

AGENDA

Department Chair Council (DCC)

Oct. 12, 2016

JPL 4.04.22 Assembly Room

3:00 PM – 5:00 PM

INVITED PRESENTERS AND GUESTS

- 3:00-3:10** **Assistant Vice Provost for Research Integrity – Mickey Stevenson**
- 3:10-3:30** **Gail Jensen Chief Legal Counsel for UTSA**
- 3:30-4:00** **Interim Provost Mauli Agrawal**
- 4:00-4:30** **Dean of Graduate School –DeBrenna Agbenyiga**

CHAIRS ONLY SESSION

- 4:30-4:35** **Call meeting to order and approval of 9-14-16 minutes**
- 4:35-4:40** **NTT annual evaluation form**
- 4:40-4:50** **Follow-up on Graduate School**
- 4:50-4:55** **New Business**
- 4:55** **Wrap Up**

Reminder Nov. 9, 2016 is our next meeting in DT BV 1.338 Meeting Assembly Room

THE UNIVERSITY OF TEXAS AT SAN ANTONIO
SUMMARY MINUTES OF THE MONTHLY DEPARTMENT CHAIR'S COUNCIL MEETING
Sept. 14, 2016

Members in Attendance: Chris Reddick, Chunjiang Qian, Eve Browning, Gail Pizzola, Garry Sunter, Gregg Michel, Gregory Elliott, Janis Bush, Jason Yaeger, Joachim Singelmann, Lance Lambert, Mark Bayer, Martell Teasley, Melody Lo, Paul LeBlanc, Rajendra Boppana, Raydel Tullous, Robert Tillyer, Sharad Asthana, Thelma Duffey, Waldemar Gorski, Xiaohe Xu, Yoris Au; Sandy Norman; Vincent Canizaro, Robert Cardy, Suman Basuroy, Belinda Flores, Thelma Duffey, Enrique Aleman, Jeremy Sullivan, William Cooke, Mari Cortez, Heather Shipley, Hai-Chao Han, Robert Fuhrman, Daniel Engster, David Frego, Santiago Daydi-Tolson, Karen Daas, Susan Colorado

Members not in Attendance: Miguel Yacaman, Joo Ong

The regular monthly meeting of the Department Chair's Council was held on Sept. 14, 2016 at JPL Faculty Center. The meeting was called to order at 3:00 pm by the Council Chair (Shipley). Quorum was established with more than 50% of the Department Chairs attending.

Open Session

3:00-3:300 Interim Provost Mauli Agrawal

1. No changes from the UT system in terms of UTSA's direction and momentum
2. Focus on student success (PowerPoint presentation)
 - ✚ UTSA's 4-year and 6-year graduation rates are still lower than the national averages
 - ✚ To date, no systematic plan is in place
 - ✚ Identified a good model - Georgia State University for
 - a) urban campus and
 - b) minority serving but
 - c) higher graduation rates
 - ✚ New model:
 - ✚ 1) Gear #1 Onboarding: pre-freshman programs and summer academy
 - ✚ 2) Gear #2 First Year experience: advising, meta majors, AIS, major selection and career advice, and new model for common math
 - ✚ 3) Gear #3 Focused Academic Support: supplemental instruction (SI) and tutoring
 - ✚ 4) Gear #4 Coordinated and linked approach for student success (class) Financial Aid: proactive approach
 - ✚ 5) Gear #5 Leadership and Professional Preparation: general career skills, major-specific skills, marketable skills, and mentoring

Chairs only session

Introductions

Call meeting to order

5-11-16 minutes approved

Follow-up to Dr. Agrawal

- ✚ Specify research and scholarship expectations
- ✚ Faculty retention efforts: salary compression and equity adjustment (College of Engineering)
- ✚ Ensuring UTSA faculty to serve on the search committee for the next President
- ✚ Graduate education: concerns for graduate student recruitment
- ✚ Graduation rates for transfer students
- ✚ Chairs should be consulted for changes in advising

Updates

- ✚ Campus carry: follow the state law; no signs and complete training
- ✚ Graduate school: meeting with chairs; graduate school funding; PhD program application deadlines
- ✚ Post-Doc/staff labor law: overtime pay

New Business

- ✚ Classroom scheduling: need a meeting to discuss several issues
- ✚ Space assignment or distribution needs new policies or procedures



In-state tuition for graduate students: the Graduate School needs to develop a uniform policy; need clarifications



Dean of Honors College visit

Meeting adjured

**Recommended Evaluation Rubric for Teaching Faculty
(for adjunct/non-contract faculty with no expectation of service)**

Weights should be determined by Departments and total 100%.

