

Provost's Council
September 18, 2013
2:30 – 4:30 pm
BV 1.338 Assembly Room, Downtown Campus

AGENDA

Introduction of Director, Top Scholar Program

Lisa Firmin, Associate Provost for Diversity and Recruitment, introduced Kristi Meyer as the new Director of the Top Scholar Program. Kristi has been with UTSA for quite some time and recently transferred from the Graduation Initiative Office to oversee the Top Scholar program.

IRB Update

Dr. Mauli Agrawal, Interim Vice President for Research, reported that they hired an external consultant to review our policies and procedures in relationship to IRB research. Based on the consultant's review, some of the policies and forms have been amended and may be found on the VPR website.

DOCUSIGN

Dr. Page Smith, Associate Dean for The Graduate School, gave a presentation on possibly contracting with DocuSign, a company that specializes in using electronic signatures on documents and also has the capability to route the document to the next signatory. Dr. Smith indicated that there are several universities that utilize this product. He was unsure as to whether or not academic affairs would benefit from this license. The product is geared towards those who send a lot of forms, but for the Graduate School, it's not as beneficial as they receive forms. The annual fee is around \$30K with a limit of 100 users. Dr. Frederick stated that he would be more than happy to present this at a CMO meeting where VP's from Student Affairs and Business Affairs (two areas that send a lot of forms) may be interested in looking at this product. Dr. Smith also stated that he would contact other universities to see what offices utilize this product, if they are happy with the product, if it has proven to enhance efficiency, and if there are any downsides and will report his findings back to Dr. Frederick

GRIP UPDATE

Dr. Sandy Welch, Vice Provost for Institutional Effectiveness, provided an update on the Graduation Rate Improvement Plan (GRIP). She stated that we have several pilot programs going on this year that will be fully implemented in Fall 2014. She encouraged the Deans to

meet with their department chairs and faculty to let them know how critical their involvement is to the success of this plan. She specifically cited, coordinating class schedules, support wait list additions, paying attention to grade distributions and high D, F, W rates, assisting with the curriculum, credit by exams, on-line delivery, etc. where faculty can be of invaluable assistance. With regard to grade distributions and high D, F, W rates, Dr. Welch stated that she wants to maintain our high standards, but it shouldn't be a detriment to our students' success. She also asked the Deans to compare grade distributions to see if there are any outliers. For instance, if you have 3 faculty teaching the same mathematics course to check to see if their grade distributions are similar. If not, then she asked the Deans to see why there is a difference. Our goal should be in seeing our students succeed, without lowering standards.

Dr. Welch also mentioned that faculty are our best recruiters and should be encouraged to get involved with meeting potential students.

SACS UPDATE

Dr. Welch informed the Council that our 5th year report will be due to SACS in 2016, but that it will need to be completed in the Spring/Summer 2015. She will begin contacting various offices to ask for their assistance in reviewing/updating the document. One item that SACS will review is curriculum/program assessments. She mentioned to the Deans that she will be meeting with the Department Chair Council to have them begin reviewing their assessment pieces. We must show improvement based on the data that we reported in our reaccreditation report. Another important piece is with the faculty qualifications. We must ensure that every faculty member has completed the qualification form and she is relying on the department chair and associate deans to oversee that process.

Dr. Welch also reminded the Council about adhering to HOP 2.35, "Substantive Changes." She stated that it typically takes SACS 7 – 9 months to review and approval substantive changes and that you cannot implement a change without their approval. Dr. Welch gave the following examples that are considered substantive changes:

- A new degree program
- Additions to a degree program (if 25% of the classes are new, it's a substantive change)
- Closing a degree program
- Off-site programs

She also mentioned that 25% course hours in each major must be taught by faculty with appropriate terminal degrees. This does not include core curriculum or pre-requisite courses.

STUDENT ENROLLMENT/RECRUITMENT

Dr. Frederick provided the Council with updated information on our student enrollment for Fall 2013. He stated that we are down 4.6% in SCH, but we have more students paying the out-of-state tuition. We have also been frugal with our budget, so most areas will not feel the effects of the lower enrollment. However, areas that are funded with student fees, (the Library, Advising and OIT) will see a decrease in their budget.

