

Minutes

Faculty Assembly Membership Meeting

Tuesday, October 6 | Zoom | 3:30 pm

I. Call to Order

Present: Andrew Alegria, Oguzhan Basibuyuk, April Aultman-Becker, Angela Brown, Elizabeth Davis, Melissa Deleon, Jay Downing (q-absent), Betsy Evans (q-absent), Carol Fairlie, Karrin Ford (q-absent), Theron Francis, Eric Funasaki, Eva Gil, Thea Glenn (q-absent), Ilda Gonzalez, Patricia Harveson, Chris Herrera, Bibiana Gutierrez, Kris Jorgenson, Dr. Brian Kiessling, David Leaver, Ryan Luna, Cynthia McAlister, Persephone McCrae, Jeffrey Meyer (q-absent), Jennifer Miller, Leslie Molinar, Deborah Pendarvis, Jeanne Qvarnstrom, Billy Jack Ray, Demetris Reed, Chris Ritzi, Diane Rodriguez, Gregory Roof, Lisa Sousa, Kathy Stein, Mary-Elizabeth Thompson (q-absent), Alicia Trotman, Barbara Tucker, Jessica Velasco, Joey Velasco, Dexter Wakefield, Bonnie Warnock, Savannah Williamson (q-absent: faculty requested to be counted in quorum although they were not present)

II. Approval of Minutes from September 14, 2020 membership meeting. (Approved by acclamation mid-meeting.)

III. Guest Speakers

1. Ysabel Aguilera, Vice President, SRSU Student Government Association

- a. The SGA is making efforts to enlist students to join university committees.
- b. The SGA would like to thank faculty and staff for helping students on the COVID floor by delivering meals. Kathy Stein adds: Faculty should contact Shelese Moaning (Director of Residence Life: shelese.moaning@sulross.edu; (432) 837-8190), if they want to help quarantined students.

2. Dr. Jeanne Qvarnstrom, Assistant Vice President for Institutional Effectiveness

a. Campus Environment Survey

The results of the Campus Environment Survey will be released on "Data Day": Wednesday October 14. Highlights of the survey results will be shared at a table at the University Center on that day, as well as a bookmark with a QR code, which will link to the complete survey results. Ice cream bars will also be available. There were 623 participants in the survey. The results will be shared with committees, so they can respond to concerns made clear by the survey.

b. La Vida Lobo Application

La Vida Lobo is a commitment of five (5) hours to a specific project. The application will be available throughout the fall semester at this link:

http://sulross.az1.qualtrics.com/jfe/form/SV_3sclSx4CnfRHP7

- c. **Teaching Academic Language Workshop** Series begins October 8, 10 am on Zoom. Open to all faculty. See the Professional Development Calendar.

3. Deborah Derden, Director of Institutional Research, Chair of University Survey Committee

When someone wants to conduct a survey, a proposal must be submitted to IRB net. The survey committee meets monthly (third Tuesday), so that multiple surveys can be evaluated across the academic year. A survey is first submitted to the University Survey Committee (USC), then it goes to

the Institutional Review Board (IRB). The USC considers whether a survey meets the standards of surveys in general; the IRB protects survey participants. If students conduct a survey which only addresses “public information” and “has no participants, it does not have to be reviewed by the IRB.” Faculty must submit proposals to IRB for student projects, because they are considered the lead investigator.

4. Brandy Snyder, Dean of Students

Can you explain the quarantine process? (Dr. Stein)

We are testing at least twice a week. Michael Pacheco sends out the URL that any SRSU community member can use to make a reservation for testing. Our information comes from two sources: testing results and the “self-report form.” I am emphasizing the importance of the self-report form (<https://srinfo.sulross.edu/covid-19/self-report/>). You are requested to fill out this form if you are test positive for COVID, if you had contact with someone with COVID, or if you have symptoms related to COVID. That initiates the protocol for contact tracing. We then review your data and make contact with you. Then we make a determination when you should be quarantined or not. We go through a series of questions to determine if the person had “close contact.” Then we notify faculty of face-to-face classes of students who are being quarantined.

To those faculty who are helping with meal and package delivery to quarantined students—thank you so much. The mental health of quarantined 18-20 year old students is a matter of concern. I appreciate those faculty who reach out and communicate with them. Mental health is a struggle during recovery and isolation.

Is there a point when the university will go strictly online? (Dr. Stein)

No. We look at what resources we have and at what point we have exceeded the ability to provide resources and maintain an appropriate environment for our community. That is a jumble of factors, including facilities, personnel, and food, among other things. We have not yet filled the quarantine facility to the extent that we cannot maintain.

The self-report form has a HIPPA release, which allows us to notify faculty that a student has been quarantined. Faculty are also notified when students are released, so professors can expect students to complete their assignments.

The classroom itself should be fine. Seats are six feet apart and students should all wear masks. Contract tracing shows that transmission mainly results from poor choices in social environments. The classroom environments are being maintained with the correct safety precautions.

What if a student leaves campus due to COVID exposure, and they are attending f2f classes.

Teachers should not be required to create an online test for just one student. (Dr. Leaver)

Brandy Snyder: Yes, some students who were directed to quarantine have elected to quarantine at home with their family. When they are released from quarantine, they are expected to return to their f2f classes. My understanding is if the student has been released from quarantine, they are required to show up for classes. Michael Pacheco confirms the policy. Robert Kinucan concurs: it is

the prerogative of the instructor working with the department chair to make other arrangements; it's the instructor prerogative to require students to be in class for tests.