Faculty Member _____ Rank _____ Score (from reverse) _____

RATINGS: Exceeds expectations (3.5-5) Meets expectations (2.0-3.499) Fails to meet expectations (1-1.999) Unsatisfactory (0-.999)

	TEACHING CRITERIA	WEIGHT
1	<p>Teaching Evaluation (Quantitative) Calculate the average of "faculty eval" scores from page 1 of faculty member's annual report in Digital Measures: = _____</p> <p>Score according to the following scale: 4.50-5.00 = 40% 4.00-4.49 = 35% 3.50-3.99 = 30% 3.00-3.49 = 25% up to 2.99 = 20%</p>	_____
2	<p>Teaching Evaluation (Qualitative) Consider the following qualitative elements to determine a score. If faculty member evidences overwhelmingly positive student comments, controls grade inflation, and maintains DFW rate within an acceptable range for the course, award 20%.</p> <ul style="list-style-type: none"> <input type="checkbox"/> positive comments in handwritten student surveys <input type="checkbox"/> positive comments in online student course evaluations <input type="checkbox"/> grade inflation control <input type="checkbox"/> DFW rate within acceptable range for course* <ul style="list-style-type: none"> * if "no," consider whether instructor <ul style="list-style-type: none"> <input type="checkbox"/> introduced new pedagogy <input type="checkbox"/> implemented new, active teaching methods 	_____
3	<p>Teaching Materials Evaluate the overall quality and consistency of faculty member's syllabi and assignments as they relate to course objectives. Department Faculty Evaluation Committees (FECs) should determine what constitutes 20%.</p>	_____
4	<p>Professional Development & Continuous Improvement Evaluate the faculty member's commitment to professional development as evidenced by attendance at Faculty Center workshops/presentations, teaching or discipline-specific conferences, continuing education, etc. Department FECs should determine what constitutes 10%.</p>	_____
5	<p>University/college/dept. policies Evaluate the extent to which faculty member met university, college, and department policies and deadlines. Department FECs should determine which criteria to include. Following is a list of suggested criteria:</p>	_____

	<input type="checkbox"/> attended annual evaluation meeting with chair _____yes _____ no <input type="checkbox"/> attended faculty forum meetings _____yes _____ no <input type="checkbox"/> completed compliance modules on time _____yes _____ no <input type="checkbox"/> completed required forms by deadline (e.g., outside employment, conflict of interest, etc.) _____yes _____ no <input type="checkbox"/> enabled administration of handwritten student evaluations _____yes _____ no <input type="checkbox"/> informed office of absences, delays _____yes _____ no <input type="checkbox"/> met classes when and where scheduled _____yes _____ no <input type="checkbox"/> held posted office hours _____yes _____ no <input type="checkbox"/> posted syllabi on Bluebook & Bb by first class day _____yes _____ no <input type="checkbox"/> responded to office emails/phone calls promptly _____yes _____ no <input type="checkbox"/> turned in grades by university-designated deadline _____yes _____ no <input type="checkbox"/> submitted core assessment data on time _____yes _____ no	_____
6	<p>Special Teaching Recognition (add points to overall score) <i>Note whether faculty member achieved recognition during the academic year of review. Department FECs should determine weight of department- or discipline-specific awards.</i></p> <input type="checkbox"/> Regents'/Piper/President's/Howe teaching award winner (+5 each) + _____ <input type="checkbox"/> Regents'/Piper nominee (forwarded to System level, did not win) (+2.5) + _____ <input type="checkbox"/> The Ambassadors Amber Award/Honors Alliance Award winner (+1) + _____ <input type="checkbox"/> Other teaching recognition (TBD by Department FEC) + _____ Comments:	BONUS (up to 5%) + _____
7	<p>This section reflects special/extenuating circumstances impacting faculty member's ability to complete teaching duties (e.g., short-term disability, FMLA) Include narrative as necessary.</p>	
TEACHING SCORE (= /100)		

1.