

AGENDA

**Department Chair Council (DCC)
Dec. 14, 2016
JPL 4.04.02 Meeting Assembly Room
3:00 PM – 5:00 PM**

INVITED PRESENTERS AND GUESTS

- 3:00-3:15** **Maricela Oliva- Assoc. Vice Provost Academic and Faculty Support**
- Faculty mentoring
- 3:15-3:30** **Sandy Welch- Sr. Vice Provost Institutional Effectiveness**
- SAC changes
- 3:30-4:00** **Interim Provost Mauli Agrawal**
- New requirements for teaching and research workshops for new T/TT hires
 - Graduate Funding Initiatives and current policy for these
 - Return of Maymester

CHAIRS ONLY SESSION

- 4:00-4:05** **Call meeting to order and approval of 10-12-16 and 11-9-16 minutes**
- 4:05-4:20** **Follow-up on Graduate School**
- 4:20-4:30** **New Business**
- Jan.: Mauli update on Student Success Taskforce, Mary Dixon – Teaching and Learning Service, Kathy Funk-Baxter- New budget models and Space committee
 - Other items for future meetings
- 4:30** **Wrap Up**

Reminder Jan 11, 2016 is our next meeting in JPL 4.04.02 Assembly Room

THE UNIVERSITY OF TEXAS AT SAN ANTONIO
SUMMARY MINUTES OF THE MONTHLY DEPARTMENT CHAIR'S COUNCIL MEETING
Nov. 9, 2016

Members in Attendance: Gregory Elliott, David Frego, Gregg Michel, Janis Bush, Joachim Singelmann, Thelma Duffey, Enrique Aleman, William Cooke, Melody Lo, Paul LeBlanc, Rajendra Boppana, Mari Cortez, Heather Shipley, Jeremy Sullivan, Larry Grosse, Sedef Doganer, Emily Bonner (Faculty Senate)

Members not in Attendance: Chris Reddick, Eve Browning, , Garry Sunter, Jason Yaeger, Lance Lambert, Mark Bayer, Martell Teasley, Raydel Tullous, Robert Tillyer, Sharad Asthana, Waldemar Gorski, Xiaohe Xu, Sandy Norman, Robert Cardy, Belinda Flores, Hai-Chao Han, Robert Fuhrman, Daniel Engster, Santiago Daydi-Tolson, Karen Daas, Karan Bhanot; Curtis Hart; Martha Smith; Miguel Yacaman, Joo Ong, Gail Pizzola, Chunijiang Qian, Suman Basuroy, Susan Colorado, Yoris Au

The regular monthly meeting of the Department Chair's Council was held on Nov. 9, 2016 at DT BV assembly room. The meeting was called to order at 3:00 pm by the Council Chair (Shipley). Quorum was not established.

Invited Presenters and Guests

3:00-3:35

Human Resources: Barbara Centeno

1. Discussed the summer pay contracts for NTT (see attachment) and how the payout works
2. Cannot pay before the work is done or bi-weekly
3. Went over changes to Fair Standard Labor Act, see attachment

Question 1: Can spread summer contract like 9 m or 12 m? No, because of the software in place.

Question 2: Can teach in Maymester but paid in June/July? Yes, but Dr. Zapata will follow-up on adding the Maymester back with Dr. Agrawal.

Financial Affairs: Lenora Chapman

4. Travel & Expense workflow update (see attachment)
 - a. No sharepoint authorization needed
 - b. Only need to do travel authorization so important to pay attending to this and the amount, no changes needed if within 10% or \$250 but still a budget approver
 - c. Need a travel authorization form if don't stay within expenses in original request
 - d. Can delegate a person to certify the travel besides the traveler but additional forms needed
 - e. Online training available for everyone
5. Cash Advance
 - a. See attachment for new workflow
6. Travel Audit
 - a. Found that expense reports weren't done timely so new requirements all expenses have to be done no later than 60d if goes over 120d then travel is taxable
7. Implemented RowdyPal which is an integrated payment system for student
8. Implementing SciQuest and e-procurement marketplace, having a naming contest, see attachment
9. Re-negotiating the FA rate, so doing a space study some departments need to do training and help in this process, see attachment

3:35-4:05

Classroom Scheduling (Joe DeCristoforo, Johanna Hunziker, Don Swinson)

- 1) UG catalog will go back to every 2 years starting Fall 2018. 2017-18 will be last yearly catalog
- 2) Don discussed classroom scheduling issues we brought up
 - a. Class Size:
 - i. make sure that updating the right field in Banner, need to use projected enrollment not max. enrollment. Max. enrollment will default back and get you the wrong classroom size.
 - ii. If delete a course then it deletes the history so try not to do because it will automatically populate the highest enrollment in the last 3 years in projected enrollment
 - b. Caps for courses
 - i. On website is a list of classes that have an allowable cap
 - ii. Needs to be approved by Dr. Larry Williams office
 - iii. Can raise a cap but need permission to lower it
 - c. MWF courses and MW
 - i. Can't accommodate for MW during prime time because F enrollment only will not make up for this
 - ii. Can do for classes outside of 9am-3pm
 - d. Larger rooms for testing
 - i. Can't afford to lose space for this due to enrollment at peak times so can't accommodate
 - e. If have questions ask
- 3) DegreeWorks shows the draft schedule before ASAP, advising has told them students are not using this for registration but just general degree planning, it has a disclaimer on it
- 4) Discussions to make course schedule available earlier than it is currently
- 5) Will be a new schedule for access to Banner to put in course schedule, will just block times a few weeks before and after registration

4:05-4:20

Sr. Vice Provost Jesse Zapata

1. Supplemental pay over 100% is allowed in the following situations
 - a. Extended or corporate education with approval
 - b. Administrative roles
2. Access for NTTs to blackboard, ASAP, etc.
 - a. They are starting to work on this with HR and OIT especially for PT NTTs, hope to have something that is sent to OIT upon approval of hiring
 - i. Asked to consider TAs and GRAs in this also
 - b. NTT min. pay, want to address but currently no budget for this
 - c. HOP policies for NTT brought forth by ADTS
 - i. Some would be substantive such as not hiring back and giving same rules as T/TT, don't think this is possible but could create central guidelines for all to use
 - ii. Some would be non-substantive and could move through such as promotion process for NTTs
3. Changes in his office
 - a. Donna Edmonson now reports to him
 - b. Faculty awards will move under him in the future with Maricela Oliva handling instead of Nancy Martin
 - c. Teaching and Learning Services will move out of Libraries and Mary Dixon will report to him along with having 2 new hires

4:20-4:35

Chair Council Only Session

1. Discussed writing a memo to Dr. Agrawal about the graduate school, Heather Shipley will draft and get to the group for review

- a. Topics to highlight
 - i. Our previous list last year to the Dean and discuss if any concerns have been handled
 - ii. Changes to deadlines
 - iii. Financial incentives
 - iv. Creating a climate that is receptive and professional between grad school, chairs, and Assoc. deans
 - v. Documentation between grad school and depts.
 - vi. VIP deadlines
 - vii. Changes in how communicate with programs and that they get a buy-in in the process
 - viii. How new policies and deadlines support initiative of increasing recruitment
 - ix. Support funding for programs
- 2. New business
 - a. Meeting downtown other mechanism for both groups

Meeting ended at 4:35PM.