

Faulty Senate Meeting Minutes

November 13, 2020

2:00p.m. – 4:32 p.m.

1. Call to Order by the Speaker at 2:00 p.m.
 - The Speaker reminded: All meetings of the Faculty Senate shall be open. We welcome all our faculty guests. If a faculty guest has any question or comment they would like the faculty senate to hear, then they are asked to convey that question or comment to their faculty senate representative.

ATTENDANCE: Faculty Senate

Senator		Senator	
Ross Bernhardt	X	Kyoung (Kellie) Lee	X
Kelli Bippert	X	Elizabeth Loika	X
Randy Bonnette	X	Mark McNamara	X
Sean Britt	X	Emily Metcalf	X
Chuleeporn (Nikki) Changchit	X	Miguel Moreno	X
Lisa Comparini	X	Dorina Murgulet	X
Liana Davis	X	Bethanie Pletcher	X
Shelley Dinkens	X	Pablo Rangel	X
Dave Edwards	O	Mohan Rao	X
Pam Greene	X	Michael Starek	X
Patricia Hernandez	X	Abu Waheeduzzaman	X
Philip Johnson	X	Quihong Zhao	X
LaNiece Tucker: Administrative Assistant			X

Ex-Officio	Visitors/Guests	
Clarinda Phillips	Kevin Houlihan	Marge Benham-Hutchins
Amy Aldridge Sanford	Ed Evans	Kelly Bezio
Andrew Piker	Jaclyn Mahlmann	Susan De Ghize
		Timothy Johnson
	Sharmeen Ahmed	Elwin Myers
	Christopher Andrews	Diana Sipes

2. Approval of Agenda: Senator McNamara moved to approve the agenda, seconded by Senator Changchit. Motion passed.
3. Approval of October 9, Minutes: Motion to approve with one correction as made by Senator Comparini, seconded by Senator Bernhardt. Motion passed.
4. Guest Speaker: Vice President for Finance & Administration: Jaclyn Mahlmann

Submitted by Pam Greene
 Secretary, Faculty Senate
 November 18, 2020

- Senators were asked to submit their questions for Jaclyn Mahlmann in advance of today's meeting. The speaker expressed appreciation to VP Mahlmann for agreeing to give a brief presentation and address questions.
- VP Mahlmann's presentation addressed a number of items, including:
 - i. Tuition & Fees: effective fall 2021, there will be a 2.1% increase for all system members.
 - ii. Formula Funding: Determined by the State Coordinating Board. Current enrollment determines funding for the next two years.
 - iii. State Legislative Cycle: Our portion of state funds is determined by our market share. The market share has declined at TAMUCC.
 - iv. Revenue sources:
 1. 39% Tuition & Fees
 2. 31% State
 3. 30% Contracts & Grants
 - v. Revenue Calculation is by cohort, not college. Retention is key for state funding. Upper level courses generate more funding, so programs such as *Vikings to Islanders* are important for increasing upper level enrollment.
 - vi. COVID-19 Funding – TAMUCC received Eleven million dollars of state and federal funding. VP Mahlmann gave examples of how these funds were used to purchase equipment, software, extend Wi-Fi, etc. She also indicated what was not covered by these funds and addressed FEMA funding.
 - vii. QUESTIONS addressed following VP Mahlmann's presentation:
 1. Think Tank – formed at the request of President Miller. This is a group with faculty and staff representation formed to explore ways to decrease spending and save resources/reinvest where possible.
 2. Personal Protective Equipment (PPE): PPE is to be requested through Environment, Health, & Safety so they can coordinate and track.
 3. Concerns related to advising graduate students – Academic Affairs: Advisors are being cross-trained to cover current gaps in having advisors for graduate students.
 4. Enrollment: Budget is flat for 20-21. Graduate enrollment is up, undergraduate enrollment is down, particularly freshman enrollment. Freshmen enrollment fell short of projections. This is important for the future funding trajectory. There were individuals admitted who did not come. Currently – looking at ways to reach those individuals for spring semester 2021. Academic Affairs is monitoring spring enrollment and working to ensure advisor appointment availability and for students who have holds, reviewing those that can be removed.

