Joint Meeting - Council of Academic Deans, Council of Chairs, and Faculty Senate
November 19, 2014

Summary and Action Items

1. **Enforcing the stipulation that HB2504 SPIs are not used in faculty evaluations and trial of online administration of SPI's (Journalism and Mass Communication and Clinical Laboratory Science)** – Ms. Michel Conroy emphasized that the original intent was to prohibit Student Perception of Instruction (SPI) evaluations from being used as part of Annual Evaluation or Tenure and Promotion evaluation. Language to this effect is to be added to relevant policies. There was some discussion of combining SPI with departmental evaluation instruments so that only one evaluation instrument could be used.

2. **Feedback on inaugural Adjunct Faculty Workload Release cycle, Excellence in Part-Time Teaching Awards, and online Faculty Development Leave submissions and reviews and encouraging nominations and applications for faculty recognition opportunities** – Ms. Conroy reported that adjunct faculty were being awarded workload release time through the new program. The suggestion was made that if participation in the program increased, consideration should be given to increasing the number of recipients. The group expressed satisfaction and appreciation for the new online Faculty Developmental Leave system.

3. **Meeting the needs of disabled faculty - After the diagnosis, who can help us secure the correct interventions (e.g., ergonomic chairs, desks, ramps)? Who should pay for the interventions?** – Discussion was held among the group on the process and protocol for faculty who need accommodations due to a disability. Dr. Cynthia Opheim will research what the process is and convey that once it is known. Also, Dr. Bourgeois told the group to contact him for the costs of any accommodations needed, unless it is structural in nature, in which at that point Facilities will need to be involved.

4. **Space issues, both office and classroom - What plans are being made to handle these issues? What will we do if TRB funds are unavailable?** – Dr. Bourgeois discussed with the group the space issues in the Division of Academic Affairs and what will happen if the two new buildings for Texas State are approved by the legislature.

5. **System Attorney Protocol** – Dr. Opheim reminded the group that the protocol for faculty regarding legal matters that concern the university is that they need to go to their respective Chairs/Directors and Deans prior to contacting the Office of General Counsel. And, faculty need to remember that the Office of General Counsel does not attend to personal legal matters. They are here to represent the interest of the university.

6. **Update on TK20 ePortfolio Faculty Qualifications System** – Dr. Opheim described the status of the process for the pilot departments and for the Phase 1 departments. Faculty in the pilot departments would be entering their own data into the system for Annual Evaluation. Mr. Whitten Smart stated that there would be training sessions for this purpose; he also volunteered to do on-site training for faculty. Data entry for Phase 1 departments is almost complete. Faculty in these departments will be asked to verify data entry, that is, to ensure that it has been entered correctly. They will also be asked to submit narrative portions of their annual reports.

Off Agenda

Dr. Bourgeois reminded the group that all faculty need to be evaluated at least once annually per departmental evaluation policies and per PPS 8.09 and PPS 8.11.

Dr. Bourgeois mentioned that there will be a graduate program analysis of those programs who have had a decline in enrollment for the last 5 years. This is meant to help the strategic planning process and to try and turn enrollments in these programs around.

Dr. Bourgeois mentioned that research expectations for Lecturers and Senior Lecturers are not a requirement in their job descriptions. Research can be encouraged for merit purposes and if so, it needs to be supported by the Chairs/Directors and Deans.

Dr. Opheim reminded the group to purchase guest parking permits when they have guests on campus.