

Academic Affairs Council  
May 20, 2020

1. **TRIO Program**

Erma Brecht

Erma explained the TRIO program, which are federally funded programs targeted at populations not typically represented. A large number of grants are available, with a lot of guidelines, Dr. Guidry stated they are very hard to get. Erma asked if there was any interest?

2. **Grade submission “deadline”**

Anthony Espinoza

This issue was discussed in Tiger Team, could we go completely electronic and force the deadline for grade submission. It is frustrating having to use the paper process. Academic calendar committee sets the deadline for grades, we do send reminders to faculty about entering grades, but there are always a number of faculty that do not submit grades and we enter WH, it then moves to paper process. Lynda is not opposed to removing that paper barrier, the only concern is that it may slow down the process of getting grades in and some people are waiting to graduate. Dr. Bullard asked the deans to take action on this issue to prevent the number of WH.

There should be a stronger message for faculty to adhere to the deadline. A recommendation was made to take a deadline enforcement approach. Deans asked if there was a web focus report that shows which faculty have not entered grades? We will ask Lynda Langham to come to our next meeting to discuss options.

3. **Furlough Days**

Kim Childs

Dr. Childs asked for confirmation of meaning of furlough day? Should staff not work at all, not answer emails? Some staff are working on furlough days and so emails/questions are being sent. Dr. Bullard would ask for clarification from the cabinet.

*Dr. Bullard spoke with the cabinet and it was agreed that staff should operate whichever way makes them comfortable on furlough days, there are no strict guidelines. You are not required to work or respond to emails but will not be penalized if you do.*

4. **Open SFA Committee Update**

Hans Williams

Dr. Hans Williams gave an update on the Open SFA Committee, for which he is chair. Each subcommittee is chaired by deans, they will look at minimum health standard protocols and how we can introduce those to SFA. They will meet as often as possible to get recommendations to the president by June 18.

Classroom subcommittees are looking different schedule options for delivery, such as 8 week courses. There will be issues if we change course scheduling, they will continue to give updates and remain transparent. They will be joining the cabinet meeting every Tuesday at 11 to provide updates. Dr. Gordon would like to see some programs move to a pilot of complete eight- week schedules. Dr. Williams asked for anyone with pro/cons for eight-week terms please email them to him.

Anthony Espinoza said his team are working on providing an additional 50 zoom rooms over the summer.

Rachele Garrett stated that if course schedules change, that would affect Financial Aid and would change how things work.

It was suggested that someone from Financial Aid and the Registrar's office join the committee looking at this.

**5. Short term and long term planning teams**

Steve Bullard

Dr. Bullard explained that the short term team are trying to get everything in line for fall 2020 by mid- June. The Long term team for fall 2021 is chaired Dr. Jason Reese.

Lesla Beverly asked about the possibility of a twelve- week course? Dr. Williams said he would discuss that with the cabinet. Another option being used by some universities is moving to completely on-line after thanksgiving when flu season ramps up.

We are looking at assistance for faculty and students using Zoom at home, we could use CARES act. We are also looking at options for social distancing.

**6. Agenda items for July Board Meeting**

Steve Bullard

Dr. Bullard asked for any items for the July board meeting to be sent to him as soon as possible. There is one Emeritus recommendation from Forestry.

**7. FY 20 Budget**

Steve Bullard

Dr. Bullard said there had been major discussion on budget in the cabinet meeting. Official communication from the president will be released announcing an austerity budget for ending FY20 and looking at FY21.

**8. Any Other Business**

Erma gave an update on CARES act, which provides emergency funds to students. The first round was made yesterday, 2,228 students applied, 524 received some sort of grant, either \$500 or \$300 awarded to each student, total of just a little over \$1 million. Every five business days, there will be another round, for those students who were enrolled in spring. Students received an email to their SFA email and the amount is in their student account, not going toward any SFA student balance. Thanks to Rachele for leading the charge and Anthony Espinoza's team for helping.

