

**Joint Council of Academic Deans, Council of Chairs, and Faculty Senate Meeting
November 2, 2021**

Summary and Action Items

1. **Teaching Faculty Policy** – Dr. Lynn Ledbetter announced that Faculty Senate has been actively engaged for several years in responding to non-tenure line faculty needs and requests for a career path beyond the lecturer/senior lecturer job titles. To that end, Faculty Senate and its Non-Tenure Line Faculty Committee, working with Dr. Debbie Thorne, developed a policy proposal to create new non-tenure line faculty titles that are eligible for promotion (e.g., assistant professor of teaching). CAD recently discussed and endorsed the broad parameters of the draft policy entitled, “Teaching Faculty Appointments.” Discussion was held amongst the group regarding the importance of creating an optional career path for instructional faculty and producing a cost and operational analysis. To implement the new job titles and career progression, the policy, associated budget, and operational changes will need to be a top priority for Academic Affairs on the upcoming 2023-2029 University Plan.
2. **Personnel Committee Guidelines** – Dr. Ledbetter described an ongoing discussion within Faculty Senate and dialogue with Council of Chairs about establishing updated guidelines for the composition and role of personnel committees. Currently, personnel committees are defined in the *Faculty Handbook* and AA/PPS 04.02.20, Tenure and Promotion Review. Discussion was held regarding those who can serve on personnel committees in order to enhance participation and input of a large number of non-tenure line faculty at the university. There is a recommendation to include non-tenure line faculty member(s) on the personnel committee, but no faculty member would be able to review and vote on candidates of a higher rank. The draft guidelines also recommend that the chair of the personnel committee not be the department chair/school director of the department/school. Dr. Ledbetter will present the draft guidelines to an upcoming Council of Academic Deans meeting for additional discussion.
3. **Funding of Non-Tenure Line Faculty** – In order to develop and implement the teaching faculty appointments and career path, Faculty Senate was interested in how the university may generate permanent funding for temporarily-funded lecturers/senior lecturers who opt for teaching faculty appointments. Discussion was held amongst the group regarding a handout on non-tenure line faculty salary expenditures (FY18 - FY21) by permanent non-tenure line salary budget, actual non-tenure line salary expenditures, and the difference, which may be considered temporary funding needs in a given year.
4. **Summer Budgets** – Dr. Lynn Ledbetter mentioned concerns about summer budgets allocated to colleges, which decreased during the university’s 10 percent permanent budget reduction process effective FY21. The budget allocated to the Provost’s Office assumed a 17 percent reduction in order to hold certain units and commitments harmless, including Undergraduate Admissions, Financial Aid and Scholarships, research coordinators, academic scholarships, and other areas. Dr. Thorne explained the Provost’s office allocates a lump sum budget to colleges for summer instructional and administrative expenses. Administrative summer salaries for program coordinators and other 9-month faculty should be aligned with the amount and timing of workload, deliverables, program size and complexity, student needs, and other factors as articulated by colleges for fair and equitable compensation.

5. **COVID-19 Updates** – Dr. Bourgeois mentioned that Dr. Emilio Carranco presented the President’s Cabinet with a positive COVID-19 report on November 1, 2021. All positivity rates declined from the previous week (state of Texas, Williamson County, Travis County, TXST). At the university, 1,086 COVID-19 tests were administered, resulting in 13 positive cases for a 1.2% positivity rate. There are 58 active cases at TXST with no students in isolation or quarantine. Hospitalizations have continued to decline as well. Dr. Carranco continues to encourage COVID-19 vaccinations and booster doses for those eligible; the Student Health Center continues to offer both.

Dr. Carranco and his team received reports from faculty that contract tracing emails were going to directly to junk email boxes. The team will be looking at algorithms to prevent these messages from going to the junk e-mail box.

There will be an email from the Provost to the campus community regarding end of semester plans for instruction and faculty having the discretion to change delivery modes after Thanksgiving for their individual in-person classes and final exams if they feel compelled to do so.

OFF AGENDA

- Dr. Bourgeois introduced Dr. Shreekanth Mandayam, our next Associate Vice President (AVP) for Research and Federal Relations, effective July 1, 2022. Dr. Michael Blanda will serve as Interim AVP from November 1, 2021 – June 30, 2022. Dr. Mandayam will be on-campus approximately 15-19 hours per week beginning January 2022.
- Dr. Vedaraman Sriraman provided an update on recent complaints from students not being able to order or purchase textbooks by the first day of classes. The University Bookstore reported to Dr. Sriraman that many faculty members had not submitted book orders on time. To date, there are 5,000 class sections for spring 2022 with no book recommendations/orders. Dr. Sriraman urged the deans to send a message to faculty regarding book orders and the importance of meeting the deadline and giving students time to purchase the materials before classes begin.
- Dr. Sriraman reminded the group about HB1027, which relates to the disclosure of certain information regarding course materials by public institutions of higher learning. The bill focused on how students at state-funded colleges and universities may obtain information about required textbooks and other instructional materials at the time of registration. Governor Abbott signed the bill, which took effect September 2021.
- Dr. Bourgeois announced that TXST did not receive as much funding for new buildings as requested via the Texas legislative session in 2021. He is working with President Trauth, Mr. Eric Algoe and Ms. Nancy Nusbaum on ideas for a new building on the Round Rock Campus and a new building on the San Marcos Campus.