

THE UNIVERSITY OF TEXAS AT SAN ANTONIO
SUMMARY MINUTES OF THE
DEPARTMENT CHAIR'S COUNCIL MEETING
Nov 12, 2014

Those in attendance were: Bruce Barnett; Mark Bayer; Rajendra Boppana; Janis Bush; Mari Cortez; Robert Fuhrman; Gregg Michel; Sandy Norman; Gail Pizzola; Joachim Singelmann; Martell Teasley; Belinda Flores; William Cooke; Jeremy Sullivan; Gregory Elliott; Paul LeBlanc; James Calder; Lance Lambert; Suman Basuroy; Susan Colorado; David Frego; James Groff; Athanassios Papagiannakis; Xiaohe Xu; Eve Browning; Daniel Pack; Hung-da Wan; Stewart Miller; Lalatendu Misra; Melody Lo; Waldemar Gorski; Miguel Jose Yacaman

Those absent were: Edwin Barea-Rodriguez; Anson Ong;; William Flannery; Yoris Au; Raydel Tullous; Chris Reddick; Ann Eisenberg; Thelma Duffy (excused); Harry Millwater; Vince Canizaro; Richard Hartley; Yilmaz Hatipkarasulu; Jason Yaeger; Marita Nummikoski

Guests: Jesse Zapata; John H. Frederick; Karen Daas; Jenny De Los Santos

I. Chairs Session

Sandy Norman, DCC Co-Chair

A. Minutes of Oct 8, 2014

Reviewed and Approved

B. Bylaws Review:

Gregory Elliott and Sandy Norman worked on developing bylaws. The structure and content is still being reviewed by Chairs. A formal structure for the Chairs meeting is being development and Chairs want formalize structure included in a HOP policy.

A motion to accept a portion of the Bylaws was made.

Motion was accepted unanimously to approve sections 1-6 with the proposed change that committee's should be develop organically.

C. Peer Observation HOP Policy 2.20 :

Paul LeBlanc reported on the Peer Observation HOP policy and revisions that have been made. Provost has agreed to change the language from Peer Observation to Peer Evaluation also no longer are faculty looking at annual peer evaluations.

A motion to request an extension to review the Policy was made

Motion was accepted unanimously.

II. HOP Policy Update:

Jesse Zapata, Sr. Vice Provost for Downtown Campus and Academic and Faculty Support

The Peer Observation Policy was reviewed by the faculty senate and was modified based on their feedback. The title was changed from Peer Observation to Peer Evaluation, the report from the observer will also be included in the file and evaluations will not occur annually.

III. Provost Update

John Frederick, Provost and Vice President of Academic Affairs

A. Advising

The Provost is aware of the rough time Advising has had with retention of advisors. His office is addressing the salary issue. The Provost reminded chairs not to implement any changes to classes/courses until they appear in the catalog, he reminded the chairs that each cluster has a representative that serves as a liaison he recommended that chair invite these representative to their department meetings as they can be of assistance with student information.

B. GRIP

GRIP has moved their focus from student recruitment to student retention.

C. Chairs Training

Chair training is being modified to include the administrative staff working directly with the chairs. The training will include information that is relevant to both groups.

The next Department Chair Council meeting is scheduled for Wednesday, Dec 10, 2014 beginning at 3:00 p.m. at the JPL Faculty Center Assembly Room 4.04.22