

**THE UNIVERSITY OF TEXAS AT SAN ANTONIO**  
**SUMMARY MINUTES OF THE**  
**DEPARTMENT CHAIR'S COUNCIL MEETING**  
**February 11, 2015**

**I. Chairs Session**

*Edwin Barea-Rodriguez and Sandy Norman, DCC Co-Chairs*

**A. Announcement from VPAFS**

- a) The start date for new T/TT faculty has changed from August 17, 2015 to August 10, 2015. Preliminary offer letters must reflect the change and amended letters need to be sent to candidates that have already signed an offer letter.
- b) Faculty mentoring program is under development and each department will have a program in place in time for the 2015 new faculty and offer all new faculty members to UTSA the opportunity to participate in it.
- c) Recruitment plan timeline for offer letters to be given to candidate is March 1, 2015. If you require an extension please notify our office.

Chairs raised concerns regarding March 1<sup>st</sup> deadline. Dr. Barea-Rodriguez recommended Chairs speak to Dr. Zapata or the Provost to request extension on the deadline.

**B. Equipment:**

Dr. Barea-Rodriguez informed the chairs that new procedures are in place for purchasing of equipment.

**C. HOP 2.20 Peer Observation of Teaching:**

The senate has approved new language in HOP 2.20. It has changed from Peer Evaluation to Peer Observation.

**D. NTT Recruitment through STARS:**

Dr. Vincent Canizaro reported that there are several benefits of using STARS as a recruitment tool. One being you can keep an applicant pool open through the semester or year. This would make it easy to pool NTT faculty when and as you need them. You can set up rating system and qualification questions that would knock out any candidates that does not meet your stated qualifications.

## **II. OIT- Student Computing Services**

### **Linda Dunn, Director, Student Computing Services**

Linda and Lee Gildon spoke to the Chairs to gauge the interest in incorporating 3-D printing at UTSA and how students would utilize the service. She provided the following examples on what can be done using 3-D printing.

Examples:

3D printing offers creativity where students get to see, hold and test their ideas in real space

- Rapid prototyping
- Art
- Design concepts
- Teaching aids

The college of Architecture mentioned that they were looking into purchasing one so it would be great if OIT would purchase this for students. Linda will be generating a survey to send out to the Chairs so they can forward to faculty to gauge interest. OIT will conduct an online vote. Linda mentioned that there might be a small fee associated with the usage.

## ***III. Advising***

*Barbara Smith, Executive Director Advising*

Barbara spoke on the importance of communication between Advisors and Departments. Barbara stated Advisors are there to help support and be proactive. Each Advisor has been asked to reach out to the Departments. Since the restructure, they lost advisors to ACCD, but this is being handled. Barbara suggests that Department Chairs invite Advisors to faculty meetings in order to build relationships. Advisor's will be following up with student who faculty have raised flags for. Barbara opened the dialogue for questions, one question asked was, where are the freshmen advisors? Barbara responded they were worked into the center pertaining to the college/degree they were advising.

## ***IV. Human Resource***

*Barbara Centeno, Assoc. Vice President Human Resource*

Reminder that faculty will have a double deduction on their pay to cover insurance for summer. Also, March 4<sup>th</sup> UTSA is scheduled for a Texas Workforce Commission audit, they will be looking into hiring files so please be prepared. Texas Workforce Commission will pick out faculty files so please ensure all files are in order. Effective September 1<sup>st</sup> HR will be using e-verify which will track the I-9 process and ensure they are compliant with Federal Law. Reminder the I-9 must be completed within 3 days of employee start date.

#### ***V. Report by Provost***

Provost realized that the budget for faculty hires was submitted late to the departments however, still encourages Chairs to plan ahead and ensure they are being proactive in the recruiting process.

*Strategic Planning:* UTSA is working on its strategic planning and is assessing its goals. He is encouraging feedback from academic divisions, this can be done in groups or by email the deadline is August.

*Announcements:*

1. Fall is starting a week early, start date is Aug 10, 2015
2. Commencement is schedule to be a week earlier so grades will be due a week earlier as well.

**The next Department Chair Council meeting is scheduled for Wednesday, May 13, 2015 beginning at 3:00 p.m. at the JPL Faculty Center Assembly Room 4.04.22**