

## **Texas A&M University-San Antonio Faculty Senate**

Meeting Minutes  
November 2, 2012

The regular meeting of the TAMU-SA Faculty Senate was called to order at 11:04 on Friday, November 2, 2012, at Brooks City-Base Campus by Megan Wise de Valdez.

### **Present**

Megan Wise de Valdez, Mary Mayorga, Brian Brantley, Lorrie Webb, Richard Green, Durant Frantzen, Jim Hackard, Vicky Elias, Kevin Kendrick, Dennis Elam gave proxy to Richard Green, Stefanie Wittenbach

### **Approval of Minutes**

The minutes of the previous meeting were approved as distributed.

### **Administrative Update**

University Administration has approved the Post-Tenure Review (PTR) procedure, pending review by the Board of Regents. Section 1.2.2 in reference to chairs of departments with faculty duties will also be reviewed. Administrators other than department chairs will not undergo PTR unless they return to a faculty role. There was a question raised about quantifying the amount of faculty duties (“little to no”). From the PTR document: “Administrators other than department chairs who are tenured will not undergo post-tenure review unless or until they return to a faculty role with little or no administrative responsibilities. Any administrator returning to the faculty is to be reviewed five years after returning.”

The graduation requirement proposal was submitted to Dr. Snow. It will be discussed at the December meeting.

Dr. Snow is still reviewing the draft Faculty Handbook that was worked on by Holly Verhasselt and Bill Bush. Holly and Bill have been working on regulatory aspects of the Handbook and then it will come to Faculty Senate. Perhaps Dr. Snow is looking at those changes. That’s not the understanding that the Faculty Senate Executive Committee had when they met with Dr. Snow. Megan will clarify why it went to Dr. Snow and when the Faculty Senate is going to get it.

### **Executive Committee Update**

Megan will talk with the provost about a budget. Megan will contact the President of the Faculty Senate at Corpus and Kingsville to get sample budget documents from them.

### **New Business**

*Faculty evaluation of department chairs (Kevin Kendrick)*

There is not an ongoing process of evaluation of department chairs. It is not clear if there are going to be plans in the future for evaluations. Faculty would like to have a voice in what's going on in the departments. Are there needs that aren't being met? How can the administration evaluate without faculty input?

How would faculty avoid retaliation if this were implemented? One idea to consider is to do it the same as student evaluations are done: a survey instrument done anonymously with information going to the school head. Particulars should be in the faculty handbook. The school heads and provost could also be evaluated through an anonymous survey instrument. Feedback would then be provided to those evaluated with just areas that need to be worked on rather than individual comments. The upcoming SACS evaluation must have this as a criteria or expectation.

Megan moved to establish a committee to write a formal proposal for faculty evaluation of administration. Motion seconded. First step is to ask administration if there is anything in process. PTR—don't all faculty and administrators have to be evaluated? PTR doesn't pertain to administrators. Administrators should be included in the evaluation process. It is in our interest to evaluate all the way up. The committee can draft questions of what we want to know. There is interest in having a committee look into what other A&M schools are doing, what administration is already planning or doing, and then make a proposal based on the background information. Motion carries. Lorrie Webb volunteered to be on the committee. Kevin Kendrick agreed to serve on the committee. Richard Green agreed to serve for Business. Megan will serve for A&S.

*Professional track faculty status for librarians (Stefanie Wittenbach)*

Stefanie Wittenbach presented documents requesting professional track faculty status for librarians that included criteria for each rank: assistant librarian, associate librarian, and librarian.

Richard moved that Faculty Senate recommend to administration that librarians be granted professional track faculty status. Seconded. A question was asked about how to move the librarians through the ranks. Rank information was provided. Could the library offer classes? Yes. Should we consider moving the library to another department? No, because of its wide-reaching impact. Motion carries.

## **Committee reports**

*Computer classrooms (Vicky Elias)*

Several plans were made by faculty to use room 352, then the room was taken for use by tutoring center because previously, it was used only 10%. Faculty input was not gathered for the decision. Student Life said they don't need all of the computers in that room. Access to the computers is what is being discussed. Student Life suggests going to back to computer carts that can be moved from room to room. ITS said that a lot of work went into setting up that room. A recommendation was made that a university committee be put together to discuss reallocation of the room. That any space decisions like this should

go through the committee. What is the argument for that room and not another?  
Tutoring faculty said they can be anywhere.

Student Life says they chose that room because it is underutilized. Jolene DesRoches provided the following data for the use of the room since it has been in use as a tutoring center:

Tutoring Area	Number of Tutors	Number of Scheduled Students Served since September 16,2012	Minimum length of appointment per student	Number of Walk-Ins
Literacy (reading, writing, portfolio processing & synthesizing for all areas: Sciences, Business, Education)	4	54	1 hr	12
Stats Tutors	2	97	2 hr (groups)	22

Vicky moved that a committee be formed to address the issue of reallocation of room 352. Megan seconded. Vicky amended the motion to indicate that the committee include representatives of A&S faculty, Education faculty, the library, IT, tutoring lab, and student services. Motion carries. Megan recommended that the following be committee members: Rodolfo Valdez (A&S), Lorrie Webb (E&K), Jolene DesRoches (Student Affairs), Deirdre McDonald (University Library), Ravi Kallianpur (ITS), Kathrine Gillen (A&S/Tutoring Center), and Leticia Longoria (room scheduling).

Motion made to send the draft recommendation to Dr. Snow requesting that future decisions to reallocate academic space include input from affected faculty members. Seconded. Proposal to amend motion to change “from affected faculty members” to “Faculty Senate.” Amendment carried. Motion failed.

Megan moved that we propose to the administration that one Faculty Senate member be added to the Space Management Committee and that the Senate member be added after approval of the proposal from thee committee. Motion carries. Megan is going to recommend Vicky Elias for Faculty Senate member on the Space Management Committee.

## **Old Business**

Consultant for Faculty Senate: Mary Mayorga has done some investigation of possible consultants. The Texas Council of Faculty Senates will be having a three day conference in Austin on March 1-2, 2013.

Mary has been trying to get in touch with the Faculty Senate president from Kingsville. Are we going to compensate them if they come? Some felt that it is premature to bring someone in, that we need to wait until we have a faculty handbook. One suggestion was to observe a Senate meeting at another institution.

## **Adjournment**

Meeting was adjourned at 12:25 by Megan. The next general meeting will be 11-12:30 on December 7, 2012, Main Campus room 204/207.

Minutes submitted by: Stefanie Wittenbach