

# AGENDA

**DATE** Wednesday, 1/13/21

**TIME:** 11:30AM-1:30PM

**LOCATION:** ZOOM

**MEETING ID:** 997 011 4965

**PASSCODE** owls

**MEETING LINK:**

<https://txstate.zoom.us/j/9970114965?pwd=TSSt0ZGdFZTBkZi84R3kwMXdmZWt1dz09>

Attendees-

Boden, Johnson, Biggs, Singh, Gerhart, Cherrstrom, Donnelly, Ashford-Hanserd, Gottschall, Dean, Whitworth, Fuller, Grams, Lopez, Xie, Harvey, Mowrey

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## Agenda Items

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### WELCOME

**Introduction-** *New Research Coordinator for the College of Applied Arts*

Faculty provide Research Interests/Focus

### UNDERGRADUATE NEWS

### PLA NEWS

### GRADUATE NEWS

**Administration-**

Evaluations, Updating Contact Information, Sick Leave, Faculty Qualifications, Textbooks

**Student Awards-**

Department/ College Banquet

**Canvas Vault**

Instructions, Student Worker Update, ODEL Round 2-Fri.

**Summer 2021 Tentative Reminders**

### BIGGS

Dr. Olga Gerhart

PORTIA

SHERRON

SINGH

NIKKI

NIKKI

NIKKI

BIGGS

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## IMPORTANT DATES

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- **January 18<sup>th</sup>**
  - University Closed: MLK Holiday
- **January 19<sup>th</sup>**
  - First Day of Classes!!
- **January 20<sup>th</sup>**
  - Syllabus for First 8 Weeks and Main Session DUE to Nikki
  - Update Faculty Qualifications
- **January 27<sup>th</sup>**
  - LAST DAY for students to do schedule changes for (1<sup>st</sup>/Main)
- **January 28<sup>th</sup>**
  - Dr. Singh's Birthday!

Spring 2021 Faculty Meetings  
[Wednesdays, 11:30 AM – 1:30 PM]

- January 13<sup>th</sup>
- February 17<sup>th</sup>
- March 24<sup>th</sup>
- April 21<sup>st</sup>
- May 12<sup>th</sup>

## Welcome

- New Hire for Research Coordinator for College of Applied Arts- Dr. Olga Gerhart
  - To assist with funding, brainstorming, identify collaborators, writing, and budget reports
  - If you would like to connect with Dr. Olga Gerhart with research, her contact information is: [OGG3@txstate.edu](mailto:OGG3@txstate.edu) | 512-245-9126
- [Tedx Event](#)
  - Dr. Shailen Singh will be presenting
    - Saturday, Feb 13, 2021 9:00-1:00pm
  - Dr. Shetay Ashford-Hanserd prior talk is being promoted to Ted.com
- SACS Accreditation
  - Virtual Meeting- Dates: April 1, 2021
- Acknowledgement
  - Dr. Cathy Cherrstrom was the recipient of Early Career Award by the AAACE!
    - The AAACE awards are annually bestowed upon deserving individuals and teams in recognition of outstanding leadership, service, knowledge, learners, and practice in the field of adult education.
    - The awards were presented at the 2020 Annual Conference on October 29, 2020 held virtually. AAACE Past President Larry Martin presided over the ceremony.

## Undergraduate

- Please encourage enrollment in the following electives:
  - CTE 3324 & CTE 3313K
- ReUP is not producing as many new students as hoped
  - THECB Reskilling Grant that Todd submitted should help if it is funded
- APA Resources available for reference- created by Portia

## PLA News

- Calendar Appointments Sent

## Graduate News

- Spring 2021- 12 students in CTE 5303; 4 pending applications for start
- Working with athletic department to find appropriate program for student versus informal paths

## ADMINISTRATIVE

- **Summer 2021 Tentative Reminders**
  - The 2021 Summer budget is due by February 5, 2021 on SharePoint
  - Assignments are tentative and should be more solid by April/May
- **Spring 2021 Commencement**
  - The Spring Commencement (six ceremonies) will be held at the Bobcat Stadium on Thursday (May 13th), and Friday (May 14th) with Saturday (May 15th) as a make-up day.
- **Updating Contact Information**
  - If you've moved and haven't updated your address, now is the time to do it! Updating your address ensures that important items, like your tax forms, insurance cards, retirement statements, and other important items are sent to your correct address.
  - Update in the SAP Portal Employee Self-Service (select 'My Personal Profile' in the Payroll-Benefits section).
  - Once you update in SAP, we will update your new address with ERS for all insurance related carriers.

