

Provost's Council
April 17, 2013
1:00 – 3:00 PM
DB 1.124 Southwest Room

AGENDA

PEOPLESOFT UPDATE

Jacquelyn Kyle, PeopleSoft Project Manager, and Douglas Hartzler, PeopleSoft Project Lead, updated the members of the Provost Council regarding the upcoming change from DEFINE to PeopleSoft. They were accompanied by other PeopleSoft team members in the Human Resources department. Doug began the presentation by letting us know that the go-live target date is still September 1, 2013. They expect to begin training personnel in July, 2013.

Doug then focused in on one aspect of the new system: Absence and Time Reporting. Doug stated that each employee will have to enter their own vacation and sick leave, preferably as it occurs, but at least on a monthly basis. Employees that are also supervisors will be required to approve their direct reports' vacation and sick leave in PeopleSoft, again preferably as it occurs, or on a weekly basis. The reason is that PeopleSoft, unlike DEFINE, is directly tied to payroll and we need to input and approve accurate information on a timely basis. This is especially true for employees who are paid on a weekly or bi-weekly basis (normally this would be student workers or non-exempt hourly employees). A question was raised regarding whether or not someone could delegate another person to enter their time into the System. An example, could a faculty member delegate to the departmental administrative assistant? HR and the PeopleSoft team are looking into that and should have an answer/plan prior to training in July. If the answer is yes, the employee will have to complete a timesheet, with their signature, to verify the time being entered in.

Another concern was brought to the PeopleSoft team regarding the campus-wide training that will begin in July. Several Deans noted that many faculty members are not on contract during the summer months and therefore not required to be on campus. Because of this, they are concerned the faculty will miss the training session. Doug assured the group that additional training, and possibly on-line training, classes will be held in the Fall when faculty return to campus.

NEW TRAVEL POLICY

Lenora Chapman, Assistant VP for Financial Affairs and Diana Macias-Ollervidez, Assistant Controller, answered questions regarding the new travel policy that takes effect on May 13, 2013. The new policy will streamline contract management and minimize costs related to travel. Also, instead of a per-ticket transaction fee, the new system will move to a comprehensive management fee. All travel will need to be reserved through Corporate Travel or Anthony

Travel. These agencies can also assist with rental cars, or you can go directly to the vendor. There is no restriction on selection of airlines, but the following airlines have negotiated discounts with UT System when using the CLIBA card (American, United, Southwest, and Jet Blue). You may choose from the following rental car vendors: Avis/Budget, Enterprise/National and Hertz.

Corporate Travel and Anthony Travel offer full service reservations. However, Corporate Travel has an on-line system, CONCUR. UTSA will offer a training class on the CONCUR system in May. The fees for this service will transition from a per ticket fee to a comprehensive management fee. The cost will be around \$20 for full service and around \$4 for utilizing the on-line service system.

Currently, there are no restrictions on hotels, but travelers are encouraged to consider the discounted rates available through the States.

The following are exemptions under the new policy:

- Travel paid by an outside entity
- Emergency situations
- Group Travel
- Travel by Athletics department

A concern was brought up regarding faculty travel. Most faculty do not get reimbursed 100% for their travel. Could we arrange a split payment where a portion of the airfare is paid with the departmental CLIBA card and the other portion paid with the faculty member's personal credit card? Or, would the entire amount need to be charged to the CLIBA card then ask the faculty member to write a check to UTSA for the unreimbursed portion of the airfare? Diane said that she would need to speak to the representative at UT System and would hope to have an answer soon.

Diana mentioned that if anyone has other questions, to feel free to contact her via email.

UNIVERSITY COLLEGE UPDATE

Tammy Wyatt, Associate Dean for University College, provided an update on the first year experience program that will be piloted this Fall and fully implemented in Fall 2014. The program is designed to help first-time freshmen transition from high school to college. Students will participate in a peer mentor program, complete the Academic Inquiry and Scholarship course, have the opportunity to enroll in linked-courses (such as freshman writing), and received guidance in selecting an appropriate major.

Dr. Wyatt standing that the new Learning Resources Fee was approved. Also, funding has been allocated to hire 6 full-time University College faculty to begin in Fall 2014 to teach the AI course. This will reduce the amount of faculty needed from the colleges. Dr. Wyatt distributed a spreadsheet that provided information on the number of majors (students) in each of the colleges from Fall 2010, 2011, and 2012 which will help the Deans gauge how many faculty they will

need to assign to teach the AI course. The general break-down as of now for 2014-2015, is that a total of 90 sections will be taught with UC faculty covering 48 sections and the other colleges covering the remaining 42 sections. Dr. Wyatt asked that the Deans consider recommending/assigning faculty who are dynamic instructors and like working with freshman students. She also mentioned that faculty would receive training in May and August, 2014. Each section will have 50 students and each section will have a teaching assistant.

Dr. Wyatt stated that this is a lot of work to be done and coordination efforts between Academic Affairs and Student Affairs, but is excited about the Pilot program that begins Fall 2013.

TOP SCHOLAR UPDATE

Lisa Firmin, Associate Provost for Diversity, provided an update on the Top Scholar Program that will be held on May 14th at 4:00 in the University Room. The purpose of the reception is to showcase existing Top Tier programs aimed at high achieving high schools students. Programs such as Honors College, FAME, DEAP, Terry Scholars, McKinney Scholars, etc. will have a table setup with information on their program. Those being invited are local high school principals, counselors and AP teachers.

ADVISING

Dr. Frederick mentioned that Dr. Romo held one of his Project Innovation meetings with a group of students recently. The students' main complaint was in the area of advising. Some of the complaints were: long lines, inaccurate information/advice, and hours of operation not convenient for students. Dr. Frederick stated that our Advising Centers need to be mindful that our students are not on campus between the hours of 8:00 am – 5:00 pm and that we need to offer flexible hours so that it is more convenient for them. Also, he mentioned that he has noticed the high employee turnover rate in a few of the Advising Centers and would like to know why—do we have a leadership problem. He asked the Deans to look into that for him.

It was also mentioned that our advisors are not always properly equipped to provide needed advice to students who want to change their majors or who do not know what to major in. One Dean mentioned that students should be directed to Career Services as they have tools to assist students in this area.

ANNOUNCEMENTS

Dr. Frederick introduced Dr. Mehdi Shadaram, who has been appointed Interim Dean of the College of Engineering effective May 15, 2013. Current Dean Mauli Agrawal will assume the position of Interim VP for Research effective May 15, 2013.

New faculty orientation dates: Aug. 20th and 21st.