Dr. Frederick stated that while our enrollment is down, we admitted more students in the top 10% and top 25% than we had in the past. He also stated that our retention rates are improving. Our goal is to reach 85% retention rate for our native students and reach out to CAP students to convince them to remain at UTSA. He further mentioned that we are developing a recruiting plan to reach out to transfer students.

Dr. Frederick also mentioned that the new admissions director, Beverly Woodson-Day will begin her employment on Oct. 1st. He plans to meet with her and others from admissions to discuss ways to bolster our recruitment. Dr. Frederick mentioned that he would like to see a quicker turn-around time between the admissions review and offering financial aid packages. He believes that other universities award financial aid packages earlier than UTSA and that we may be on the losing end if we do not move up our timetable. He also asked the Deans to be more proactive with communicating to potential students, and their parents, after they have applied to UTSA. It appears that we lag behind in communication and that a simple letter or phone call could sway students to attend UTSA.

Dr. Frederick mentioned a pilot program for providing renewable large scholarships to students based on GPA. The program would be used for recruiting students:

Quartile	SAT Score	ACT Score	Amount of Scholarship/for 4 years
Top 10%	1400	32	\$6,000 per year
Top 10%	1300	29	\$4,000 per year
Top 15%	1200	26	\$3,000 per year
Top 16% - 25%	1200	26	\$2,000 per year

More information concerning the application process will be forthcoming.

PROVOST PARKING INITIATIVE

Dr. Frederick provided the Council with a three-year summary on the Provost's Parking Initiative, which is a program implemented by the Provost's office in 2011 to assist departments/colleges with covering costs associated with parking/events. Dr. Frederick mentioned that he is considering discontinuing this initiative as we have seen a decline in requests/approvals. He mentioned that the areas that seem to use this program are ones that have sufficient funds to cover their costs. The Deans agreed to check with their respective staff members to ascertain why the departments/colleges are not taking advantage of this program.

UTSA TRAVEL POLICY

Dr. Frederick stated that there has been some misunderstanding with information that was given to faculty regarding the new travel policy. The new travel policy requires all employees to use two vendors, Corporate Travel or Anthony Travel, for all airline reservations, if the employee is seeking reimbursement from UTSA. Corporate Travel offers an on-line system (Concur) that offers a lower management fee. The caveat to using the on-line system is that the airline tickets must be purchased using the departmental travel credit card (CLIBA card). Unfortunately, most faculty are only given a modest travel budget which does not cover all of their expenses. Dr.

Frederick had hoped the university could set up individual accounts where faculty could deposit personal funds to cover unreimbursed travel expenses allowing them the opportunity to use the Concur on-line system and receive the lower fares and management fee. Unfortunately, the university cannot accommodate such an account. So, Dr. Frederick mentioned that if a faculty member wanted the deeper discounts, they could opt to use their travel allotment for the airline tickets. But, it was just a suggestion not a requirement. He also learned from our Disbursements Office, that employees are not required to use the preferred vendors for airline tickets if they are not seeking reimbursement. Employees are free to utilize Expedia, Travelocity or go directly to the airline of their choice—again as long as the employee is not seeking reimbursement from the university. However, if any portion of the travel expense is reimbursed by the university, the employee must use the preferred vendors. This is also true for car rentals, but does not pertain to hotel selection. If anyone has any questions or concerns, it is best to consult the disbursements website or contact their office for clarification.

ANNOUNCEMENTS:

State of the University Address

Sept. 24th 3:00 – 5:00

UC Ballroom

SACNAS National Conference

Oct. 2nd – 6th

NSHMBA Conference

Oct. 10th—12th

Commencement Schedule at Alamodome:

Dec. 20th 4:00 pm – 6:00 pm: COE & COLFA

Dec. 21st 10:00 am – 12:00 pm: COEHD, COS & UC

Dec. 21st 4:00 pm – 6:00 pm: COA, COB & COPP

Dec. 20th 11:00 am: Honors College in the HUC Ballroom