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**Date:** 08/18/2020 | **Time:** 11:30-3:30PM | **Location:** Virtual \*Meeting will be recorded\* |

**ZOOM LINK:** <https://txstate.zoom.us/j/93398814104>

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## Item

<b>Welcome</b> 11:30am	Biggs
<b>Dean's Visit</b> 11:30am	Dean Chahin
<b>Program Update</b> 12:15pm Undergraduate   Graduate (Exit Courses ReDesign)	Portia Singh
<b>IRB Recap</b> 12:45pm IRB Compliance Specialist, Research Integrity and Compliance (Documentation Attached)	Monica Gonzales
<b>Administrative Updates</b> 1:15pm Budget   Spring and Summer Projections Enrollment/Assignments   Senate Liaison   Salary Spread Deadline   Workshop	Biggs
<b>Department Updates</b> Covid Supplies   Reminder about Sick Leave   Syllabi Deadline/Updates   Canvas   Textbooks   GRA   Semester Meeting Dates	Nikki
<b>Outreach – Enrollment/Retention</b> Recruitment Ideas   Website Changes   Mentorship	ALL

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## Important Dates:

- **Friday, Aug 21<sup>st</sup>**
  - University Convocation & Faculty Meeting
  - Deadline to submit your salary spread request
- **Monday, Aug 24<sup>th</sup>**
  - First Day of Classes
  - Canvas Sites MUST be live!
- **Friday, Sept 4<sup>th</sup>**
  - First 8 weeks Roster DUE
- **Monday, Sept 7<sup>th</sup>**
  - Labor Day- Holiday- University Closed
- **Wednesday, Sept 16<sup>th</sup>**
  - Full Term Roster DUE
- **Thursday, Sept 17<sup>th</sup> at 5:30pm**
  - OWLS Connection Event- Webinar

## Fall Semester Faculty Meetings: 11:30am-1:30pm | Wednesdays

SEPT. 23<sup>rd</sup> | OCT. 21<sup>st</sup> | NOV. 18<sup>th</sup> | DEC. 9<sup>th</sup> (tentative)

### Attendees:

Singh, Johnson, Gibson, Ashford-Hanser, Xie, Dean, Gottschall, Biggs, Harkins, Wilson, Dean Chahin, Fuller, Sherron, Lopez, Boden

### Program Update

- Undergraduate
  - San Marcos/ RRC Advising still seeing students
  - Growth from last Fall 2019 to this Fall 2020
  - June-August= 77 incoming students
  - 9 students enrolled in the ReUp
  - Redesigned the Foundation/Capstone courses
    - Six sections each area
- Graduate
  - Exit Sequence Re-Design
    - Combining courses

OCED 5300 - Interdisciplinary Research Methods	CTE 5330 - Overview of Interdisciplinary Interdisciplinary Studies	Dr. Cherrstrom Redesigned during Summer 2020 to be taught Fall 2020
OCED 5301 - Applied Interdisciplinary Studies Research Part I	OCED 5303 - Reflective and Experiential Learning Techniques	Dr. Cherrstrom Redesigned during Fall 2020 to be taught Spring 2021
OCED 5302 - Applied Interdisciplinary Research Part II	OCED 5304 - Professional Practicum	Dr. Cherrstrom Redesigned during Spring 2021 to be taught Summer 2021

### ○ Fall 2020 Comp Exam Schedule

- Last Day to Apply for Graduation **October 2, 2020**
- OWLS Comprehensive Exam Application **October 2, 2020**
- Comprehensive Exam Website Opens **October 5, 2020**
- Comprehensive Exam- Written Portion Due **November 9, 2020**
- Faculty Review Writtens **November 10-16, 2020**
- Comprehensive Exam- Oral Portions **November 17-19, 2020**
- Comprehensive Examination Paperwork\* **December 2, 2020**

### Administrative Updates

- Budget
  - Spring 2021/ Summer 2021
- Spring and Summer Projections Enrollment/Assignments
  - Spring 2021- Schedule Live 9.18.2020