5. Reserves: About 3-4 months of funds are kept in reserve for emergencies.
6. STEM Designation and formula funding: Amy Aldridge Sanford explained in relationship to the recruitment of international students. The Provost added – the CIP code attached to a program is what can make a difference.
7. Senator Bernhardt raised concerns related to ensuring classrooms are equipped with the technology needed for hybrid formats and the problems with the default to faculty to take responsibility to request equipment. Example of requesting equipment early in the semester was provided. Most classes in the Center for the Arts (CA) are without webcams. Ed Evans indicated mobile set-ups have been purchased.
8. COB enrollment: Enrollment for the online MBA has increased.
9. Senator Camparini raised questions related to the possibility of using the data from immediate pre-COVID. VP Mahlmann indicated it is a legislative decision, and the legislators will use current enrollment data.

Speaker Moreno requested remaining questions be put into *chat* and asked VP Mahlmann to respond in *chat*.

5. Speaker's Report

- CONHS Dean Search
 - i. Search committee recommendations and evaluation based on campus visits of candidates were delivered to the President and Provost.
- Plans for CLS/SAMC Dean search
 - i. Provost Phillips met with the College to discuss the timeline and to take questions regarding the search process
 - ii. The search committee will meet soon to begin the process.
- College of Business (COB): On Nov. 6, Dean Gamble announced plans to return to a faculty role in the COB. More information is expected.
- Pandemic impacted annual evaluations
 - i. No progress yet on a survey to gather data on how the pandemic has impacted faculty expectations of teaching, service, and scholarly/creative activities. Speaker Moreno requested suggestions of people with expertise in creating surveys.
 - ii. Provost emphasized the importance of a personalized approach and college level decisions.
- Campus COVID-19 cases

- i. The provost mentioned concern regarding the rising number of cases on campus.
 - ii. Provost's comments suggested that it is not a certainty that current modes of delivery will be sustainable for the rest of the semester.
- Rising concerns regarding Contact Tracing processes
 - i. There are anecdotes of students notifying faculty of testing positive for COVID-19 without any notification from the registrar or notification after the student has attended class.
 - ii. Faculty have been instructed to complete the COVID-19 Reporting form when student notify them of a positive test in addition to encouraging the student to complete the form. However, this is not clearly communicated on the COVID-19 Report Form website:
 - 1. Per the Texas A&M University System COVID-19 Response Plan, faculty, staff or students that test positive for COVID-19 are required to notify the University by filling out the [COVID-19 Reporting form](#). The information gathered will help the campus monitor activity across campus, ensure campus contact tracing is done, if necessary, and ensure spaces where the confirmed positive visited are deep cleaned.
 - iii. Additionally, the instructions on the form suggest completing the form is not necessary if you have been diagnosed with COVID-19 and not currently experiencing symptoms
 - 1. This reporting form is to notify the university of exposure to or diagnosis of covid-19 and is not necessary if you have not tested positive, not been exposed to a lab confirmed positive case, are not caring for an individual who has had close contact with a lab confirmed positive case, **or you are not currently experiencing symptoms.**
 - iv. According to John LaRue, even when others besides the student fill out the contact tracing form, there is no action taken unless the student reports testing positive and lists the classes attended. Moreover, individuals who have been in the same class with the positive tested student are contacted only if they were in close contact (less than 6 ft for 15 minutes or greater).
 - v. Jaclyn Mahlmann clarified that A&M Health Science Center is leading contact tracing for all campuses because of their expertise. TAMUCC has an independent portal system for reporting positive cases but the information is then sent to College Station. System members (not clear who represents TAMUCC) meet biweekly to discuss tracing efforts. It is important to know our representative to allow for the communication of concerns to that individual so they can take the concerns to the meetings.
 - 1. An identified issue is individuals not wanting to provide contact information because of perceived shame.

- Presidents Counsel (PC) Minutes (brought for the purpose of raising awareness):
 - i. September 28 minutes: Provost Phillips-TAMU System is asking for ideas on how to get more students on campus in the Spring semester. This raises concern given the rising numbers of positive cases on campus and nationwide.
 - ii. Distance Ed fees are being reduced for Spring 2021 to accommodate current needs.
- Upon request from the Speaker: President Miller's Comments
 - i. Gratitude to all faculty for their flexibility and incredible work this semester.
 - ii. We have managed to keep COVID numbers very low on campus without any outbreaks in any classrooms. This is due in large part to the faculty following the protocols and demonstrating to students the need for safety first.
 - iii. President Miller is extremely impressed by the faculty's diligence when it comes to safety and by all we have done to provide our students with a quality education in these difficult times.

