

THE UNIVERSITY OF TEXAS AT SAN ANTONIO
SUMMARY MINUTES OF THE MONTHLY DEPARTMENT CHAIR'S COUNCIL MEETING
January 13, 2016

Members in Attendance: Mark Bayer; Rajendra Boppana; Terri Matiella (for Janis Bush); Thelma Duffey; Richard Hartley; Gregg Michel; Sandy Norman; Gail Pizzola; Joachim Singelmann; Belinda Flores; William Cooke; Jeremy Sullivan; Yilmaz Hatipkarasulu; Gregory Elliott; Paul LeBlanc; Heather Shipley; Hai-Chao Han; Enrique Aleman Jr.; David Frego; Daniel Engster; Rebekah Smith; Xiaohu Xu; Yoris Au; Raydel Tullous; Chris Reddick; Sandy Norman; Waldemar Gorski; Garry Sunter; Lance Lambert

Members not in Attendance: Miguel Jose Yacaman; Martell Teasley; Eve Browning; Marita Nummikoski; Jason Yaeger; Jingyoung Ye; Mari Cortez; Suman Basuroy; Robert Cardy; Melody Lo; Vincent Canizaro; Sharad Asthana; Lalatendu Misra

Guests: Jill Hernandez

The regular monthly meeting of the Department Chair's Council was held on January 13, 2016 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 (3:05 to 3:40 pm)

1. Jill Hernandez, Honors College Interim Associate Dean was introduced to the Council. Hernandez provided the following information:
 - An email will be sent to departments for selection and scheduling procedures for honors courses.
 - Honors course/faculty priorities and procedures
 - Small class setting and individual mentoring for students
 - Research based approach
 - Funding to be supported by Colleges to follow course buyout protocols
 - Changes
 - Honors credit can be earned with individual contracts in regular course offerings
 - Target is to have at least two honors contracts in upper level classes
 - Service learning is an option for individual contacts

2. John Frederick, Provost and Vice President of Academic Affairs provided university and academic affairs updates:
 - Dean Search Updates
 - Dean of Libraries (completed), Dean of Honors College (ongoing), Dean of College of Education and Human Development (ongoing)
 - Informational Meetings are scheduled for next year's Promotion and Tenure procedures
 - Discussion on consistency among votes at different levels
 - Summer Term Offerings and Scheduling
 - Current number of sessions for Summer 2016 is same as 2015 and less than 2014
 - Consideration for adding new sections for classes in high demand
 - Registration opens February 29 to be followed by kickoff events starting March 1.

CHAIRS ONLY SESSION (3:40-5:00 pm)

3. The minutes of the December 9, 2015 meeting were read and approved.
4. HOP policy on Export Control was discussed.

5. Round table discussions were held on OIT, Classroom Scheduling, and Student Advising. The following issues and recommendations were identified:
- OIT
 - **Issue:** Adoption of systems that doesn't work with existing infrastructure. E.g. NAC-need more drops but OIT refuses to fund. **Recommendations:** Implementation of OIT systems must be done in a way that is fully funded for success.
 - **Issue:** passing on cost of upgrades to Departments. **Recommendations:** upgrades need to be funded by allocations to OIT or to Departments.
 - **Issue:** untagged inventory (<\$500) causing non-compliance in Insight. **Recommendations:** don't use insight for equipment that can't function on the system
 - **Issue:** 2 factor authentication – cumbersome for PeopleSoft on campus and doesn't address privacy/cost to staff when using their own devices. **Recommendations:** don't require 2 factor authentication on campus
 - Classroom Scheduling
 - **Issue:** classroom size mismatch. **Recommendations:** a better system to give classrooms based on class size both large and small; places to give test where students have space, especially for large classes
 - **Issue:** ASAP changes class caps. **Recommendations:** give Departments more control in changing class caps.
 - **Issue:** MWF pm classes open. **Recommendations:** consider MW classes and then F classes
 - **Issue:** Shut out dates from ASAP. **Recommendations:** give Departments more control over ASAP
 - **Issue:** emails when no instructor. **Recommendations:** let staff be fine until 1st day of classes, many times appointment issue with other UTSA office.
 - **Issue:** predicting class size. **Recommendations:** let Departments set class and don't change numbers from what depts. Input from last semester is not a predictor, most courses have pre-reqs which are better indicators of class size.
 - Student Advising
 - **Issue:** Workload of advisors and student complaints. **Recommendations:** more advisors, balance workload between advisors; look at low complaint centers and model in other centers; have advisors assessed by students and faculty/depts.
 - **Issue:** uniform forms. **Recommendations:** one set of forms and delete all old links; chair/UGAR same line not two signatures; pre-req override needs adviser signature on it; students have expectations when advisor recommends approve. Advisors need to provided sufficient proof for this or just have advisors sign to show students have talked to them but no recommendation (put recommendation in notes of CCS system)
 - **Issue:** advisors not adequately trained. **Recommendations:** understand how communication is handled by advising centers; one dept. contact
 - **Issue:** advisors look at classroom capacity and add student. **Recommendations:** use enrollment cap not room cap.
6. The institutional assessment process was discussed as new business. The high frequency of data collection and analysis was noted in the discussion. A question was raised whether this level of detail and high frequency is necessary for all programs.
7. Norman adjourned the meeting at 5:00 pm. The next Department Chair Council meeting is scheduled for Wednesday, February 10, 2016 beginning at 3:00 p.m. at the JPL Faculty Center Assembly Room 4.04.22