- If you are a TRS member, you will also need to update your address with TRS directly. You can either do this through your myTRS account or with a form TRS 358 mailed directly to TRS.

- **Sick Leave**

- Located on the Faculty Resources Tab- You can find either the word form or gato form for me to enter sick leave
- Faculty must report sick leave for the actual time missed from carrying out their normal, negotiated workload responsibilities (teaching, research, and service). Sick leave taken must be recorded in hours, including partial day absences.

- **Faculty Qualifications**

DATE DUE	DUE FROM	DUE TO	DESCRIPTION	POLICY
1/4/2021	Chair	Faculty	Annual Performance Evaluation of Faculty and Post-Tenure Review of all faculty begins and should be completed by <b>March 1</b> . Refer to AA/PPS 02.04.10	AA/PPS 02.04.10
1/29 *Per MPPS preference to have information no later than 2/1	Faculty	Chair	Information updated in the Faculty Qualifications System, including Annual Activity Report. Annual Activity Plan must provide weights for each category desired by faculty in coming year – 2021 stipulating reason for them	CBAPPS 5.06 MPPS

- **Textbooks**

- Enter your textbook submissions for Spring 2021 into Follet Discover
- Directions: canvas.txstate.edu – Account Tab- Follet Discover
  - Designate textbook or notate ‘No Text Needed’

- **Course Evaluations**

**NOTE:** Course evaluation reports for faculty for the current semester will only be available **after** final grades for the current semester have been posted to student transcripts.

1. Go to [ePortfolio](#).
2. Enter your **NetID** and **Password**, and click **Login**.
3. Click **Reports** in the **Tools** menu.
4. Click **TX State Course Evaluation Report for Instructors**.

**NOTE:** This report will take a few minutes to load.

5. There are three options to complete:

- **Spring 2021 Evaluations Dates-**

- **First 8 Weeks-**

- Evaluations will be available starting - February 24th
    - Final date to complete evaluation- March 10th
    - Reminder Dates: 03/01, 03/04, 03/07

- **Second 8 Weeks & Main Session-**

- Evaluations will be available starting – April 21<sup>st</sup>
    - Final date to complete evaluation- May 5<sup>th</sup>
    - Reminder Dates: 04/26, 04/29, 05/03

- **Student Awards**

- In previous semesters, we selected students primarily in the spring semester. Moving forward, faculty are encouraged to recommend students in all semesters.
- [To recommend a student, please complete the nomination form on the Faculty Resources page on the OWLS webpage.](#)
- Department Awards-
  - Outstanding Undergraduate Student (Quantity: 5)
  - Outstanding Interdisciplinary Research (Quantity: 2)
  - Outstanding Professional Practicum
  - Outstanding Graduate Student (Quantity: 2)
  - Outstanding Graduate Research Assistant
  - Outstanding Student Worker
- [We will also be updating our Student Awards Highlight Webpage for recipients](#)
- Nominate your students for the spring 2021!
- CAA Award Banquet TBD

- **Canvas Vault/ODEL Project**

- Starting Round 2 on 1/15/2021
- When you have updated your course, please rename the course by adding the word VAULT in the title.
- Add Nikki (NKH2) to completed site with Vault in title, and she will add it to the Department Vault
- You can access the Department Vault in 'COMMONS' in canvas
  - The FILTER option will contain the group "ODEL-OWLS"
  - You are able to download any site in the vault
  - Any changes you make will not affect the original vault version

- **Certificates pending**

- Many of OWLS Faculty were awarded the 'Teaching Award of Honor' by the Alumni Association.
  - Included: Lee, Harkins, Grams, Ruiz, Vela, Whitworth, Young, McCrory, Maston, Harvey, Donnelly, Fuller, McClain, De Virgilio, Cherrstrom, Salazar, S. Springer, Xie, Gottschall, Singh, Lopez, Boden, Dean, Gibson, Wilson, Mowrey, G. Springer