6. Committee Reports

a. Academic Affairs – Senator Britt

UCC met and voted to approve the proposals (presented by Senator Britt at the last Faculty Senate meeting).

A list of current proposals for review was sent to all senators. (See attached list) Senator Britt brought a motion from the Academic Affairs Committee for approval of the proposals. Motion passed.

- Senator Britt confirmed, the Undergraduate Counsel voted to approve proposed changes to the core.
- Senator Britt explained the need for an update to the proposal approval process related to changes of the core curriculum now that there is no Undergraduate Faculty. Senator Britt has made a request to Kevin Houlih an for review of and update to the procedure.
- Senator Britt is planning to meet with Amy Aldridge Sanford regarding goals and direction for the future of the core curriculum.

b. Awards, Bylaws, & Elections – Senator Pletcher

- a. The committee received five nominations for the Piper Award. The Committee sent their recommendation to the Provost.
- b. Faculty Excellence nominations are due by Nov. 15. Senators were encouraged to remind colleagues of the upcoming due date for nominations. The nomination information/forms are on the Faculty Senate website.

c. Budget Analysis – Senator Murgulet

- a. The committee asked VP Mahlmann about issues related to air quality in buildings related to COVID-19. Pre-pandemic, there was work with energy conservation involving bi-polar ionization which impacts air quality. Part of

COVID-19 interventions have included the installation of U.V. Among the buildings equipped with one or the other: O'Connor, Ferguson, CI, and CA.

- d. Committee on Committees: Senator Metcalf sent a message – the committee has no report.
- e. Faculty Affairs – Senator Comparini
- a. Junior faculty evaluating senior faculty – in progress. K. Houlihan has assisted with the identification of relevant policies.
 - b. New Policies for Review
 - i. *15.01.01.C0.01, Administration of the Research Enhancement Program*
 - ii. *15.01.01.C0.02, Administration of Sponsored Agreements*
 - iii. *34.07.02.C0.01, Academic Continuity Planning*

The three policies listed above will be reviewed and a report will be provided at the next meeting of the Faculty Senate.

 - iv. *34.02.01.C1, Drug and Alcohol Abuse and Rehabilitation Programs: The review of this policy has been postponed after a discussion with K. Houlihan.*
 - c. Designated Administrator language in policies
- Senator Comparini made a motion to move discussion related to language for “Designated Administrator” (DA) in 32.01.01.C0.01 *Complaint and Appeal Process for Faculty Members* into closed session, the motion was seconded by Senator Bernhardt. Motion passed.

Closed session: Senator Comparini presented the issues related to the appointment of the DA. Two options for possible change recommendations from Faculty Affairs Committee were presented. After pros and cons for each option were discussed extensively, Senator Comparini made a motion on behalf of committee to replace clause 3.3.2(B) with:

The President has delegated to the Provost the responsibility of appointing a Designated Administrator, which, in the case of faculty complaints/appeals, is an investigation committee to review complaints and/or appeals and make recommendations to the Provost. The investigation committee will be chosen from the Faculty Hearing Committee/Advisory Committee pool and follow the selection process outlined in section 4.1 of university procedure 12.01.99.C0.05, Faculty Dismissal, Administrative Leave, Non-Reappointments and Terminal Appointments.

Senators voted unanimously in favor of this option and returned to the open meeting of the Faculty Senate.

7. Liaison Reports – Mr. Ed Evans, Sr. Associate VP for Information Technology & CIO
- Mr. Evans congratulated those nominated Digital Innovator of the Year.
 - Dr. Michelle Singh Duran has accepted a new position with the Texas Higher Education Coordinating Board. She will be heading a new digital learning division.
 - A Director of Digital Education has been selected.

At 4 p.m. Senator Britt made the motion to extend the meeting time. The motion was seconded by Senator Changchit, motion passed.

