

THE UNIVERSITY OF TEXAS AT SAN ANTONIO
SUMMARY MINUTES OF THE MONTHLY DEPARTMENT CHAIR'S COUNCIL MEETING
September 9, 2015

Members in Attendance: Mark Bayer; Rajendra Boppana; Janis Bush; Vincent Canizaro; Mari Cortez; Thelma Duffey; Richard Hartley; Gregg Michel; Sandy Norman; Gail Pizzola; Joachim Singelmann; 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; Rebekah Smith; Xiaohe Xu; Sharad Asthana; Melody Lo; Yoris Au; Robert Cardy; Raydel Tullous; Chris Reddick; Sandy Norman; Jason Yaeger

Members not in Attendance: Eve Browning; Waldemar Gorski; Miguel Jose Yacaman; Garry Sunter

Guests: Barbara Centeno; Kathryn Funk-Baxter

The regular monthly meeting of the Department Chair's Council was held on September 9, 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.

CHAIRS ONLY SESSION (3:00-3:55 pm)

1. The new Department Chairs were introduced by Norman:
Heather Shipley (Civil and Environmental Engineering)
Hai-Chao Han (Mechanical Engineering)
Enrique Aleman Jr. (Educational Leadership and Policy Studies)
Daniel Engster (Political Science and Geography)
Rebekah Smith (Psychology)
Sharad Asthana (Accounting)
Robert Cardy (Management)
2. The Council election results that were held in summer 2015 and the new officers of the Council were introduced by Norman and Shipley:

Council Chair:	Sandy Norman
Vice Council Chair:	Heather Shipley
Secretary:	Yilmaz Karasulu
Parliamentarian:	Gregg Elliott
Liaison to the Faculty Senate:	Janis Bush
Liaison to the HOP Committee:	Vincent Canizaro

3. As a result of the Council discussions in Spring 2015, the modified format for the chairs council were announced. Chairs sessions will begin with presenters and guest from 3:00-4:00 and Chairs debrief will be from 4:00-5:00.
4. The results of the survey to identify the priority for the Council was presented by Shipley. The survey was conducted in August and September 2015. The survey included each vice presidential area. The following items were presented and discussed:

Academic Affairs: *General communication problems with the following Assoc. Vice Provost, Purchasing, Compliance, i.e. all offices that are enforcing rules within the University. Communication of resources for faculty is essential for the success of the departments. The processes in these offices are too drawn-out, signature authority may be delegated in certain procedures. Regarding the Graduate School, paperwork is redundant; information flow from advising to departments should be streamlined. Graduate School needs to have interaction with GAR's. Too many signatures are required to get something done.*

VPR: Post Award Administration needs to setup new grants and funding on a timely manner.

Student Affairs: Communication when changing schedules is vital, this affects classroom size etc. This discussion/decision should be made with involvement of the chairs.

Business Affairs: Department of Facilities has a process that is long and when bids are requested it is difficult for them to provide one. The cost of using facilities is high. The process of reimbursement for travel is not transparent. OIT offers no help to faculty with setting up online classes. Also when submitting a ticket, they determine the urgency of the problem. They also have no replacement plan for computers.

5. The Council recommended that the chairs write 2 to 3 sentences with details (time, detailed circumstances, parties involved/communicated, etc.) when issues arise for tracking purposes.
6. The Council assigned Shipley to send a list of issues from the survey to all members to rate/prioritize for the 2015-2016 Council agenda.

OPEN SESSION (3:55 to 4:25 pm)

7. The new Vice President of Business Affairs, Ms. Kathryn Funk-Baxter, was officially introduced to the Council. Funk-Baxter joined by Centeno provided the following information:

In their last session, the Texas State Legislature passed a bill that requires the use of E-Verify state wide. All I-9's must be completed in a timely manner. No candidate can begin working until this process is complete. Two groups that are difficult to track are student employees and NTT faculty. If there are students or NTT faculty members that are going to be hired, they must be sent to HR as soon as possible for required paperwork. The process can be initiated when there is an offer to the future employee.

8. Norman adjourned the meeting at 4:25 pm. The next Department Chair Council meeting is scheduled for Wednesday, November 11, 2015 beginning at 3:00 p.m. at the JPL Faculty Center Assembly Room 4.04.22