

NSM Council Meeting Agenda: SU 2579, 3:30-5:00, February 11, 2020

1. Call to order - Qin Shao, Presiding
2. Roll Call (Michael Heben)

Present:

- Faculty: Alessandro Arsie, Bruce Bamber, John Bellizzi, Terry Bigioni, Daryl Dwyer, Kathy Fisher, Sally Harmych, Michael Heben, Malathi Krishnamurthy, David Krantz, Kristi Mock, Song Qian, Sibylle Weck-Schwarz, and Kathy Shan
- Student Representatives: Ammar Adil
- Others: Brian Ashburner
- Excused: Tom Megeath, Dani Villarreal

3. Approval of minutes from December 10, 2019

Minutes were approved without change unanimously (voice vote)

2. University reports and proposals
 - (a) Faculty Senate (Sally Harmych)

There were two FacSen meetings since the last NSM council meeting, one on Jan. 21 and one on Feb. 4. Excerpts from Sally's notes are included here with only light edit:

Jan 21 - Executive Committee Report provided by Dr. Tim Brakel, President of Faculty Senate:

- We have not gotten back to a discussion of the constitution because it is still being reviewed by legal affairs.
- Continued discussion about the workload policy and the Emeritus Faculty policy. The administration is still working on a revised workload policy and the Emeritus Faculty policy has been pulled back in order for a more robust discussion related to that policy can occur. I have asked Faculty Affairs Committee chair Martin Ohlinger to have his committee to discuss the various issues related to Emeritus Faculty and to lead a discussion about same in a February Faculty Senate meeting.
- The proposal regarding the Dean of Students Office clearing students for experiential learning that was discussed in our December 3rd Faculty Senate Executive Committee report is currently on hold.
- Issues related to pay for part-time faculty were discussed with the Provost. Concern that there is a potential pay differential between part-time faculty teaching face to face courses vs teaching on-line.
- Also discussed - college revenue budgets appear to not be reflecting recent pay increases for part-time faculty which will potentially have an impact on summer teaching.
- Regarding summer teaching, the Provost has informed us that they are developing a marketing strategy for increasing summer course enrollment.
- Scantron service including webinars on Remark which is a solution that would work with the new multi-function printers being rolled out on campus and another cloud-based solution titled Akindi. The committee continues to gather more information concerning a potential Scantron replacement.

- Dr. Brakel also attended a meeting during finals week regarding the Learning Management System. Since that meeting, there have been recent developments – doesn't have complete information.

Jan. 21 - Provost Report – Provost Karen Bjorkman:

- The # of direct from high school students is decreasing in the midwest.
- 1st to 2nd year retention rate was the highest in history of UT at 76% retention from F2018-F2019.
- 6 year graduation rate was at its highest at 61% of students finished in 6 years.
- UT Teaching Center will be holding workshops this semester. Dates and times for these can be found on the website.
- Also, there will be Future of Higher Education Forums being offered this semester. 1st one is GenZ goes to college on February 21st.
- UT counseling Center is now open until 7 PM on Monday and Tuesday. Looking to expand hours even more as demand is increasing.
- Intercession report: 12 courses with 109 students enrolled; mostly core courses all but one were offered on line. Looking to increase the number of courses offered. Asking for proposals earlier this year to try as one way to try and increase the offerings.

Jan 21 - University Budget – Executive Vice President for Finance and Administration Matthew Schroeder:

- 80% of subsidy comes from state subsidy and tuition
- 80% of expenses go to salary and benefits
- Factors affecting the budget: enrollment, tuition and fees, institutional aid/Discounting, state support, salary recapture and cash flow.
- As of 1/20/2020 we were down 233 students for spring 2020
 - As a result of the drop in enrollment we will miss budget on tuition and fees by about \$2.7 million
- Ideas are being discussed for the potential to start decreasing institutional aid and discounting; nothing drastic, just looking at nibbling away at it a little at a time.
 - 100% of students get some sort of discounting on their tuition; average student is paying 50% of total tuition due to aid and discounting.
- On the institutional aid and discounting side: this line isn't donor dollars that is coming in from the foundation or outside sources. These are the resources that the University, the provost, the colleges and others have at their disposal. These are the University resources that are applied to offset tuition and fees. This is a budget that is \$63.3 million this year. We are on... right now to outspend that budget by \$3.9 million.
- We are #1 on net tuition for students in the state
- State support is up some
- Salary recapture still in place: hiring freeze, holding positions for 8 months before advertising to fill them.
- Senator Dowd asked what the general institutional cash flow available is...the answer was 30 days (recommended that this be kept at 90 days) Concerning?

Feb. 4 – Executive Committee Report:

- FS constitution is still being reviewed by legal council office.
- New LMS are being evaluated. Most likely going to switch to a cloud based system. No further details at this time, but the change will be coming soon.