- Registration begins 10.19.2020
  - Summer/Fall 2021- Schedule Live 2.26.2020
- Senate Liaison
  - Lopez (Spring- February Meeting)
  - Volunteer- Dr. Shetay Ashford- Hanserd
- Salary Spread Deadline
  - Salary Spread Deadlines for 9 month Faculty, staff, and graduate students who want to change their salary spread election must do so by **Friday, August 21, 2020 with HR.**

## Department Updates

- Covid Supplies
  - Limited supply of Sprays/Cleaning Cloths/Masks for department
  - Email Nikki if you plan to come to the office this Fall semester
- Reminder about Sick Leave
  - Online Sick Form: <https://www.owls.txstate.edu/Faculty-Resources/Leave-Approval-Form.html>
  - Faculty members appointed in benefits-eligible positions (50% or more appointment) earn sick leave and must report sick leave taken even if no classes were missed. Reporting is required by the State of Texas (Texas Government Code 661.203).
  - Faculty must report sick leave for the actual time missed from carrying out their normal, negotiated workload responsibilities, including teaching, research and scholarly/creative activities, and service. Sick leave taken must be recorded in hours, including partial day absences.
- Syllabi Deadline/Updates
  - Update- Student Resources- Item H – Adding Verbiage about Canvas Support
  - **TRACS/Canvas SUPPORT: TRACS/Canvas is the program used by University faculty and students to manage online courses, scholarly project, and other efforts. Students needing help with the system should access <https://itac.txstate.edu/> or contact Technology Resources at 512-245-4822.**
  - **DEADLINES:**
    - Full Term/ 1<sup>st</sup> 8wks: Wed. 8/26<sup>th</sup>
    - 2<sup>nd</sup> 8wks: Oct. 19<sup>th</sup>
- Canvas
  - Please send an email to your course introducing yourself and stating when your canvas site will be live this week. (This reduces the phone calls and emails we receive)
- Textbooks
  - Fall Deadline: 04/15/2020
    - How to Access Follett Discover
    - **Log into your CANVAS account at <https://discovery.canvas.txstate.edu/>**
    - Click the link labeled "Account" at the top left of your screen.
    - On the pop out window that appears click the "Follett Discover" link.
    - Ensure the correct term is selected from the drop down box on the Follett Discover homepage (you can change it between summer and fall)
    - Update your textbooks to match your updated fall assignment

- GRA
  - Funding Restraints
    - Paul Pluymen- Assists BAAS Program
    - Sarai Benitez- Assists Drs. Ashford, Boden, Cherrstrom
    - Jonathan Wilson- Dr. Xie (startup Funds)
    - Jessica Bazaldua- Drs. Ashford, Singh (NSF Funded)
- ZOOM
  - ZOOM will require all users to have a passcode or waiting room enabled for their meetings- starting Sept. 27<sup>th</sup>
- Semester Meeting Dates
  - 11:30am-1:30pm | Wednesdays
  - SEPT. 23<sup>rd</sup> | OCT. 21<sup>st</sup> | NOV. 18<sup>th</sup> | DEC. 9<sup>th</sup> (tentative)

## **Outreach – Enrollment/Retention**

**[Email Nikki for ideas or if you would like to join the Outreach committee]**

- Recruitment Ideas
  - OWLS Organization
- Website Changes
  - PLA
  - Capstone
  - Layout
- Mentorship
  - Graduate Students
- **OWLS Connection Event (Webinar)**
  - Thursday, September 17<sup>th</sup> at 5:30pm
  - Introducing faculty, research, resources, advisors

Please find below the names of recipients for the Presidential Distinction and College Achievement Award

### **Presidential Distinction Award**

2020 Presidential Distinction Award for Excellence in Teaching – [Omar Lopez](#)

### **College Achievement Award**

2020 College Achievement Award for Excellence in Service – [Carrie Boden](#)