   Pre-2015 hires not always assigned/served by mentors
o   Until recently, not all departments had programs in place; one missing currently
o   Guidelines not always clear from the perspective of faculty who would use or call upon them
o   Some guidelines emphasize tenure and are silent on other support (3rd year review, promotion to full)
o   Associate Professor faculty needs not always included or addressed in mentoring programs
Next Steps and Questions for Phase II
o   Now that programs are universally in place, AFS set to review, look at improvements

- o Questions 1: Are there elements that should be incorporated in all but are missing in some?
- o Question 2: Should there be guidelines or expectations beyond those in place?
- o Questions 3: What local "best practices" if any, can be recommended to UTSA department?
- o AFS would like to partner with Department Chairs' Council for upcoming review and update
  - Next Phase for Departmental Mentoring Programs
- o As AFS initiates this assignment, we propose implementing review and identifying recommendations in partnership with Chairs' Council
- o Possible ways to engage this activity:
  - AVP Oliva establishes ad hoc committee of nominated Chairs to address the Provost's charge
  - A subcommittee of Chairs' Council works with AVP on change and recommends timeline for periodic reviews
- o With Chairs' Council, I would like to establish the process for moving forward together today so that we initiate project in early spring
  - Other Questions Proposed by Co-Chair LeBlanc
- o Provost's contractual requirements for new hires: teaching/resources-generating workshops
  - Dr. Mary Dixon, head of Teaching and Learning Services is prepared to discuss when she addresses the Council in January
- o NTT mentoring in departments and needs
  - Few department mentoring programs address NTT faculty needs. Issue can be addressed by subcommittee or in later visit.

3:15-3:30   Interim Provost Mauli Agrawal
New requirements for teaching and research workshops for new T/TT hires
- The new requirements will be written in the offer letter that specifies that new faculty members must participate in the teaching and grant writing workshops.
- Question: What if the new hire already participated in such workshops elsewhere? The requirements can be waived.
Graduate Funding Initiatives and current policy for these initiatives
- In addition to $5 M, PhD students will be supported through teaching assignments
Return of Maymester
- Offer limited courses

3:30-4:00   Sandy Welch – Sr. Vice Provost Institutional Effectiveness
SAC changes
UTSA review will begin in spring 2020
Timeline:
2016-2019   All units continue to collect data and documentation each academic year
Sept. 2019   Final narrative report due and submitted to the SACSCOC
Spring 2020   Review tem will be visiting UTSA
On-going   Submit substantive changes for substantial program changes as outlined below. Submit faculty-credentialing information via Digital Measures Annually.
"Hot Topics"
- o Academic Programs
  - Faculty and program coordinators must oversee the curriculum based on the results of assessments, communicating with faculty in the department and documenting changes.
  - Departments must demonstrate that faculty take responsibility for all aspects of academic programs, including any program changes or partnerships.
- o Faculty
  - Keep faculty qualifications up-date and substantiated.
- o Assessment
  - Maintain current data regarding the process of students toward learning outcomes. Document changes in curriculum and instruction, assessment methods, and/or student learning outcomes as a result of this process.

- o Student Support Services
  - • Address all complaints and "clos the loop" by documenting decisions within the college (i.e., Associate Dean).
- o Substantive Changes
  - • Report all substantive changes, including off-site locations and consortial relationships before offering classes.
  - • Monitor deadlines set forth by the SACSCOC and corresponding due dates for VPIE Office.
  - • The SACSCOC maintains a record of past issues of substantive changes, and any oversight could jeopardize accreditation status at any point in time, not just during a review.

Chairs Only Session
4:00-4:05   Paul LeBlanc called meeting to order
- • 10-12-16 and 11-9-16 minutes were approved
- • Votes were taken to approve changes in HOP 6.01 and 2.01 to include and recognize the Chairs Council's advisory role. Approved.
- • Follow-up with Graduate School Dean
- • Memo to the Provost will be available on One-Drive and changes or revisions will be made with track-change or sent to Paul. All council members were encouraged to work on the document.
- o New Business
  - • Jan. Mauli update on Student Success Taskforce, Mary Dixon – Teaching and Learning Service, Kathy Funk-Baxter – New Budget Model and Space Committee
  - • Interview freshman as well as graduating senior to gauge students' success and graduation rates (information will be used internally).

Meeting adjourned at 4:30PM.