Faculty Senate Minutes

Thursday November 15, 2018

12:00-1:50 p.m. BRB 1055 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**12:00 p.m. Lunch Lynette Sutter**

**12:30 p. m. Call to Order Wycliffe Njororai Simiyu**

 **Approval of October Meeting Minutes Sarah Sass**

**Update on the Division of Budget & Finance Dr. Kimberly Laird**

* Dr. Laird started Sept. 1. Her office manages budget and resource planning, accounting and financial reporting, student business services, financial services, and human resources.
* For presentation, see faculty senate website under 2018-2019 documents <http://www.uttyler.edu/faculty-senate/agendas-minutes.php>
* The actual vs. budgeted operating results for the last 4 years were shared. Items that make up revenue components, expense components, and budgeted revenue for FY 19 were discussed. We are investing mostly in academic and instruction (48%). And in our “natural class” budget, over 60% of that budget is salaries and benefits for faculty and staff.
* The administrative cost ratio, or “overhead” has been around 10% the last few years. There has been a little bit of improvement but not necessarily due to efficiencies. Cost centers had been assigned incorrectly which made administrative costs look more than it was.
* Revenue flexibility – some funds are very specific regarding what we can use them for (e.g., mandatory fees like student success fee – designed for activities for student success). We have the following major kinds of revenue: designated tuition, statutory tuition, statutory appropriations, mandatory fees

Major initiatives within this office:

* Optimizing resource allocation – continue in 2018-19
* Refine transaction recording and enhancing financial reporting
* Process of budget development
* Review and correct expenditure classification
* Transition away from shadow reporting systems
* Leverage technology to improve efficiency and effectiveness
* Organization focus on serving customers (e.g., HR), same thing in budget office – a budget person will work with different areas and units helping with things like budget portfolios

Questions:

* Zero based budgeting will be happening this year and next. Will be more guidance in January.
* Zero based budgeting is different from “sweeping” funds. What happened with sweeping funds is that if instructional support fees were unspent, they were pulled back by university and reallocated.
* Q: how can departments plan for the future? Who is in on the decisions of how to reallocate funds elsewhere? If funds are unspent by end of fiscal year, its swept back to the central pool. Program head, dean, provost would be in discussion at end of year.

**Provost Updates Amir Mirmiran**

* Update on three searches – College of Business – already had 5 candidates, still collecting comments from faculty. For the Office of International Programs and Library searches– expect to have candidates in next few weeks
* RFPs for Office of Research and Scholarship internal grants will be sent out. This year, in addition to categories from last year, 1 extra category- research that would directly benefit E. Texas
* RFPs for Innovative Curriculum Grants are underway (Dr. Swain)
* We are in conversation with SGA re: online proctoring
* All faculty should be working with their chairs and deans on three things:

1. 15K to each department to focus on student success and student engagement

2. Asking chairs/deans to work with departments to do Workload Implementation Plan (WIP) – draft done by mid-February/early March

3. Making adjustments in T&P policies in line with WIP

* Budget. Instructional Services Fees (ISF) – all funds that go to each individual unit will expire at the end of the year. The only true sources of funding that will roll over is any auxiliary funding multiyear grants.
* ISF used to roll over. When we looked at ISF back to 2015, it appeared that we had a significant balance at the end of each fiscal year, approximately 2.4 million balance in 2015, up to 4.5 million last year. Challenge is if we have significant balance in ISF, aren’t using it, and don’t have viable or communicated plan to use it – from a student perspective, why are we continuing to charge the fees, why aren’t we spending it?
* Departments will still receive all ISF this year. We don’t want us to look at ISF as a rainy day fund. If there are legitimate expenditures that would reach beyond the year, work with chairs and deans to approach Provost.
* Q: concern about funds and buying supplies - there should be plenty of funds in ISF in the academic department at the beginning of the academic FY for supplies, there shouldn’t be any reason that supplies would be denied unless expense was so high that it would be above projected revenue. In that case, can work with Provost on budgeting or can buy service contracts on expensive equipment.
* Q: different departments have different needs and plan ahead; may need to roll over some. Is it possible to roll over a % of the funds to the next year if not all, like 50 stay in department, 50 roll over to a central fund? The Provost is open to discussion. We don’t want any of 2 extremes: we don’t want to collect money from students and then put in rainy day funds until an emergency. On the other side, we don’t want to deny any legitimate expenditure used in support of instruction.

 **Student Success C. Swain**

Dr. Swain is over undergraduate and online education which encompasses a lot of different programs and initiatives.

* For full presentation, see faculty senate website under 2018-2019 documents <http://www.uttyler.edu/faculty-senate/agendas-minutes.php>
* A few highlighted initiatives, UPSwing is a new 24/7 online tutoring program ready to launch for students.
* There is a faculty professional development advisory committee - please contact Dr. Swain if you would like to give feedback on a draft proposal – would particularly like feedback from new faculty, and those who have attended CETL and ODL workshops

 **Update on 2017-18 student Judicial cases David Hill**

* For presentation, see faculty senate website under 2018-2019 documents <http://www.uttyler.edu/faculty-senate/agendas-minutes.php>
* We were updated on trends in student conduct recently. If you need to make a report, send report directly to David Hill or use the form on the judicial affairs website.
* Most conduct processes are informally resolved in the office; fewer than 1 hearing per month
* There are approximately 30 cases of academic misconduct per year, most involve plagiarism; many of those, students don’t know how to cite properly. Most of these are handled at the faculty level. Most common sanctions are a failing grade on an assignment or a failing grade in the course
* Number of cases jumped in 2015 when we acquired Liberty Lane. Most of the violations were alcohol, drugs, academic misconduct, noise, harassment
* For Title IX, last year there were 23 reports that ranged from unwelcome electronic contact to rape. Title IX issues can be reported online, by contacting Dave, police, HR, Dean of Students
* The Behavioral Intervention Team (BIT) is made up of university police, conduct office, dean of students, counseling office, academic success units and residential life. This team deals with any behavior that is unusual or concerning, or if a student is in distress. Last year 108 BIT reports involving 121 students were made. Common outcomes are a welfare check, referral to student services, or referral to conduct office.
* What’s new is more severe cases, suicide threats have gone up for example.
* Please contact David if you would like to be a hearing officer

 **Acknowledgement of Dr. Gordon’s service Wycliffe Njororai Simiyu**

*Note:* we ran out of time to discuss: Faculty and Staff Collaboration (we will invite Bonnie Davis back to another meeting) and the Emeritus and Budget Faculty Senate reports.