

THE UNIVERSITY OF TEXAS SAN ANTONIO  
SUMMARY OF MINUTES OF THE MONTHLY DEPARTMENT CHAIR'S COUNCIL MEETING  
September 13, 2017

**Members in attendance:** Enrique Aleman, Sharad Asthana, Mark Bayer, Karan Bhanot, Rajendra Boppana, James Bray, Eve Browning, Janis Bush, James Calder, Robert Cardy, Amy Chanmugam, Mari Cortez, David Dampier, Manuel Diaz, Sedef Doganer, Eugene Dowdy, Greg Elliott, Kristen Gardner, Waldemar Gorski, Hai-Chao Han, Lance Lambert, Paul LeBlanc, Melody Lo, Marita Nummikoski, Sara Oswalt, Chris Reddick, Patricia Sanchez, Michael Smith, Johnelle Sparks, Tulio Sulbaran, Jeremy Sullivan, Garry Sunter, Xiaoche Xu, Jason Yaeger,  
**Members not in attendance:** Suman Basuroy, Eric Brey, Thelma Duffey, Chunjiang Qian, Raydel Tullous, Miguel Yacaman

**Guests:** Lorenz Brancaleon (representing Yacaman), Yufei Huang (representing Qian), Shane Haberstroh (representing Duffey), Melissa May (Business Affairs), Steve Wilkerson (IE)

The regular monthly meeting of the Department Chair's Council was held on September 13, 2017 at the Main Campus JPL Assembly room.

The meeting was called to order at 3:05 p.m. by the Council Chair (LeBlanc). Quorum was established.

**3:05 - 3:10** Council Chair (LeBlanc) welcomed new chairs; Group photo was taken for new website.

Vice-chair (Browning) indicated that for the new year we will be holding speakers accountable to the time they have been allotted.

#### **Invited Presenters and Guests**

**3:10 – 3:35 Interim Provost Mauli Agrawal**

1. Welcome and acknowledgement of new leadership changes
2. Brief intro to Dr. Eighmy's background
3. Enrollments up – 31,000
4. Retention and four year graduation rates are both improving
5. Next year – base year to improve enrollment and get better budgets for the next couple of years.
6. Encourage us to create online courses
7. Research – increase in expenditures
8. NRUF (National Research University Fund)
  - a. Needs to be \$45 million
  - b. We need more PhD students
9. Hiring freeze is over
10. Brief comments about budget and explanation of sweeps; Institutional reserves are low

**Question:** How many PhD students do we need?

**Agrawal Answer:** 200

**Question:** Are we going to use the RCI Budget Model

**Agrawal Answer:** We do not know yet.

**Question:** If enrollments are up, why are budgets down?

**Agrawal Answer:** Budget request does not match university budget. Graduate student enrollments and international students down, therefore we projected poorly on what the university budget would be.

**Question:** If there is no freeze, can we hire?

**Agrawal Answer:** Yes

**Questions and comments:** Several comments about what happens with the money after someone leaves.

**Agrawal Answer:** First year, 20% to Provost, 80% stays in college; Second year, 100% at college if someone was hired.

**3:35 – 3:45**

Melissa May

1. Collaborate with Business affairs
  - a. Newsletter
  - b. Website
  - c. Collector Card Program – let the supervisor of a business affair employee know when they do well so they can collect a card
2. Equinox Festival – September 22
  - a. See website  
([https://www.utsa.edu/bussvc/News/2017/7\\_17/EquinoxFestival17.html](https://www.utsa.edu/bussvc/News/2017/7_17/EquinoxFestival17.html))
3. New name for People Soft Support – now Business Information Service
4. September 26 – National Voter Registration
5. SECC is coming up
6. Fall Health Challenge – Health Trails

**3:45**

Jesse Zapata (and Steve Wilkerson)

1. Workload Distribution Agreements must be uploaded (handouts issued of timeline and FAQ; and individual departmental status)
2. Dr. Zapata highly recommended to have evaluation face-to-face with each faculty member and keep records, in case there is a grievance.
3. New faculty – create a plan for fall and next year now.

**Question:** Can we have three year agreements.

**Jessie - Answer:** Yes

**Question:** Can agreements be modified?

**Jess - Answer:** Yes

**Question:** Do NTT need them?

**Jesse - Answer:** Only if they are full-time on a contract.

**Question:** Calendar versus academic year?

**Jesse - Answer:** It is being looked into.

**Question:** Assistant Professor of Research?

**Jesse - Answer:** No

4. Steve Wilkerson: If you are interested in serving on a forum related to these issues, let Paul (LeBlanc) know.
5. New HOP and faculty recruitment to be discussed at a later date.

### **Chair's Only Session**

**4:00**

#### **Chair's Only Meeting Called to Order**

1. May minutes are not available yet for approval.
2. Introductions of all Chairs

**4:05**

#### **Old Business**

1. Graduate School Concerns:
  - a. Leaders of several advisor groups (Faculty Senate, Chairs Council, and Graduate Council) are working with the Graduate Dean to revolve concerns of programs and faculty.

**Question:** I am new, what are the issues?

LeBlanc - Answer: Issues with transparency, recruitment, admissions, funding.

LeBlanc - Subcommittee has been formed to review workload for training graduate students (being reviewed up through the UT System).

### **New Business**

2. Council needs to replace the Faculty Senate Representative from the Chairs Council.
  - a. Sandy Norman clarified the role.
  - b. Bhanot nominated Sandy Norman. Nomination declined due to course conflict.
  - c. David Dampier nominated Tulio Sulbaran. Motion seconded by Sedef Doganer. There were no additional nominations and no discussion.
  - d. Vote by affirmation. No dissenting or abstentions.
3. President Eighmy will speak next month.
  - a. Agenda may be based on his remarks.
4. Potential agenda items for upcoming year
  - a. Centralized versus decentralized items
  - b. Decoupling of CPE (Comprehensive Periodic Evaluation) and P & T (Promotion and Tenure)
    - i. Discussion on how changes are made to the HOP
    - ii. Timing of CPE and P & T are not in the HOP
    - iii. Issues with Evaluation Letters for P & T be requested by previous chair
    - iv. Provost should explain why the times for CPE and P & T have been selected.
  - c. How can we reduce the amount of items being added to the chairs' responsibilities?
  - d. Can we separate items by whom they are required (i.e. System, Federal, UTSA, etc.).
  - e. Can we move away from outside entities giving presentation about topics we are not ready to hear? Too many and too long.
  - f. Can we add a Best Practice segment for chairs at each meeting?
  - g. Space management
    - i. Look for data to verify your space allotment
    - ii. Issues with lack of departmental consultation
  - h. LeBlanc: John Danner is new chief council.
    - i. Also, look for audits of CIP Codes.
    - ii. November 2 – Core Curriculum applications are due
    - iii. November 1 – Undergraduate catalog (2018-2020) is due
  - i. Can we share annual review and other processes on SharePoint?

**4:40**

**Meeting Adjourned**