

Texas A&M- San Antonio  
Faculty Senate Meeting Minutes  
March 4, 2016, from 11:30 a.m. until 1:00 p.m.  
Central Academic Building 219

**Call to Order** at 11:30 a.m. by L. Webb

**In Attendance:**

E. Bliss-Zaks, C. Cox, K. Gillen (via Adobe Connect), D. Glaser, R. Kapavik, S. Olswang (Interim Provost), M. Peterson, S. Rahman, C. Ross, J. Simpson, L. Webb, K. Voges.  
Guests: E. Westermann (via Adobe Connect), S. Harris, (via Adobe Connect), M. Jozwiak (via Adobe Connect)

**Approval of Faculty Senate meeting Minutes from February 5, 2016**

Motion: C. Ross motions to approve the minutes, 2<sup>nd</sup> by M. Peterson  
Vote Passes: 11 yes; 0 no; 0 abstentions

**Executive Committee Updates:**

**Texas Council of Faculty Senates' Meeting:** L. Webb attended the system meeting led by Dr. Hallmark and brought back two concerns to share with the Faculty Senate which were the budget as well as the hiring freeze. During the meeting, Dr. Hallmark stated the budget for higher education is going to be tight for the next legislative session and all A&M schools should anticipate on not receiving any additional funds. The legislature is also talking about how to phase out the special item funding which includes the downward expansion funds. L. Webb added the systems anticipated this, so we do have contingencies in place. Dr. Hallmark also clarified at the meeting that there isn't a faculty or a staff-hiring freeze in the A&M system.

L. Webb mentioned several presentations took place at the Texas Council meeting. The council was hoping to get clarification on the 60x30 TX Plan from The Texas Higher Education Coordinating Board. Though, the speaker didn't address any of the questions the council had. A huge focus was on the on Campus Carry Act. Most universities are sticking to what the state law states and are implementing few prohibited areas on their campus. The one exception is University of Texas, Austin. UT Austin is trying to prohibit closed carry in more places on campus than most universities. As far as A&M-SA, L. Webb reminded the senate that we plan on prohibiting guns in the fitness center and the Wellness and Counseling Center. When a third party rents a space on campus, they will also be allowed to prohibit guns in the areas they rent as well.

**Faculty Senate Resolution Document:** J. Simpson presented the Texas A&M, San Antonio Faculty Senate Resolution document, resolution 0. (see attachment). Currently the senate doesn't have a formal way of presenting resolutions. The example will act as a guideline to write a resolution in the future. This would be a coversheet for any committee documents that

are presented to the senate in order to more properly keep track of what is going on in the senate.

**Discussion:** D. Glaser suggested to change 'where as' to one word. D. Glaser asked about lines 36-38 on the document, specifically about how these resolutions will be archived. J. Simpson stated as of right now, the resolutions would be attached to the end of the minutes and uploaded to Faculty Town Square and the Faculty Senate website. D. Glaser suggested these resolutions as well as other committee meeting minutes could also be placed in a separate area on the website or perhaps on the intranet. L. Webb added our website is in the process of being revamped, so this is something that could be further discussed with the new Provost to help with transparency. S. Olswang suggested creating a Faculty Senate or committee page on SharePoint. S. Olswang also clarified with J. Simpson about whether on line 36 of the document it should say resolutions presented or adopted. J. Simpson stated it should be both and will update the document.

**Motion:** J. Simpson motions to approve the Faculty Senate Resolution document with the proposed edits. 2<sup>nd</sup> by D. Glaser.

Vote passes: 11 yes; 0 no; 0 abstentions

**Strategic Plan:** C. Ross informed the senate that the strategic plan launched this week. C. Ross will post all the documents that were given at the various meetings this week to the Faculty Town Square page as well as the university's website. C. Ross also reminded everyone that she is the strategic plan representative for Faculty Senate, so feel free to can send feedback to her.

**Administrative Update:** S. Olswang thanked everyone for inviting him and being included in the conversation. He reminded everyone that his door is always open.

### **Old Business**

**Academic Plan:** R. Kapavik worked with Dr. Snow throughout the month of February to work on getting feedback. The committee received an overwhelming amount of comments during the month of February from faculty. The committee and the administration decided to start from scratch, as opposed to editing the draft of the Academic Plan. The committee has decided to take the comments and work with the same consulting firm that is assisting us with our strategic plan to also create the academic plan. The consulting firm will not be writing it but more so helping us with the process and providing an overall framework. The deadline to complete the academic plan has been pushed back to December 2016 and R. Kapavik will update the senate on the process at the next meeting.

**Faculty Annual Evaluation Review Committee:** C. Cox shared he received some feedback from faculty on the evaluation but he will reach out again to get additional feedback. C. Cox will present the committee's updated draft of the Faculty Annual Evaluation form at the next meeting.

**Bylaws Committee:** D. Glaser announced that the committee has not met again due to complications, but they will be meeting soon to discuss the by-laws.

