

AGENDA

**Department Chair Council (DCC)
Nov. 9, 2016
DT BV 1.338 Meeting Assembly Room
3:00 PM – 5:00 PM**

INVITED PRESENTERS AND GUESTS

- 3:00-3:20 Business Affairs**
- **Financial Affair- Travel & Expense Workflow, Rowdy Pal**
 - **HR – FLSA, summer pay NTT**
- 3:20-3:40 Classroom Scheduling**
- 3:40-3:50 Senior Vice Provost Jesse Zapata**

CHAIRS ONLY SESSION

- 3:50-3:55 Call meeting to order and approval of 10-12-16 minutes**
- 3:55-4:15 Follow-up on Graduate School**
- 4:15-4:20 Follow-up In-state Graduate Tuition**
- 4:20-4:30 New Business**
- 4:30 Wrap Up**

Reminder Dec. 14, 2016 is our next meeting in JPL 4.04.02 Assembly Room

THE UNIVERSITY OF TEXAS AT SAN ANTONIO
SUMMARY MINUTES OF THE MONTHLY DEPARTMENT CHAIR'S COUNCIL MEETING
Oct. 12, 2016

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

Members not in Attendance: Joo Ong, William Cooke, Gail Pizzola, Vincent Canizaro, Chunjiang Qian, Suman Basuroy, David Frego, Gregg Michel, Janis Bush, Susan Colorado, Yoris Au

The regular monthly meeting of the Department Chair's Council was held on Oct. 12, 2016 at JPL Faculty Center. The meeting was called to order at 3:00 pm by the Council Chair (Shipley). Quorum was established with more than 50% of the Department Chairs attending.

Invited Presenters and Guests

3:00-3:10 Assistant Vice President for Research Integrity - Mickey Stevenson
The Office of Research Integrity supports the UTSA research community in its commitment to high standards of research integrity and scholarly excellence. ORI promotes ethical behavior and best practices by anticipating risk and communicating research compliance standards for meeting research goals.

1. ORI provides guidelines for UTSA faculty to comply with federal laws and regulations pertaining to research.
2. ORI helps UTSA faculty understand the policies and procedures. Any problems or violations should be reported to ORI.
3. ORI provides guidelines for export controls.
4. ORI ensures ethical conduct in research at UTSA (e.g., via IRB).
5. ORI manages conflict of interest and intellectual property.

Question 1: Is the extra compliance training necessary? Yes, it is required by the UT system.
Question 2: If working with the Health Science Center, is one IRB sufficient or separate IRBs are required? No separate IRBs are required. One is sufficient via an agreement with the UT Health Science Center.

3:10-3:30 Gail Jensen – Chief Legal Counsel for UTSA
Topic: Campus Carry

1. Based on faculty input, the exclusion zones can be established on campus, which has been recommended and approved by the President.
2. Weapons must be allowed in the classrooms.
3. No gun storages will be provided by UTSA. The burden is on the carrier. Faculty cannot ask if students are carrying a weapon or not.
4. Occupants of offices that are designated as exclusion zones must provide visitors verbal notice that the concealed carry of a handgun in the office is prohibited. When feasible, that notice also should be provided in writing. If signs and language are used, they must be consistent with the law, which is available on line. If the faculty member uses a card to read to the student in the faculty member's office, the language must be consistent with the law in both English and Spanish.

5. If a weapon is displayed or other problems are encountered, report incidents to the University Legal.
6. General advice for students' compliance:
 - 1) Department chairs serve as supervisors and must follow the University procedures.
 - 2) If involving Title IX, report incidents to the EOS.

3:30-4:00

Interim Provost Mauli Agrawal

1. President Search: run by the UT Board of Regents; recommendations will come from 1) Faculty Senate, 2) Staff Council, and 3) community at large. The Interim Provost will recommend several names (e.g., UTSA Deans).
2. Procedure changes: The chair Council will be consulted with and informed of any procedural changes at UTSA.
3. Hiring: Diversity in faculty hire is emphasized. The chairs of these search committees should proactively seek a qualified and diverse pool for each position. Both the pool and short list must be diverse before the finalist is identified.
4. Research and scholarship expectations: Benchmarks will be different across disciplines and rubrics will be established. UTSA was ranked in the top 400 universities in the world in the 2017 Times Higher Education World Rankings. Within the United States, UTSA was ranked in the top 100 universities. UTSA scored very high (85/100) in the area of citations for publications.
5. Administration top-heavy: The budget burden for university administrators at UTSA is 8.4%, which is under the average of the UT system schools. A task force should be established to look into this issue. Department chairs are not classified as university administrators; only Deans and above are classified as university administrators.
6. Transfer students' graduation rate is 35-40% and the retention rate is about 85%. However, these are not counted by the UT system in calculating graduation and retention rates.
7. Research expenditures for fiscal year 2016 reached \$57 million and combined expenditures for research and other sponsored projects are at an all-time high of \$83 million. Research expenditures at UTSA are back on track.

Question: What is the Interim Provost's position in tenure/promotion decisions? 1) Consistent with the DFRAC, CFRAC, and UFRAC and 2) exceptions will be few.

4:00- 4:30

Dean of Graduate School – DeBrenna Agbenyiga

1. Presidential Research Fellowships for graduate students were awarded to 19 PhD students (?).
2. New initiative: Graduate tuition assistantships (tuition waivers) are awarded; currently, PhD students only but will be expanded to Master's students when funds are available.
3. Graduate enrollment related issues: the Graduate School has established uniform deadlines for graduate applications.

Question 1: Several members of the Chair Council asked the Dean to revise the VIP deadlines, which are too early for both spring and fall applications/admissions. The Dean would not address the question directly. Rather she indicated that the decision was made with input from the Associated Deans and chairs are encouraged to discuss this matter with their respective Associate Deans.

Question 2: Why are the faculty members and GARs not allowed to contact the Graduate School directly? The Dean simply argued that the communication with the applicants has legal implications. As such, the application process should be handled by the Graduate School rather than by Department chairs, GARs, or faculty members.

Question 3: Can the Graduate School provide more Decision Desk training opportunities? The Dean replied that the additional training dates will be announced via email. Discussions on VIP deadlines continued until 4:50.

4:50-5:00

Chair Council Only Session

1. Last meeting minutes were accepted.
2. Follow-up on the Interim Provost and the Graduate School Dean
 - 1) More than 100% of workload is allowed in other UT institutions (e.g., the Health Science Center) but why it is not allowed at UTSA?
 - 2) Open communication is needed between the Graduate School Dean and department chairs.
 - 3) Better communication is needed between the Associated Deans and department chairs (the Associate Deans' meeting minutes are available via SharePoint.
 - 4) Previously, a uniform payment of \$3,000 per course for NTT was discussed. Any update?

Meeting adjourned after 5:00PM.