**Faculty Senate Meeting Minutes**

**September 11, 2024**

**4:00-6:00 pm in JCK 880 and via Zoom**

**Members Present:** Stacey Bender, Dale Blasingame, Peter Dedek, Dave Donnelly,   
Valentina Glajar, Kevin Jetton, William Kelemen, Lynn Ledbetter,   
Minda Lopez, Noland Martin, Adetty Pérez de Miles, Piyush Shroff,   
Lois Stickley, Michael Supancic, Steve Wilson

**PAAG Guests:** Eric Algoe, Pranesh Aswath, Matthew Brooks, Kelly Damphousse,

Cynthia Hernandez, Shreekanth Mandayam, William Mattera,

Vedaraman Sriraman, LyndiWittikiend

**Other Guests:** Angela Ausbrooks, Amy Benton, Tricia Boucher, Gene Brenek,

Lauren Brentnell, Jeffrey Bumgarner, Cathy Cherrstrom,   
Rachel Davenport, Shannon Duffy, Lauren Dungan, Elizabeth Bishop, Carla Ellard, Brian Galli, Eric Gilbertson, Lauren Goodley, Emma Hall, Candace Hastings, Jeff Helgeson, Mark Hernandez, Jenn Idema,

Farzan Irani, Jennifer Jensen, Samantha Krause, Brandon Lunk,

Gloria Martinez, Russell Moses, Colleen Myles-Baltzly, Karen Sigler,

Mark Stern, Sunni Taylor, Sheila Torres-Blank, Scott Vandenberg,

Bob Vásquez, Margaret Vaverek, Julie Weng, Jess Williams,   
Vatsalya Sharma

**Chair Ledbetter opened the meeting at 4:00 p.m.**

1. **President’s Academic Advisory Group (PAAG) Items of Discussion:**
   1. **BookSmart and textbook availability**
      * The Book Smart Committee’s input has been valuable and will still be involved.
      * The adoption deadline was July 15th which allowed the bookstore staff to focus on new hires and their adoptions leading up to the start of the fall semester.
      * There were approximately 10% or 1,000 course sections that did not have course adoption materials declared or in place.
      * A few cases of additional materials being required above and beyond what was adopted in Follet Discovery the students had to purchase outside of the BookSmart program and needs to be resolved.
      * Textbooks that are shipped from San Marcos to Round Rock currently have a fee associated with that service. Going forward, it will be blended with the Round Rock bookstore Pop-Up Shop to include textbook delivery probably the first two (2) days of the semester.
      * The expiration of digital material access does vary by publisher and can be up to a 5-year license. The chair can designate materials that students will need access to throughout their program.
      * Administrators used to be able to adopt materials for departmental courses but now it is an individual faculty member responsibility, but will be explored going forward
2. **Faculty of Instruction Contracts**
   * + The language including “renewable years” was dropped from this year’s contract compared to previous years in the interest of time savings given the short turnaround and deadlines for the contracts to go out. Going forward, an “Annually renewable” clause will be added back.
     + A process is needed to request a new Professor of Instruction title line.
     + 760 applications to transition were approved and the language of the clinical faculty was used to be consistent.
     + Departments that continue to re-issue annual term contracts will be discussed with the chairs.
   1. **Faculty of Instruction Decisions**
      * During the transition to the Faculty of Instruction titles, several faculty members were not appointed at the rank recommended by their Personnel Committee, Chair and Dean.
      * Provost Aswath’s comments included:
        + There were 6 open forums to discuss the policy that was being implemented.
        + In addition to minimum time in seat, additional requirements were outlined, and it was not automatic based on time in seat.
        + Each department and college had their own guidelines subject to provost directives.
        + To fast-track this process – each college populated a SharePoint site with the details per individual to justify each recommendation.
        + Decisioning statistics were shared along with the evaluation process.
        + It was noted that 96% of those that applied to transition were approved to the new promotional lines.
        + Some applications required reaching out to the deans for additional materials in order to be approved.
        + Going forward, having good input from the chairs and dean’s is always needed plus the promotion process will be moved to Faculty Qualifications
        + Chairs may need to revisit the criteria that was outlined by the department and dean ensuring that applicant packages adequately address those items.
        + Departments can modify or add items to their promotional guidelines, but they will have to be approved by the Provost’s office ensuring that the university guidelines are met.
   2. **Fellowships and Faculty Development Leave (FDL) Restrictions and Policies**
      * If you had a FDL, 3 years later you can apply for a Fellowship and if granted, one has to wait another 6 years for another Fellowship.
      * In principle – you could/may have a development leave every 3 years.
      * Applicants always need to consult with their chair or dean about the operations of the program continues and is not adversely impacted keeping in mind the mission of the university, the program and the goals of the faculty member.
      * Encourage faculty members to apply for fellowships as it is not easy to accomplish and the prestige it brings plus, they benefit the university.
      * The policy is up for review.
      * The FDL and Fellowship policies of other R1 aspiring institutions can be reviewed and perhaps incorporated into the policy.
      * Exceptions are always possible given each individual case.
      * Perhaps a list of the most prestigious fellowships that are hard to get can be exempt of any restrictions.
3. **PAAG Debrief** 
   1. **BookSmart and textbook availability**
      * Generally, the responsibility was on the faculty member.
      * Communication was increased based on Committee recommendations but took a step backwards with the change in administrative responsibility.
      * The BookSmart committee will continue to be involved providing input.
   2. **Faculty of Instruction Contracts - no further discussion**
   3. **Faculty of Instruction Decisions**
      * The provost’s office did communicate with deans trying to resolve any promotion issues or concerns.
      * Personnel Committees, Chairs and Deans will need to follow all guidelines, rankings, procedures and criteria for any and all promotions.
   4. **Fellowships and Faculty Development Leave (FDL) – No further discussion**
4. **Additional comments from Senator Ledbetter**
5. Senators need to formulate questions for the upcoming Joint meeting with Senate Liaisons

**VII.** **The Faculty Senate moved into Executive Session to discuss these items:**

* Questions for the upcoming Joint Meeting of Faculty Senate, Council of Chairs and Academic Advisory Group 10/8/2024 at 1:30pm in Flowers Hall
* The 3 PPS’s that were up for review.
* The scheduled 9/18/2024 Faculty Senate meeting
* Chair Summative Reviews signup schedule.

**XI. Meeting Adjourned**

Chair Ledbetter adjourned the meeting at 6:11 p.m.

**The next Faculty Senate Meeting will be:**

September 25, 2024, from 4:00 – 6:00 p.m. in JCK 880 and via Zoom

*Note: The September 18, 2024 meeting is cancelled*