

Provost Council
May 16, 2012
3:00 PM – 5:00 PM
MB 3.106 Regents' Room

AGENDA

FINAL EXAMS AND GRADUATION SCHEDULING

Dr. Patricia Graham, Executive Director of Special Events, attended the meeting to discuss the current graduation ceremonies schedule for Fall 2012. Currently, the ceremonies are scheduled to occur on Dec. 20th – 22nd, which is very close to the Christmas holiday. Final exams are scheduled on Dec. 14th – 18th, so we could move the graduation schedule to Dec. 19th – Dec. 20th. Dr. Graham stated that will the larger groups a full 4 hours is needed from the time the first ceremony begins to when the next ceremony starts. This will provide enough time to clear the building and parking lot. Also, doors open one hour before the start of the ceremony, but people tend to arrive 30 minutes prior to the doors opening. The following proposed schedule, which the Deans approved, is as follows:

Dec. 19th:

9:00 am: COLFA

1:00 pm: COS AND COE

4:30 pm: Honors College

Dec. 20th:

9:00 am: COB

1:00 pm: COA/COPP/UG

6:00 pm: COEHD

Dr. Graham will submit the new proposed schedule to Dr. Romo for his consideration. Dr. Graham also mentioned that the fire marshall has determined that we do not have an appropriate egress from the 2nd floor of the Convocation Center. This may only affect the Spring graduation as it has larger ceremonies, nevertheless it will require a change in the distribution of tickets to graduation as we will have 1,400 less seats—current capacity is 4,000 not counting the floor seating for students and faculty. A question was asked as to whether or not a temporary exit/stairs from the second floor could be set up that would satisfy the

fire marshall. Dr. Graham stated that she did not know if that was feasible, but would check on it. Another solution would be to move the Honors College ceremony from the normal Friday afternoon to a Thursday evening event. Then you could have ceremonies on Friday and Saturday. The other option would be to host graduation ceremonies on Sunday (typically Mother's Day) which has been done in the past. The Alamodome was also suggested as a venue and Dr. Graham said that she would contact their representatives to see if it was available next May. The Deans did ask for dates/venues that did not coincide with final exams. Several of our students participated in a graduation ceremony prior to completing all of their final exams. This situation makes it difficult for them to continue studying and host family members.

Dr. Graham then introduced a new commencement ticketing system through the company University Tickets. She stated that UT Arlington has used this company in the past and are very pleased with the service. The cost would be \$2,000 for the tickets per ceremony and that if implemented she would need financial assistance from the colleges. The Deans agreed that this system would be a great help as it removes the distribution of tickets from their offices and Dr. Graham's office. The Dean's all agreed to provide financial assistance.

INTRODUCTION OF LISA BUENTELLO DIRECTOR OF THE INSTITUTE FOR LAW AND PUBLIC AFFAIRS

Dr. Williams introduced Lisa Buentello to the Provost Council. She is looking forward to working with students to prepare them for the LSAT exam and overseeing the institute.

GRIP RETREAT

Dr. Sandy Welch, Vice Provost for Accountability, et al, discussed the upcoming Graduation Rate Improvement Plan retreat which will be held on June 8, 2012. The purpose of the retreat is to develop tactics for the 27 strategies to assist with implementing the plan. Dr. Welch emphasized that the plan will require complete buy-in from the department chairs and the faculty. She further stated that each college would need to develop degree maps to give to the students so that the departments can keep track of their progress. She also mentioned that the department chairs/colleges would need to review their class scheduling and to prioritize scheduling courses that students need to graduate.

Dr. Welch mentioned that she attended a conference recently where the topic of improving graduation rates was discussed. She stated that there were several speakers who discussed their success stories in raising rates 20% to 30%. She also stated that there was a correlation between raising graduation rates and increase in tuition collected. Dr. Welch stated that Florida State has a wonderful model and gave great advice to the conference attendees.

UPDATE ON HOP POLICIES

Dr. Jesse Zapata, Vice Provost for Academic and Faculty Support, discussed the status of HOP policies that he is currently working on. He mentioned that the Faculty Senate was concerned about HOP 2.02 (faculty titles) and the new requirements of a terminal degree for the senior and distinguished senior lecturers. The Faculty Senate believes that it will hurt our hiring/retention of faculty if we include this degree change. The

Deans and the Provost agreed that the terminal degree requirement should remain as the Deans do not believe that it will have an adverse effect on hiring/retention. In fact, the Deans stated that we lose faculty due to the level of compensation. Dr. Zapata also mentioned that the new policy states that the Senior Lecturer title is a 3 year appointment, but some departments/colleges have been using this title for faculty who only teach one semester. He said that he would send an advisory email to the Deans with the request.

Dr. Zapata then provided an update on HOP 2.22 which concerns the post tenure evaluation. He stated that UT System has provided a template and he is working on updating our policy to line up with the new System policy. He further mentioned that he is working on the HOP sections that cover class attendance and grade appeals as they need to match the information that is in the Information Bulletin. Finally, he mentioned that SACS is requiring us to have a HOP policy that defines student credit hours. He will work with the HOP committee to establish that policy.

Dr. Zapata then moved onto the subject of the New Faculty Orientation which will occur on Aug. 20th – 21st. The new faculty will meet with benefits representatives from HR on Aug. 20th. The 21st will be a one day orientation and asked the Deans to provide suggestions of current faculty to sit on panels to discuss promotion and tenure and their first year experience. Aug. 22nd will contain break-out sessions on various topics such as IT, assessments, annual evaluation and teaching effectiveness. He also mentioned that Aug. 25th the faculty will have a tour of San Antonio hosted by Dr. Romo which will culminate with dinner at the Romo's home.

Laura Murray mentioned that the San Antonio Business Journal publishes an insert on "things to do" in San Antonio and offered to send Dr. Zapata a copy of it to give to the new faculty.

ANNOUNCEMENTS

Dr. Frederick made the following announcements:

1. The reorganization of the Research area is progressing. The current structure of having DRA's for grant support is being replaced with Research Service Centers that will be housed in the colleges. Some colleges will share an RSC if they do not generate a lot of grant funding. With the projected date of the opening of the RSC's being Sept. 1st, the DRA's will need to be notified by July 1st that their position will no longer be available. However, new positions to staff the RSC's will go on-line soon and those staff members should apply. Dr. Frederick said that he would inform the Deans with the date of the reduction in force letters as soon as it is finalized.
2. He is currently working on the Emerging Research Business Plan that is due to UT System on August 1st. He needs the following information from each of the Deans:
 - a. Estimate in 8 years how many Ph.D students you will have/can accommodate for each of your existing PhD programs using the number of faculty and staff that you currently have. As of Fall 2011, we had 720 PhD students. We are estimating that in 2016, we will have 900 students.
 - b. Estimate the amount of research expenditures you will generate with the current faculty.