8. Provost's Comments –

- In the spirit of the upcoming Thanksgiving holiday, Provost Phillips expressed her appreciation for all the work being done to ensure students' success.
- Mid-term grade submission was at nearly 95% for undergraduates. Success coaches, tutoring, and assisting with dropping a course to allow focus on remaining courses are being utilized to assist students. There were more D's and F's this fall compared to fall 2019. SGA has indicated the importance of mid-term grade reports. Entering "blanket" grades defeats the intended purpose of entering mid-term grades. This practice by a small number of faculty has been noted.
- Fall 2020 Commencement: There are no expectations for faculty to attend, however faculty may volunteer to assist. The location for commencement is not clear at this time. There may be 250 graduates at a time with spaces reserved. Plans remain fluid.
- SGA has indicated students face challenges with course organization. For some courses, multiple locations need to be accessed for assignments and due dates. The recommendation is for faculty to use one place within Bb, our Learning Management System.
- COVID-19 Tracer clarification: The Registrar sends student and faculty notifications based on rosters where a student is listed. The tracer is done at the system level. This week, there were 8 known cases, down from the number of reported cases of COVID-19 last week. The President's Cabinet (PC) reviews information every Monday. This includes community spread. It appears, contracting of COVID-19 is from off-campus sources. Provost Phillips indicated she receives daily updates. Overall, TAMUCC has done remarkably well with flexibility from faculty and overall continued vigilance. We remain ever ready for remote operations and instruction if needed.
 - Asynchronous courses moving to synchronous needs to be coordinated with the Registrar for management/scheduling. More technology is needed in classrooms moving into spring semester. There are "go packs" that can be made available. There is encouragement for in person, live stream or synchronous teaching to provide more optimal learning environments when compared with students watching recorded classes.

- In follow-up to the Speaker's report:
 - PC minutes from September 28 were from a meeting that occurred more than a month ago – and the focus now is on enrollment and completion.
 - COB dean: The formation of a search committee is underway. There is a possibility of having someone designated in the Speaker's place since he has served on two dean searches already.

At 4:15 Senator Rao made the motion to extend the meeting. The motion was seconded by Senator Changchit. Motion passed.

- Time for questions/comments in follow up to Provost Phillip's comments.
 - Senator Dinkens described challenges in a course offered with a synchronous format and her efforts to incentivize students to attend. She asked about putting language in place related to attendance.
 - A question was raised regarding the process if there was a failed search for a dean. The provost indicated reason to believe there will not be a failed search, based on viable candidates that are expected to be available. Following Thanksgiving break, the provost will meet with the faculty and staff from the COB as well someone from the search firm which has been enlisted to assist with the search.
 - The Speaker raised a concern about the limited ethnic diversity within the current group of deans especially since TAMUCC is a Hispanic-serving institution. Provost Phillips indicated the focus needs to be on the work of inclusion to make progress with overall diversity.
 - While not a question for the provost, Senator Waheeduzzaman requested Ms. Tucker work with Mr. Evans to identify a method for electronic voting which would allow for anonymity.

9. For the good of the order

- Adjunct Excellence Award Nominations are open until Nov. 15.
- As part of International Education week, the Center for Faculty Excellence is hosting a faculty discussion panel on the Fulbright experience Nov. 19 @ 2pm.
- Toys for Tots drive on campus is being led by the National Society of Leadership & Success. They have several drop sites around campus where toys or monetary donations can be made through Dec. 14.
- The Speaker extended his best wishes to Dr. Michelle Singh Duran as she accepts a new position with the Texas Higher Education Coordinating Board. In the short time that she has been at TAMUCC, she has lead advancement in distance education including the implementation of the Quality Matter's certification, the Digit Symposium, and the I-Know Quality Enhancement Plan, just to name a few. It is not surprising that her talents were recognized by others and that others would steal her away. We wish her well in this new chapter of her career. The speaker spoke for many who have felt privileged to have her at TAMUCC.