**Office Space Committee:** J. Simpson stated the committee started working on a draft of the proposal for office space. J. Simpson said the committee would mostly likely be writing two drafts of documents in terms of office space policies. The committee will write one policy for current office spaces and another one that contains standards for new office space when additional buildings are built. The goal is to ensure all current and new tenure track faculty have their own office with appropriate office furniture. J. Simpson said the committee came across several issues that he would like feedback from the senate on. For example, what happens in a case of a vacancy? What will the process be of moving into an open office? How is furniture selected for purchase and how much input can faculty get, i.e. number of bookcases, number of filing cabinets, etc.? J. Simpson opened the floor for a discussion.

Discussion: L. Webb suggested that the furniture in all the existing offices should be reexamined in all the buildings and reallocate items for other purposes. In the past, faculty weren't asked their opinions on what furniture they would like in their offices. J. Simpson suggested that faculty could be given tokens to spend on furniture they would like in their office as opposed to everyone being given the same furniture. E. Westermann asked if the extra desks in the offices in the Central Academic building are going to be removed? S. Olswang informed the senate that the administration does intend to remove the second desk from the faculty offices in the CAB building as well as provide every tenure track faculty member with their own office. The administration also wants to keep program offices together. S. Olswang reminded the senate that over the next couple years we will be hiring over thirty additional faculty members as well as bringing everyone over from the Brooks campus, but the STEM building will not be up until 2018-2019. Therefore this is an important conversation to have and policies do need to be created to address space issues. E. Westermann asked if Darrell Morrison's office developed cost for refitting and added to the budget line? E. Westermann suggested this could be added to the academic affairs budget line for the URC. J. Simpson informed the senate at this point he didn't know if Mr. Morrison did but the budget for this will be discussed in the near future. J. Simpson would like additional feedback on who should make decisions on office space allocation when offices open up. K. Voges suggested keeping the decision making at a local level because every area has specific individual needs. D. Glaser and C. Cox suggested when there is a vacant office, to not have an application process but instead go through a list of names ranked by seniority. They added the key part is to make the process transparent. J. Simpson will bring a draft at the next meeting.

**Faculty Senate involvement with Core Curriculum Committee:** J. Simpson read resolution 1, (see attachment) to the senate which proposed amending the Faculty Senate Constitution to include a Core Curriculum Committee. The proposed amendment would read,

“The Core Curriculum Committee shall consist of two faculty senate members and one at large member from each college. The Dean of the College of Arts and Sciences and the

Dean of the University College shall serve as the advisory non-voting members. The Core Curriculum Committee oversees the reviews proposals for courses to be added to the core curriculum and the assessment strategy of the core curriculum, (a) core academic standards and (b) new course creation.”

J. Simpson opened the floor to discussion.

Discussion: J. Simpson added the other option would be to place the Core Curriculum Committee with the Undergraduate Curriculum Committee. J. Simpson stated if it were a separate committee, all proposals would go to the Core Curriculum Committee that would manage and approve items related to the core courses, but the Undergraduate Committee would still need to approve proposals. If it were apart of the undergraduate committee, then the Undergraduate Committee would be handling core curriculum issues. L. Webb added there would be no separation and would function like it is now. K. Voges asked how do other universities handle core curriculum? J. Simpson stated the universities handle it in a variety of ways. K. Voges stated if the Core Curriculum Committee is going to be separate from the Undergraduate Curriculum Committee, the committee needs to have equal representation from all the colleges because the core course do relate to all the colleges. D. Glaser saw the need for the committees to be separate due to the amount the work that will be involved. C. Cox as well as E. Westermann agreed with D. Glaser. K. Gillen suggested making it a sub committee of the Undergraduate Curriculum Committee. L. Webb stated if it will be a part of the Undergraduate Curriculum Committee then we need to re-examine the Undergraduate Curriculum Committee and the term length of its members. C. Ross added we should get Holly Verhasselt’s opinion on the matter since she deals with the accreditation process. J. Simpson reminded the senate that we to vote on this today but we can further discuss the matter at the next meeting.

Motion: J. Simpson motions to approve the resolution proposing amending the Faculty Senate Constitution to include the Core Curriculum Committee. 2<sup>nd</sup> by C. Cox

Vote: 11 yes; 0 no; 0 abstentions

### **New Business**

**Course Reassignment Committee:** Three volunteers have been requested to serve on this committee, one faculty representative from each college. S. Rahman volunteered to serve for the College of Business, K. Gillen volunteered for the College of Arts and Sciences, R. Kapavik volunteered for the College of Education and Human Development. L. Webb will send these names to S. Olswang.

