

THE UNIVERSITY OF TEXAS AT SAN ANTONIO
SUMMARY MINUTES OF THE MONTHLY DEPARTMENT CHAIR'S COUNCIL MEETING
October 14, 2015

Members in Attendance: Mark Bayer; Rajendra Boppana; Janis Bush; Vincent Canizaro; Mari Cortez; Thelma Duffey; Waldemar Gorski; Gregg Michel; Sandy Norman; Gail Pizzola; Martell Teasley; Belinda Flores; William Cooke; Jeremy Sullivan; Yilmaz Hatipkarasulu; Gregory Elliott; Paul LeBlanc; Marita Nummikoski; Lance Lambert; Suman Basuroy; Jingyoung Ye; Heather Shipley; Daniel Pack; Hai-Chao Han; Enrique Aleman Jr.; David Frego; Daniel Engster; Xiaohe Xu; Sharad Asthana; Melody Lo; Yoris Au; Robert Cardy; Raydel Tullous; Jason Yaeger; Eve Browning; Miguel Jose Yacaman; Richard Hartley

Members not in Attendance: Garry Sunter; Chris Reddick; Rebekah Smith; Joachim Singelmann;

Guests: Maricela Oliva; Nancy Martin

The regular monthly meeting of the Department Chair's Council was held on October 14, 2015 at JPL Faculty Center Assembly Room (4.04.02). The meeting was called to order at 3:00 pm by the Council Chair (Norman). Council Chair (Norman), Vice Chair (Shipley), and Secretary (Karasulu) was present. Quorum was established with more than 50% of the Department Chairs attending.

OPEN SESSION (3:00 to 3:55 pm)

1. The new Associate Vice Provost for Academic and Faculty Support, Dr. Maricela Oliva, was officially introduced to the Council. Following the information about her background, Oliva provided a brief summary of the initiatives to be taken this year including programs/opportunities for new faculty members as well as support for current faculty.
2. The Associate Vice Provost-Core Curriculum & QEP, Dr. Nancy Martin, provided an update on QEP initiatives. These include possible development of one lower and one upper level Q-class per major to ensure coverage for transfer students in addition to the new Q-classes in the core curriculum. Assessment and reporting requirements for Q-classes were briefly discussed for regional accreditation purposes.
3. Provost and Vice President for Academic Affairs, Dr. John Frederick, provided university and academic affairs updates. The new initiative to revitalize summer term was announced highlighting the purposes of increased enrollment and revenue neutral approach. The newly proposed CBC and Online/Hybrid Course policies were discussed. Feedback from the Council was requested for the CBC and Online/Hybrid Course policies.

CHAIRS ONLY SESSION (3:55-4:55 pm)

4. The minutes of the September 9, 2015 meeting were read and approved.
5. The newly proposed CBC policy and its implications were briefly discussed. The Council decided to provide a written response to the proposed policy. Norman to draft and finalize the written response with feedback from the Council members.
6. The newly proposed Online/Hybrid policy and its implications were briefly discussed. The Council decided to provide a written response to the proposed policy. Shipley to draft and finalize the written response with feedback from the Council members.

7. Shipley provided a summary of the issues and priorities survey with additional feedback from the members. Based on the issues identified in the survey, the Council members established six groups to individually discuss the following topics:
 - a. Academic Affairs – Assessment and Institutional Effectiveness
 - b. Academic Affairs – Graduate School
 - c. Academic Affairs – OIT
 - d. Business Affairs – Travel
 - e. Business Affairs – Information Access and Transparency
 - f. Policy Changes and Timelines

An Executive Committee Member moderated, recorded, and reported the discussion for each group. The written result to be edited for final version (Shipley).

8. Norman adjourned the meeting at 4:55 pm. The next Department Chair Council meeting is scheduled for Wednesday, November 11, 2015 beginning at 3:00 p.m. at the Downtown Campus BV 1.338 Assembly Room.