

Provost's Council
December 18, 2013
3:00 – 5:00
Regents' Room (MB 3.106)

AGENDA

WAIT-LIST TRUE DEMAND COURSE REPORT

Joe DeCristoforo, Associate Vice President in the Registrar's Office, and Don Swinson, Academic Scheduling Coordinator, discussed the current wait-list system in an effort to determine if the current system was providing the Deans and Department Chairs with an accurate picture of the class sections needed for students to stay on track with their degree plan. Mr. DeCristoforo stated that wait-lists are not used for every section, as some departments do not request it to be an option. Of those sections that utilize a wait-list, the distribution of the cap ranges from 1 – 25. The reports that Mr. Swinson runs for the colleges indicate the number of students and the number of requests. The report identifies those who are on a wait-list because the class is unavailable as well as students who are registered for a class but elect the wait-list in another section in hopes of bettering their schedule. Mr. DeCristoforo was hesitant about increasing the wait-list cap as it could overstate the needs of a class. However, he did state that his office can monitor the wait-list and determine if the cap should be increased.

ACCOUNT MANAGEMENT (myUTSA ID)

Ken Pierce, Vice Provost for OIT, and Anthony Espinoza, Information Security Officer, presented a new account management tool that has been developed for creating and discontinuing UTSA ID accounts. Once a new employee's position has been entered into the HR system and received the necessary approvals, the new system will generate the myUTSA ID and Banner ID. An email will be sent with instructions on how to activate the ID. Once activated, employees will have access to UTSA email, Blackboard (for faculty), Air Rowdy, ASAP and the departmental I: Drive system. The goal is to provide better customer service, especially for our new faculty, who then can begin uploading class syllabi/curriculum so they are ready when the semester begins.

Another feature of the new system is account de-activation. When an employee's appointment ends in the HR system, the account is automatically de-activated. The account can be reactivated or assigned to another employee in order to download relevant documents/emails that are needed. The supervisor would need to submit a request to OIT for this feature. Again, the goal is better customer service. However, the one pitfall is student/employee appointments as they typically have an end date based on the semester.

MAKING EARLY ALERT EFFECTIVE

Sandy Welch, Vice Provost for Institutional Effectiveness, discussed the portion of the Graduation Rate Improvement Plan (GRIP) that deals with the new early alert system. Dr. Welch mentioned that the new system is designed to track student grades and to intervene when the faculty member or advisor sees that a student is at risk for getting a D or an F in a course. Dr. Welch stressed to the Deans the importance of the GRIP and suggested that each Dean meet with their respective faculty to ensure they are aware of their responsibilities to ensure student success and to increase our graduation rates. Dr. Welch mentioned that training is available to faculty to learn the new Blackboard system, should they need it.

VIDEO-TELECONFERENCING CLASSROOMS

Dr. Frederick discussed the current state of classrooms that are labeled “video-teleconferencing” classrooms and asked the Deans about their usage. Currently, we have approximately 20 classrooms that have this capability and about 15 of the rooms have been upgraded to the cost to of \$50K - \$60K, per classroom. Before he approves spending the money to upgrade the remaining classrooms, he would like an accurate accounting of their usage. Mr. Swinson, Academic Scheduling Coordinator, said that he would be able to provide this information to Dr. Frederick and Ken Pierce, Vice Provost for OIT.

SCHOLARSHIP AWARD DATES

Dr. Frederick discussed the new scholarship money that will be used to recruit first time freshman. The merit scholarship is renewable and ranges from \$2K - \$6K. The student(s) would need to meet certain criteria in order to receive and keep the scholarship. Right now, we have the money to fund the first cohort of students, but we are unsure about continued funding. Marjie French, Vice President for External Relations, is working with all of the development officers to help raise the funds necessary to continue this program. But, the colleges may have to use existing scholarship/endowment funds to assist with renewing the scholarships. At this time, we have 530 applicants who are eligible to receive the scholarship.

In addition, Dr. Frederick would like to see the colleges move up their timetable for awarding college specific scholarships. Currently, the colleges award scholarships in March, but Dr. Frederick would like to see the changed to January. Dr. Frederick believes that we may be losing top students to other institutions due to the fact that they award their scholarships earlier than we do. The Deans mentioned that they would check with their development officers and see if the timelines can be adjusted.

COMMENCEMENT

Dr. Frederick reminded the Deans that hooding of doctoral graduates has been changed. In the past, the student’s faculty advisor had the honor of hooding their student at commencement. In order to speed up the commencement ceremony and to ensure that the hood is placed properly on the student, the Deans will now handle the hooding, with the faculty advisor’s assistance.

ANNOUNCEMENTS:

9 vs. 12 month faculty compensation

Dr. Frederick announced that with the implementation of PeopleSoft, faculty, who are on 9 month contracts, may not be able to opt for a 12 month contract spread. Human Resources and the PeopleSoft team are looking at the software program and hope to have a solution soon.

January Provost Council: Tues., Jan. 14, 2014; 3:00 – 5:00 Regents' Room

Great Conversation: Tues., Feb. 25, 2014; 6:00 pm – 9:00 pm at the ITC