**Motion:** J. Simpson motions to extend the meeting by 5 min, 2<sup>nd</sup> by R. Kapavik.

Vote Passes: 11 yes; 0 no; 0 abstentions

**Professional Development Plan:** L. Webb informed the senate that as of right now the university does not have a professional development plan in place. The Deans as well as Dr. Mahan were charged with creating a training program for faculty. They created a draft, however that draft is being tossed out. Holly Verhasselt has now been put in charge of developing a plan for the summer and then the new Director for the Center of Teaching and Learning will take over

from there. The goal of the Professional Development Plan is to provide support for teaching and research.

Discussion: S. Olswang stated when he viewed the draft he also asked if this plan was simply for the new faculty starting this summer or was it a true professional development plan that would provide long term support for teaching, research, etc. S. Olswang clarified the Director for the Center of Teaching and Learning will be developing and implementing a program over the summer and he asked Holly Verhasselt to chair the hiring committee for that position. S. Olswang added this program needs to support all faculty, not just the new faculty who are coming on board. J. Simpson stated we need to have a timeline soon if there is going to be professional development training in the summer because faculty are already making commitments for the summer now. L. Webb is also asking the administration to create an organizational chart because many faculty are not aware of a lot of the new positions. The university is trying to support this model that we talked about with personnel, though not everyone is aware. L. Webb is going to further discuss this with the President. J. Simpson felt a lot of the professional development sessions that took place last summer was more of a lecture as opposed to a workshop setting where faculty can learn how to incorporate concepts discussed in one's course. L. Webb added there is a big difference between training, professional development and workshops.

Motion: Motions to adjourn.

**L. Webb adjourns the meeting at 1:05 p.m.**

1 *Write the date that the resolution appears on the agenda for the first time.*

2

3 03-04-2016

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5 *List the author or authors of the resolution.*

6

7 Introduced for debate by Dr. Joseph M. Simpson

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9 *Write a title that states the purpose of the resolution clearly.*

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11 A META-RESOLUTION TO INTRODUCE THE USE OF A RECORD KEEPING  
12 SYSTEM FOR RESOLUTIONS PRESENTED TO THE FACULTY SENATE

13

14 *Use "WHEREAS" clauses to justify the need and importance of your resolution.*

15

16 WHEREAS, the Texas A&M-San Antonio Faculty Senate is a legislative and  
17 deliberative body of the University; and

18

19 WHEREAS, substantive and procedural legislative action taken by the Senate  
20 needs to be recorded in a systematic and useful manner; and

21

22 WHEREAS, the process by which the Senate takes action needs to be clear and  
23 open to the Senators, the university administration and the university  
24 community; now,

25

26 *Use "THEREFORE, BE IT RESOLVED" and "BE IT FURTHER RESOLVED"  
27 clauses to state the recommended action by the Faculty Senate.*

28

29 THEREFORE, BE IT RESOLVED, that Senators use the format of this resolution  
30 as a template for future resolutions presented to the Texas A&M-San  
31 Antonio Faculty Senate;

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33 BE IT FURTHER RESOLVED, that the comments in this resolution that are  
34 italicized are the guidelines for formatting a resolution;

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36 BE IT FURTHER RESOLVED, that an electronic archive of resolutions presented  
37 and/or adopted by the Texas A&M-San Antonio Faculty Senate be  
38 maintained alongside the record of meeting minutes.

39

40 *Amendments to the Constitution or Standing Rules of the Faculty Senate should  
41 be stated as they are to appear. **Additions should be made in bold** and  
42 ~~withdrawals should be in strikethrough.~~*

43

44 *Additional documents mentioned in the resolution may be attached.*

1 03-04-2016

2

3 Introduced for debate by Dr. Joseph Simpson

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5 A RESOLUTION PROPOSING AMENDING THE FACULTY SENATE  
6 CONSTITUTION TO INCLUDE A CORE CURRICULUM COMMITTEE

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8 WHEREAS, the university is now accredited to teach first-year and sophomore  
9 students in the fall of 2016; and

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11 WHEREAS, management of the university curriculum is a primary responsibility  
12 of the faculty;

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14 WHEREAS, the current Core Curriculum committee exists as an ad hoc  
15 committee; and

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17 WHEREAS, there are no clear guidelines on how a Core Curriculum Committee  
18 interacts with the Undergraduate Curriculum Committee or who should be  
19 on the Core Curriculum Committee; now

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21 THEREFORE, BE IT RESOLVED, that a Core Curriculum Committee be added  
22 to the Faculty Senate Constitution.

23

24 *Amendment to the Constitution*

25

26 **The Core Curriculum Committee shall consist of two faculty senate**  
27 **members and one at large member from each college. The Dean of the**  
28 **College of Arts and Sciences and the Assistant Vice President of the**  
29 **University College shall serve as advisory non-voting members. The core**  
30 **curriculum committee oversees the reviews proposals for courses to be**  
31 **added to the core curriculum and the assessment strategy of the core**  
32 **curriculum**

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**(a) Core academic standards**

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**(b) Weigh the costs of**

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**(c) New core course creation**