

**Provost's Council**  
**March 20, 2013**  
**2:00 – 4:00 PM**  
**MB 3.106 Regents' Room**

**AGENDA**

**PAYING STUDENTS**

Dr. Lisa Blazer, Associate Vice President for Student Financial Aid, met with the Provost Council to discuss how we pay students who receive scholarships, stipends, work-study wages, etc. She provided a handout that contained the various definitions of the types of funds awarded to our students as a few of them affect other forms of financial aid.

Dr. Blazer mentioned that Banner provides the best option for creating and sending out checks to our students as it allows for multiple disbursement dates and keeps track of any other financial aid assistance and student enrollment. She also stated that students are informed that the preferred method of payment is via direct deposit.

Dr. Blazer mentioned that we have a few problems with student payments in the summer. Specifically, she mentioned the MARC program in Sciences as the NIH requires students in this program to work 40 hours in the lab and receive a stipend. These students may or may not be enrolled in summer classes. Also, if they have other financial aid assistance during the long semesters we may need to manually enter their information into the system. It's possible this could be treated as straight income and create paychecks through payroll. She also mentioned that we have other students on stipends during the summer who are not enrolled in a class. In order to utilize Banner, the student would have to be enrolled. Again, the question that needs addressing is why we have students on stipends in the summer who are not enrolled in a class. It's possible that these cases are really employment and need to be paid through payroll. Dr. Blazer plans to meet with the affected departments directly to address these issues in order to come to an appropriate solution.

**TOP SCHOLAR PILOT PROGRAM**

Lisa Firmin, Associate Provost for Diversity, updated the Provost Council regarding the UTSA Top Scholar program. The Top Scholar program is designed for first-time college freshman who are Texas residents and ideally graduate in the top 5% of their high school class. In addition, the student should have a strong SAT/ACT score. The program will combine a merit-based scholarship with signature experiences in academics, leadership, and community service. Ms. Firmin noted that a pilot program will start in Fall 2013. She has already interviewed several candidates and hopes to have five students participate in the pilot program.

Ms. Firmin also mentioned that a Top Scholar reception will be held on May 14th. Invitees will include local high school teachers, principals and counselors. The reception will showcase the Top Scholar program along with other top academic programs such as: FAME, McClendon Legislative Scholars, Terry Foundation Scholars and McKinney Scholars.

## **GRIP RETREAT**

Dr. Sandy Welch, Vice Provost for Accountability announced that a date for the Graduation Rate Improvement Plan (GRIP) retreat has been set for Tuesday, June 4<sup>th</sup> in the BV 1.338 room located at the Downtown Campus.

## **ASSISTANT DEPARTMENT CHAIRS**

Dr. Jesse Zapata, Vice Provost for Academic and Faculty Support led a discussion on factors that should be considered when appointing assistant department chairs. The primary factors to be considered in determining the need for the appointment of an assistant department chair include the total number of weighted student credit hours generated and the total number of faculty FTE's (tenure/tenure-track only). He presented the Council with handouts that contained a matrix for determining which departments may have an assistant department chair. Dr. Zapata was informed that two new departments are missing from the matrix (Dept. of Entrepreneurship and Technology Management in the College of Business and Dept. of Construction Science in the College of Architecture). The Deans also asked if research dollars or number of contracts processed could be considered as factors in determining the need for assistant chairs. The consensus was, yes, that it could be considered.

Dr. Zapata further stated that Deans and department chairs should consider the administrative tasks that a chair has to perform such as class scheduling, hiring NTT faculty, evaluations, assessments, space management, research proposals, etc. He cautioned that not every department needs a paid assistant chair as one can offer a course release in lieu of monetary compensation. He went on to state that if a department does not have an assistant chair, then the chair needs to have active committee participation.