

Texas A&M University-San Antonio
Faculty Senate Meeting
Minutes
March 1, 2013
Brooks City-Base, room 172

Call to order

Approval of faculty meeting minutes from February 1, 2013.

Administrative update

- Dr. Snow or representative (not present)
 - Scheduling class times inquiry—rationale was to allow a little more travel time between campuses. Eventually a large enough campus where 15 minutes will be needed between classes.
 - Recommendation of establishment of committee on evaluation of school heads and department heads. Dr. Snow's response to senators regarding this committee: "I am creating a four person committee with the charge of creating policy and procedures for the faculty evaluation of School Heads and Department Chairs. The committee makeup will be as follows: one School Head, one Department Chair; the Vice President of the Faculty Senate; and a representative from the Provost's Office. I am open for the committee to recommend additional members should they desire to do so. My plan will be to appoint the committee in the near future and give them a charge and a timeline."

Executive Committee update

- Met on 2/7 – Discussed Faculty Handbook Subcommittee & Replacement of Faculty Senators
 - Draft of procedures
 - Decision at last meeting to not replace Pat Holmes; setting a precedent in not replacing her; may not want to do that. Constitution language to be updated to reflect appointment by Executive Committee with School Head and approval of full Senate.
 - Development of a standing election committee. We need a committee in place despite the lack of language in the constitution that outlines procedures.
 - What needs to be done:
 - Confirm who is eligible to vote
 - Conduct nomination process
 - Confirm with nominees
 - Determine election process and timeline
 - Conduct election
 - Handle any tie votes
 - Announce election results
 - Establish election procedures

Election committee needs to be one Senator from each electoral unit: Megan, Stefanie, Lorrie, Richard.

- Mary & Brian at Faculty Senate Meeting in Austin

Committee reports

- Computer Room 352 committee: Rodolfo Valdez (Rodolfo absent)
- Faculty Handbook Subcommittee: Mary Mayorga, Jim Hackard, Vicky Elias, and Deirdre McDonald
 - Jim provided an update. The committee met last week to review the initial draft from Holly that is a revision of A&M Kingsville's handbook. Vicky provided the committee with copies of A&M College Station handbook. College Station's handbook is more readable and palatable. Mary asked Holly about the possibility of using College Station's handbook. The committee will have a recommendation for the April 5th Senate meeting.
 - ACTION: Follow up with Holly about Mary's recommendation to use College Station's handbook rather than Kingsville's.

Old business

- Academic calendar dates – Jim Hackard
 - Calendar to be updated to reflect March 29th for Q date. The calendar committee is looking at starting the semester on Mondays instead of Wednesdays.
- Admission /Graduation Requirements – Durant Frantzen
 - Durant sent the ETS data report to all Senators last month.
 - ACTION: Durant to send e-mail to all Senators by next week with ETS data and final document with updated language based on ETS results. Senators to respond no later than **noon** on Friday, March 8, 2013. **No response will indicate approval of document as submitted.**
- Recommendation for faculty evaluation of department chairs and school heads – Megan Wise
 - Response from Dr. Snow received. See above.
- Recommendation for reduction of faculty office hours – Megan Wise
 - Objection submitted that increase in research should not be the reason for reducing office hours. Faculty Senate recommends to administration that there be a reduction of official office hours from 10 to 6 plus by appointment.
 - ACTION: Megan will send forward recommendation from Senate to Dr. Snow.
- Letter of Support for Library funding – Brian Brantley
 - Draft letter provided by Brian and revised by Senators.
 - ACTION: Megan will send a revised draft and Stefanie will review it. It will go to Dr. Snow next week.

New business

- Faculty Annual Review format vs. Tenure & Promotion Binder format (Robin Kapavik, 15 min.)
Item withdrawn from agenda by Robin Kapavik.
- University Library Committee as Faculty Senate standing committee (Stefanie Wittenbach, 10 min.)

Motion made to establish University Library Committee as a Faculty Senate standing committee. Motion passes. ACTION: Recommendation to Dr. Snow to be made by Megan.

ACTION: Finish changes to constitution so that new Faculty Senate in May will appoint standing committee members for fall 2013. Administration to be notified at that time of new committee members.

Announcements

None.

Adjournment/next meeting

Motion to move April meeting to April 12, 2013 due to Southwest Teaching and Learning Conference scheduled on April 5, 2013. Meeting adjourned at 12:05. ACTION: Stefanie to move meeting reservation to April 12th.