**Deans Only**

**9. Welcome Week/Orientation**

Steve Bullard

The deans expressed concerns about the welcome week schedule as it stands, for students and parents. We want to remove the barriers and get students registered, the cost of bringing parents to campus and the orientation fee may cause issues.

The fee allows them to move in early and will take care of meals for those days, there will be accommodations for those students who cannot pay, they should contact Rhyllie

Gachot or Brittney Beck.

Could we reduce the number of days of orientation, could the fee be added to the student's first bill; this would be a question for Adam Peck and the Orientation office. It is only 3 days, August 16 – 18. This has always been the case in the past, students could not register until after orientation.

Dr. Bisping said he would like to remove any hindrance to registering for students. Dr. Bullard asked the deans to make a recommendation to support allowing students to register without paying the orientation fee and he would take it to the cabinet. Dr. Childs will get a unanimous request to Dr. Bullard on behalf of deans.

**10. Additional Compensation high enrolled classes (12.6 policy)** Steve Bullard

A question has been raised, should faculty be paid additional compensation for large enrolled classes. A number of the deans do not support this. However some deans feel it would be adventitious to pay more, rather than splitting a class. Dr. Gordon is thinking about using more support from graduate assistants as "coaches" to take the burden off faculty members. Dr. Bullard said GA allocations will be more focused on teaching support in future, rather than administrative.

Dr. Abbott said she believes this is a larger conversation that we have needed to have for a long time. There is a large range of number of students/faculty in different colleges.

**11. Non Tenure-Track Career Ladder**

Judy Abbott

Dr Abbott asked if this would be funded in the fall. This is unknown yet, the total cost would be \$500,000 to convert adjuncts to lecturers. It will be consider in the budget for FY21.

**12. Student Travel Support Decision**

Judy Abbott

Dean's forum had discussion about this issue and how distribution of student travel support is handled through the colleges. They brought a formal request to Dr. Bullard that this be relative to college headcount based on number of majors in each college, this would exclude undecided and dual credit. Dr. Bullard approved this recommendation and it will be sent to Dr. Peck.

**13. GA allocations**

Pauline Sampson

Dr. Sampson has not released GA allocations for fall yet because of budget procedures and unknowns. We are trying to protect the GA allocation but right now it is unknown.

**14. UTSA Seniors invite to Grad School**

Pauline Sampson

Dr. Sampson had forwarded an article, for a new initiative inviting highly qualified seniors to apply early for grad school, with some automatic admissions, an email was sent asking them to apply. They would need proof of bachelor's degree but this could be within their first semester.. Deans agreed we need to remove as many barriers as possible for grad students. Dr. Sampson will review further and suggest deans forum discuss this topic and bring back to deans council

15. **Process to consider the DE committees recommendations**  
**The Recommendation**

Steve Bullard

Megan Weatherly reported based on previous discussion at the March 4 Deans Council meeting and multiple meetings of the Distance Ed committee, recommend the following:

- that current requirements for compensation for the development of a fully-online course continue to be met. These include:
- that compensation has not previously been provided for the course or its pre-TCCNS equivalent;
- that the course developer be a Certified Online Instructor; that the course developer has signed/will sign a [Category 2.5 or Category 3 intellectual property agreement](#);
- that the course completes the course review process.
- that all individuals seeking to develop a fully-online course, whether they wish to be compensated or not, complete the Course Development Proposal Form (attached);
- that all proposals be reviewed by a quorum of the Distance Education Committee to determine the compensation to be provided. The committee will use the Course Development Compensation Criteria (attached) to review proposals. To ensure that courses can be considered in a timely manner, the committee will meet monthly.

Dr. Bullard will get recommendations from faculty senate and chairs forum.

16. Dr. Gordon has commented to community colleges that we will not be expanding our dual credit offerings.

17. Date of Next Meeting:  
June 3, 2020 at 9:30 a.m.