Are classrooms being disinfected by sprayers? Is there a rotational protocol for disinfecting? (Dr. Ritzi)

There is a schedule, according to Michael Pacheco. He will provide it to Dr. Ritzi for the Science Building.

What do we do if a student claims to have COVID or believes that they have had contact and self-quarantines? Should faculty report the students? (Dr. Jorgenson)

Brandy Snyder prefers that instructors fill out the self-report form. As part of the protocol, Brandy Snyder will then contact the student.

How do you determine to release a student from quarantine? (Dr. Herrera)

Michael Pacheco states: people who test positive can have enough of the virus in their system to test positive for three to four months afterwards. Mainly we consider symptoms. We also consider the time period they have been in quarantine, if they have ever tested positive, and how long since their symptoms have subsided. Generally, the period of quarantine is 11-14 days. Some students have been released after a positive test, but they have had minimal symptoms for at least three consecutive days. Mainly, it is the duration of quarantine and symptoms which determine if a student is released. According to CDC and local doctors, if one is asymptomatic for 14 days or have had minimal symptoms for three days, you are no longer contagious.

IV President's Report

1. Student Course Evaluations and FE3s

- a. Institutional Research is providing faculty with fall, 2019 and summer, 2020 course evaluations.
- b. Spring, 2020 course evaluations were cancelled due to COVID-19
- c. Dr. Kinucan states faculty can put the following page in their dossier: "Due to the Blackboard migration to the Sam Houston platform, all past student course evaluations were lost. Since the reconstruction process for Institutional Research is very time consuming, not all evaluations have been recreated by the due date for dossiers." The administration asks that all tenure/promotion review committees honor this position and not penalize anyone for not having past evaluations.
- d. Course evaluations will be available from the fall, 2020 (Dr. Qvarnstrom)

2. Teacher of the Year Award

Proposed revisions:

- a. Recognize the award winner at the end of the academic year in which faculty are considered for the award.
- b. All full-time faculty are eligible for the award (and they must be teaching at least 9 SCHs in both the fall and the spring). This is consistent with the Minnie Stevens Piper Award.
- c. Faculty should have at least three years of experience at SRSU. Dr. Trotman recommends at least two years. Dr. Ritzi recommends two years. (agreed by acclamation: two years)

- d. Previous winners should have at least a two year period before winners can be considered again for the award. (agreed by acclamation: two year buffer)
- e. Faculty should be nominated for the award with a one page letter of support before October 23. A ballot would then be prepared for the November Faculty Assembly meeting. The three nominees with the most votes would be forwarded to the Provost's office.
- f. The nominees will assemble a packet containing the same materials required for the Minnie Piper Stevens Award by the second Friday in February.
- g. The selection committee will make its decision by the second Friday in March.
- h. Deans should rotate across colleges as the selection committee chairs; there should be representative faculty from each college on the committee as well.

V. Vice President's Report

The administration would like to receive end-of-the-year reports for committees and councils. Dr. Stein has requested committees and councils submit one-page reports indicating their goals and accomplishments during the past academic year. (Dr. Francis)

Dr. Qvarnstrom states that since communication is a concern on campus, it's important that committees communicate on their work. The administration is not asking for meeting minutes. Administration is requesting a short half-page or one-page report end-of-year report in the fall following the academic year (End of committee terms—September 30). This is required by the Administrative Policy Manual 1.07. Committee reports are not required for 2020—although you can submit them; they will be required in the fall, 2021.

VI. Council and Committee Reports

- A. The curriculum Council is meeting this month. We reflected on our work last year and produced a report. Last year's minutes helped to record and organize our work. (Dr. Miller)
- B. Tenure and Promotion Council met and elected a chair—Dr. Fairlie. (Dr. Fairlie)
- C. The Budget Oversight Council is meeting. (Dr. Joey Velasco)
- D. Teaching Council met and made Dr. Ford the chair. (Dr. Trotman)Teacher Education Council is meeting on December 4. (Dr. Rodriguez)
- E. The Diversity Committee is meeting and Dr. Williamson will meet with President Gallego on the Sully statue policy. And it's diversity week! (Dr. Williamson)
- F. Sustainability Council met. Betsy Evans will chair the Council. (Dr. Herrera)
- G. Graduate Council met. We are in the process of approving associate graduate faculty status and reviewing graduate policies for thesis timelines and submission details. (Dr. Ritzi)
- H. Discipline and Appeals Committee met to hear two cases. (Dr. Ray)
- I. Online Distance Learning Committee has been meeting every two weeks. We are developing an online learning strategic plan. (Dr. Miller)

VII. New Business

- A. Dr. Trotman: Is there a possibility that the spring semester begins after MLK day? Dr. Kinucan: THECB stipulates dates several years in advance. There is at most a one-week wriggle room.

- B. The minutes are available for the recent Executive Cabinet minutes. What is the status of the website updates? If department webpages are out of date, that can affect grant applications.
(Dr. Leaver)
- C. Dr. Herrera would like to encourage the re-establishment of the Staff Council.

VIII. Announcements

- A. Dr. Herrera: The Department of Kinesiology is hold its Health and Wellness Fair through the month of October. Dr. Herrera thanks all of those who have participated. He welcomes any feedback.

IX. Adjournment—by acclamation

--Theron Francis