

# THE UNIVERSITY OF TEXAS AT SAN ANTONIO

## SUMMARY MINUTES OF THE DEPARTMENT CHAIR'S COUNCIL MEETING November 13, 2013

**Those in attendance were:** Edwin Barea-Rodriguez; Bruce Barnett; Shouhuai Xu (for Rajendra Boppana); Janis Bush; Vince Canizaro; Susan Colorado; Mari Cortez; Thelma Duffey; Alan Dutton; Ann Eisenberg; Gregg Elliott; Anita Leffel (for William Flannery); Belinda Flores; Norma Guerra; Richard Hartley; Yilmaz Hatipkarasulu; Paul LeBlanc; Laura Levi; Gregg Michel; Stewart Miller; Sandy Norman; Marita Nummikoski; Chris Reddick; Joachim Singelmann; Martell Teasley; Wan Yao

**Those absent were:** Michael Almeida; Yoris Au; Mark Bayer (excused); Rajendra Boppana (excused); Mansour El-Kikhia; William Flannery (excused); David Frego; Robert Fuhrman; Waldemar Gorski (excused); James Groff (excused); Harry Millwater; Lalatendu Misra (excused); Anson Ong (excused); Daniel Pack; Thomas Papagiannakis (excused); Gail Pizzola (excused); Raydel Tullous; Ken Weiher; Tammy Wyatt; Xiaohe Xu; Miguel Yacaman; Yinlong Zhang (excused)

**Guests:** Donovan Fogt; Doug Hartzler; Craig Jordan; Jacquelyn Kyle; Sarah Leach; Rene Paniagua; Kari Peterson; Misty Sailors (for Rebekah Smith)

### Summer Courses

*Craig Jordan, Associate Dean, COS*

Dr. Jordan explained that in accordance with the GRIP, recommendations are currently being made to attempt to increase summer school enrollment. The following three recommendations have been suggested:

1. Schedule more summer courses earlier or later in the day. Most summer courses are currently offered between the hours of 10am and 3pm. Many UTSA students who attend these classes are also working. Classes scheduled earlier or later in the day would likely allow students a more flexible schedule, and allow them to work and attend classes with less scheduling conflicts.
2. Adjust the availability of class offerings so that students may take more than one class they are interested in. Scheduling classes throughout the entire day would minimize the chances of two classes falling within the same time frame, limiting students' choices.
3. Consider the use of hybrid and/or online courses. Incorporating these kinds of courses may help with scheduling issues, and may also boost enrollment by allowing students more flexibility.

Dr. Jordan asked the chairs if they had any additional ideas or concerns about improving summer enrollment. A few concerns were the current fee structure (which makes summer courses more expensive), financial aid only being awarded for a full-time course load (which may dissuade students from registering part-time in the summer and paying out-of-pocket), and summer cap policies in some colleges.

A suggestion was made about possibly revising the current NTT overload rule, which would allow NTTs to teach more courses in the summer.

Dr. Jordan encouraged the chairs to contact him with any additional suggestions. Dr. Jordan agreed to survey the chairs for ways to increase summer course offerings

### **UG Research & Creative Inquiry Day**

*Donovan Fogt, Director, Office of Undergraduate Research*

Dr. Fogt announced the 2014 Inaugural UTSA Undergraduate Research & Creative Inquiry Showcase. The event will be held on April 24, 2014 in the University Center. He said that guest speakers will include the Provost, Vice President for Research, and UT Health Science Center representatives, among others. The event will be an opportunity for students to share their research endeavors with their peers. Dr. Fogt said that registration information for students will be sent out next month and encouraged the chairs council to promote the event among their undergraduate students who are involved in research. He asked the chairs to provide an approximate head count for their area and said that transportation for the event will be offered to students.

### **Transition to PeopleSoft**

*Jacquelyn Kyle, PeopleSoft Enterprise Project Manager*

*Doug Hartzler, PeopleSoft HCM Project Lead*

*Rene Paniagua, PeopleSoft Financial Lead*

Jacquelyn announced that the go-live date for PeopleSoft implementation is March 1, 2014. Although PeopleSoft will be running on this date, some manual workaround processes will also be in effect (estimated to run through September). In addition, DEFINE will no longer be available as of March 1. The new system will be used for appointments, purchasing, hiring, payroll, benefits, and more. PeopleSoft training classes (both in-person and online) will be offered in January at UTSA's main and downtown campuses. Currently, 13 training classes for various topics have been/are being developed.

Doug discussed the faculty salary spread elections which will begin in FY 14-15. He said that all faculty must make an annual election (using a paper form) to be paid either 9 or 12 months for the academic year. If a faculty member is paid on a grant or anticipates a grant during the academic year, the election must be 9 months. In addition, faculty may no longer split out the non-grant funded portion of their salary for purposes of spreading over 12 months. A summer only grant will not impact the academic year election. Beginning in spring 2014, academic year faculty's summer insurance premiums for June, July, and August will be paid via double deduction over three months during March, April, and May. Double deductions will only be in effect for 9 month spreads (12 month spreads will have a normal deduction schedule). Doug said that if a faculty member chooses to make no election, a 9 month spread will be the default election.

Doug said that student and non-exempt staff's time worked and absences must be approved and recorded in PeopleSoft weekly and at the end of each pay period. Timekeepers will enter approved employee absences and time worked into PeopleSoft. If absences and time are not

approved by payroll deadlines, employees' pay may be delayed. He said that negative leave balances are not allowed by Texas Constitution, and pay will be docked for employees with negative leave balances. In addition, faculty sick-related absences are required to be reported by State law.

Rene told the chairs council that Research Service Centers will need to enter subcontracts as purchase orders so funds may be encumbered. The DEFINE budget group methodology is being replaced with PeopleSoft's "Chart of Accounts" which reflect the Fund, NACUBO, Object Code, and Department on each transaction for easier reporting. Also, PeopleSoft will have a different look when viewing budgets, YTD encumbrances, and expenses. The Procure to Pay Process will incorporate the following:

- Receiving reports may be done by departments
- Tracking of the requisition through the procurement cycle may be done online
- PO changes will be completed by the purchasing department (no longer at the department level)

For questions:

- Call the PeopleSoft Support and Sustainment Center (PSSC) at 458-SPOC (7762)
- Visit the UTShare Website, click on the SPOC icon <http://www.utsa.edu/utshare/>
- Email PSSC: [spoc@utsa.edu](mailto:spoc@utsa.edu)

**The next Department Chair Council meeting is scheduled for Wednesday, December 11, 2013 beginning at 3:00 p.m. in the BSE 2.102 Multipurpose Room.**