10. Adjourn – No motion for adjournment, at 4:32 p.m., out of time.

ATTACHMENT

Sent to all Senators by Academic Affair Committee for Nov. 13 meeting of Faculty Senate

Expedited Review

EHD

ACE	Alternative Certification of Educators	description change for TEA compliance
CNEP 5324	Counseling Couples	course description change
CNEP 6370	Quantitative Research Methods I	course title change
CNEP 6372	Quantitative Research Methods II	course title change
CNEP 6384	Qualitative Research Methods I	course title change
CNEP 6385	Qualitative Research Methods II	course title change
	Military Science (undergrad)	clarification changes
MSCI 1171	Foundations of Leadership	title change
MSCI 2270	Leadership and Ethics	title change

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Secretary, Faculty Senate
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MSCI 2271	Army Doctrine and Decision Making	title change
MSCI 4403	The Army Officer	title change
READ 3351	Reading Assessment and Intervention	title and description change
SPED 5320	Application of Learning Principles^	minor description change

CLA

ARTS 1312	Design II	description change
ARTS 2326	Sculpture I	description change
ARTS 2333	Printmaking I	pre-req
ARTS 3302	Screen Printing	name. pre-req, description
ARTS 3304	Fabrication Sculpture	description change
ARTS 3353	Art Since 1945	title change
CRIJ 4325	Diversity in Criminal Justice	title, description change
ENGL 0016	College Life	course delete
GRDS 1302	Typography I	description change
GRDS 2301	Historical Perspectives of Graphic Design	add pre-reqs
GRDS 3301	Typography II	description and pre-req changes
GRDS 3303	Design Experience & Awareness	title, description, pre-req changes
GRDS 3305	Packaging Design	pre-req change
GRDS 3306	User Interface/User Experience	title, pre-req change
GRDS 3310	Client Solutions	title, description, pre-req changes
GRDS 4304	Emerging Technologies	description and pre-req changes
GRDS 4309	Design in Advertising	description and pre-req changes
GRDS 4310	Portfolio and Professional Practices	description and pre-req changes
GRDS 4399	Internship	description and pre-req changes
MUEN 3124	Concert Orchestra	title change
PADM 5302	Policy Making and Public Administration	pre-req change
PADM 5304	Human Resource Management	pre-req change
PADM 5311	Research Methods in Public Administration	pre-req change
PSYC 2314	Lifespan Developmental Psychology	add pre-reqs
PSYC 2319	Social Psychology	add pre-reqs
PSYC 3325	Close Relationships	add pre-reqs
PSYC 3335	Forensic Psychology	add pre-reqs
PSYC 3342	Cognitive Psychology	add pre-reqs
PSYC 3343	Learning and Behavior	add pre-reqs
PSYC 3346	Psychology of Language	add pre-reqs
PSYC 3350	Evolutionary Psychology	add pre-reqs
PSYC 3360	Health Psychology	add pre-reqs
PSYC 3361	Psychology of Personality	add pre-reqs
PSYC 3363	Abnormal Psychology	add pre-reqs
PSYC 3370	Psychology of Religion	add pre-reqs

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PSYC 3374	Human Sexuality	add pre-reqs
PSYC 3375	Introduction to Clinical Psychology	add pre-reqs
PSYC 3411	Experimental Psychology	add pre-reqs
PSYC 4310	Psychology Capstone Seminar	add pre-reqs
PSYC 4332	Cross-cultural Psychology	add pre-reqs
PSYC 4390	Topics in Psychology	add pre-reqs
SOCI 3301	Cultural Anthropology	course delete
SOCI 3315	Population	course delete
SOCI 3370	Native Americans in North America	course delete
SOCI 4326	Food and Society	course delete

UC

HONR 4102	Project of Excellence Seminar III	description change
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Other

COMM 1311	Foundation of Communication	add fully online listing
CHEM 1411	General Chemistry I	add fully online listing
ENGL 1302	Writing and Rhetoric	add fully online listing
ENGL 2316	Literature and Culture	add fully online listing
ENGL 2332	Lit of the Western World: From Classics to Renaissance	add fully online listing
ENGL 2333	Lit of the Western World: From Enlightenment to the Present	add fully online listing
GEOL 1303	Essentials of Geology	add fully online listing
SOCI 1301	Introduction to Sociology	add fully online listing
UNIV 1101	First-Year Seminar I	add fully online listing
UNIV 1102	First-Year Seminar II	add fully online listing