



TEXAS A&M INTERNATIONAL UNIVERSITY

Office of the Provost and Vice President for Academic Affairs

Deans' Council

September 27, 2023

- I. **Books Included:** Follett presented information about the Books Included program, implemented in Fall of 2020. Following the success of the program, it was institutionalized. Students may opt out. Dr. San Miguel stated that the program is helpful in that students are able to have their books on the first day of class.
 - a. Pat Abrego asked about master courses which use previous editions of books. When the edition is updated, faculty may have to do revisions. Follett will make an effort to locate the requested edition; however, if it is not available, they can let faculty know ahead of time that a new edition is necessary so that faculty may make revisions.
 - b. Follett can create course packs: Take chapters from certain books if a professor does not use the entire book.
 - c. Follett can also include instructor content. Students can engage with an instructor inside the book.
 - d. Follett would like TAMIU to establish an advisory committee to discuss textbook affordability in order to reduce the cost of course materials, including the use of OERs. Dr. San Miguel will help establish this committee; faculty senate will ensure faculty representation.
 - e. Follett would like to create a series of training sessions/faculty education days to help faculty understand how to more fully utilize digital texts.
 - f. Mr. Castillo suggested that the first-year program teach students how to use digital texts.
 - g. Follett may present training sessions at Learning Technologies Week
 - h. When students have trouble accessing the digital texts, they should contact OIT first. If the problem cannot be resolved, then they should contact the bookstore.
 - i. If a faculty wants a digital book but gets a hard copy, that typically means digital is not available. Books Included is a digital first program.
 - j. Faculty need to make sure the ISBN number they report is the digital version.
 - k. Faculty MAY request physical copies of books.
 - l. Dr. Norris asked about books imported from different countries. Those books will typically be physical copies.

- II. Updates from Colleges and Faculty Senate
- a. Dr. Abrego:
 - i. Discussion of QM course creation compensation.
 - ii. QM 7th edition rubric is out and requires more interaction between faculty and students.
 - iii. Proposal to increase compensation for developing and re-certifying QM courses. There would be a 3-tier system (fully developed course, revision of more than 50% of content, and minor revisions). This is in the development phase; it has not been approved.
 - iv. Moving to a new version of BB. Training will occur during Learning Technologies Week.
 - v. Dr. San Miguel supports academic coaches for large undergraduate sections.
 - vi. For faculty teaching online, there is a proctoring solution requirement for high stakes tests. There is some concern about the cost. Dr. San Miguel is looking into a solution for this issue.
 - b. Graduate School Fair: October 12 from 5-7 in ZSC.
 - c. UCC meeting this Friday.
 - d. UCCC meetings in November and December

III. Recap of EC and Other Administrative Meetings

- Institutional Mission Statement-undergoing a change to include teaching, scholarship and service.
- University Convocation
 - Stage Party (Deans and VPs) required to wear regalia, no hats
- Ethics Point Process: This should be used for non-student issues.
- SACSCOC: Team leads need to start populating drafts.
- Course Schedule: Provost office will email departments with suggested changes. Any graduate class, with some exceptions, should be pushed to a late start. 3000-4000 level classes may also be pushed. Room capacity at the 10:00 hour on TR may be problematic. Some of these classes will be moved.
- LARs: Usually these are used to fund buildings or special projects.
- DEI FAQs: Have been posted in TAMIU Insider

IV. Office of the Provost

- Post-Tenure Review Taskforce: Bernice Sanchez, Ruby Ynalvez, Daniel Scott, Seong Kwan Cho and Amit Ghosh.
- New QM Standards, DEITC, Three-Tiered System of Payment: See above
- Contract Letters for Lecturers: Contracts should be sent yearly or have an end date if it is for more than one year.
- Annual Report (“Forging Legacies”): Please send ideas to Steve Harmon
- Faculty PPEs; AEFIS: Everyone should be using AEFIS.
- Update on Administrative Searches: Dr. Ramirez has been named Dean of University College. ARSSB and COAS have been listed. Graduate and Library are also going well.

V. Other (See below)

- a. Please ensure Promotion and Tenure committees at each level are aware of criteria on which they should be evaluating the candidate. In addition, please ensure secret ballots are used in all voting. Absentia voting is not allowed.
- b. Please ensure any software you require students to install has been approved by OIT. If software has not been approved, students may not install it on loaner laptops or university computers, making it difficult for them to complete assignments that may require the software.
- c. CourseLeaf SYL: Dr. San Miguel will appoint faculty members to serve on this committee.