- A discussion about the Cash on Hand amount that was discussed during the financials report at the last meeting:
 - The estimated amount was stated as being 30 days.
 - This is the money UT has to pay utilities and salaries
 - Concern that this amount is low. Pointed out that when Dr. Jacobs was president the amount dropped to 68 days and at the time this was seen as a crisis..
 - It was asked that the senate members serving on the finance committee please ask about this at the next meeting and report back to senate.

Feb. 4 - Provost Report:

- Midterm grading will be open 2/24-3/13
- Inclusive access: anyone interested in using inclusive access for the materials in their courses in the fall need fill out the request form available on the Provost website by February 26th.

Feb. 4 - Course Evaluation Update, Amy Thompson:

- Fall semester: ~50% of campus participated in the pilot of the online course evaluations
 - 2,281 course sections
 - ~42,839 student evaluations were deployed (some students were in multiple courses that used the evaluations)
 - Overall response rate was 48.3%
 - Going campus wide this semester (all courses will be using the new evals.)
 - Best response rates were seen in classes where the instructor sent numerous reminders and/or took class time to have students complete the evaluation
 - Evaluations were available the last week of classes and finals week
- Spring semester:
 - Everyone is expected to use the new online evaluations
 - Department chairs will be trained on how to upload and add department specific questions. One-on-one help is also available for them.
 - Developing a best practices guide on writing additional questions
 - Evaluations will be available the last 2 weeks of classes starting April 20th
- How do faculty include these in yearly evaluations? We will be required to save the data as a PDF and upload it to Faculty 180

(b) Graduate Council (Brian Ashburner)

- Proposed revisions to constitution are not being taken up as a priority.
Question – is College Credit Plus causing an effective drop in enrollment?
Answer from BA – No, this should not impact the numbers.
- Improvement in retention numbers is not off-setting enrollment drop.
- President is interested in “microcredentialling” – stackable credentials leading to a degree.
- PSM programs do not offer classes at times that are of value.
- Training for chairs and assoc. chairs will begin soon.
- Chairs can add question to class evaluations.
- Midwest Grad Res. Symposium to be held April 4. There will be a session for undergrad research.

- Two common recurring errors in course modification proposals: i) inconsistency between titles of syllabus and proposal; ii) indistinct learning objectives for different course levels. There are good directions at the website.

3. College reports and proposals:

(a) NSM Chairs meetings (Qin Shao)

Chairs' Meeting in December 2019

Nine month faculty are employed by UT during the Summer. It is required that additional (outside UT) summer work be reported, so that COIs may be identified. Frank Calzonetti made a presentation on this topic. In particular, any international business related travel in the Summer should be reported.

Chairs' Meeting in January 2020

The NSM Diversity and Inclusion Committee is working on the Strategic Plan. The committee is soliciting input. The Department Chairs received a copy of the draft.

Chairs' Meeting in February 2020

The NSM College is doing well in the Spring in terms of retention, head count, new transfer. UT has a team to work on the Coronavirus.

4. Council committee reports

(a) Curriculum committee (John Bellizzi)

Several proposals were received by the committee since the last meeting:

- i) *Undergraduate Course Modifications*
 CHEM 1110 Elementary Chemistry for the Health Sciences
 ASTR 2010 Solar System Astronomy
 ASTR 2020 Stars, Galaxies, And The Universe
 PHYS 4430 Physics Applications in Medicine I → Medical Physics I
 PHYS 4440 Physics Applications in Medicine II → Medical Physics II
- ii) *New Undergraduate Course Proposal*
 CHEM 1300 Principles of General Chemistry
- iii) *Undergraduate Course Modification*
 CHEM 1240 General Chemistry II
- iv) *Graduate Course Modification*
 CHEM 6420/8420 Topics in Modern Organic Chemistry
- v) *New Graduate Course Proposal*
 CHEM 6450/8450 Organic Reaction Mechanisms

All proposals were approved unanimously by the Curriculum committee and were recommended to the full NSM Council.

The NSM Council also accepted all proposals unanimously (by voice vote)

(b) Elections committee (SibylleWeck-Schwarz)

- Elections coming up, will be done as in past years.
- Need to get list of current CCAP members.
- To be finished by end of April.

5. New/Unfinished Business

(a) Revision of Bylaws of The College Committee on Academic Personnel for NSM (CCAP)

- Final version approved by NSM Council by unanimous voice vote.

(b) Revision of NSM Council Bylaws

- Beginning with discussion in October proposal from ExCo, some final edits need to be made.
- One remaining item that needs to be fixed – still doing elections directors of A&S.
- Will vote on next month.

(c) Tenure of Department Chairs

- No discussion.
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6. Adjourn