



## Chairs Council

Occurred: Tuesday, August 10, 2022  
1:30 PM, via ZOOM

## Meeting Minutes

Convener: Genevieve Durham

Recorder: Luciana Cavazos

**In Attendance:** Callum Hetherington, Suzanne Tapp, Raegan Higgins, Justin Louder, Suhas Pol, Andrew Stetson, Angela Lumpkin, Art Durband, Belinda Kleinhans, Betty Ann Thomas, Bill Poirier, Brian Still, Brock Williams, Bryan Norman, Callum Hetherington, Catherine Jai, Chance Brooks, Clay Taylor, Dana Weiser, Dane Webster, Eileen Johnson, Glen Ritchie, Jenn Burns, Joel Velasco, Jon McNaughtan, Jenny Spurrier, Kamau Siwatu, Karen Alexander, Keith Jones, Kelli Cargile-Cook, KP Singh, Kuhn Park, Mark Charney, Mark Gring, Matt Gregory, Melanie Hart, Magda Toda, Phil Johnson, Rashid Al-Hmoud, Rebecca Hite, Robert Jones, Ron Milam, Scott Burris, Sean Cunningham, Shannon Bichard, Stephanie Jones, Stephen Bayne, Sung-Won Lee, Timothy Nokken, W. Conway, Will Armstrong, William Wenthe, Yehia Mechref, Art Durband, Catherine Jai, Jeong-Hee Kim, Rob Peaslee, Ryan Williams, Sarah Wagner, Karen Alexander, Scott Burris,

**Guests:** Heather Eaton, Kathy Austin

1. Minutes of the July Meeting **Motion to approve:** Angela Lumpkin; Robert Jones seconded
2. Faculty Success performance application: Jennifer Hughes, Kathy Austin, Darryl James – **need to make the group aware that we are in the process of introducing the new application. We will be counting on feedback of the group.**  
**Question:** Will digital measures be considered as the platform we continue with, or are we moving on from that package?  
**Answer:** It will be one of the options we review.
3. Correspondence education: Justin Louder and Clay Taylor **This will be asynchronous. Target non-TTU students that need leveling classes, and they may not have time to work through semesters. Previously, we have had students taking correspondence courses at TTU when they have attended another university.**  
**Question:** If there is a PhD student who has a masters, and that person is teaching undergraduate courses, can they teach these courses as well?  
**Answer:** If they are correctly credentialed, they could. Feel free to reach out if you are interested in being a correspondence teacher.

4. **Fall Course Adoptions - Justin** – We are currently at a 90% adoption rate for the Fall semester, which is good, but we are beyond the 30-day window to inform students of adopted books. If there are still courses in your area that are missing books, please talk to faculty. We do think that there are some courses that will not require textbooks, but chairs need to highlight those so that we are aware and can get those removed for future semesters.
- Question:** Several faculty members have received emails from students that Follett is saying the course has been canceled when it has not been canceled. There is an issue with courses that had zero enrollment and confusion about if it had been canceled.
- Answer:** Please email Justin, Mario, Mitzi or Genevieve with a list of courses that are being labeled as canceled and should not be canceled.
5. **Assigning Roles in Blackboard – Justin** - There have been changes in the ability to assign roles in Blackboard over the past couple of years. This started when undergraduate students were given TA roles and were grading when they were not properly credentialed to be doing so. To ensure compliance, TTU limited ability for faculty to add TA's and GA's to classes. The TA assignments can be done through ePAFs now. There are departments who also have staff members who are assigned to assist in building courses. There is now an option for a Course Builder role for these types of appointments among others that will allow supplemental assistance in these areas.
- Question:** We have a student who already a TA, the ePAF is already processed. Is this student automatically eligible or is another ePAF necessary?
- Answer:** If someone already has an ePAF with a faculty role, they can be assigned to a course as a TA or IR and it will be automatically done and pushed through Banner integration.
- Question:** Will there be training needed?
- Answer:** We can put in a query to HR and provide you all with information to clarify how faculty access is added to the ePAF in cases of existing or incoming graduate students.

This is the process that has been in place for about a year to get TA access to Blackboard. The GA access is still done manually and not an automated process. We cannot add a GA into a TA role unless the individual has a faculty appointment as a TA. So, we can add graduate students to classes but as said, that is manually done.

6. **Section scheduling and SUE scores: Mitzi Lauderdale and Heather Eaton** – An email was sent out letting you know that course sections may be moved to better improve the SUE score. The pandemic halted the SUE scores, but they will resume this Fall 2022. The Registrar's office is looking at junior level and above courses and looking at the classrooms that are being used. Depending on enrollment, classes may be moved around. Currently the SUE score is 60% (this is the capacity of the space divided by the number of students that are enrolled), and the minimum is 65%, so we are quite low for this time of year. We know that space has been difficult to find, but please help manage the expectations of your faculty and let us know what is needed. We will do our best to accommodate everyone but keep in mind some exceptions may need to be made for particular situations.
- Question:** When the rooms that are scheduled and currently occupying a space have zero enrollment, when will moves happen.
- Answer:** The enrollment numbers are looked at weekly to determine if space is needed to be addressed.
- Question:** Are you confirming that all chairs, area coordinators will receive the emails?
- Answer:** We send communication to the department contact. The department contact oversees relaying that information.

**Solution:** Chairs need to be copied on that email.

**Question:** for a general SUE score, do we measure occupancy or total usage, or mix and match

**Answer:** It is a combination. We measure the utilization rate by how a room is being used throughout the day. But, each is measured separately. See the SUE matters document that was provided.

7. **Start of term information: GDD** – the group was provided a copy of information needed about orientation, faculty success, resources, syllabus language, and other health and safety information as well.

**Question:** Online doctor visits and notes are easily abused, is there a policy regarding this issue?

**Answer:** Please contact the Dean of Students if there is a question about legitimacy of documentation provided.

**Question:** Is there a policy for a Covid positive roommate?

**Answer:** That depends if the roommate is isolated or quarantined and if the student does not exhibit symptoms. Please reference [TTU's centralized COVID website](#) for the most updated info.

**Question:** What are thoughts on online accommodation for students?

**Answer:** Instructors do have the flexibility to change the modality but will need to be discussed case by case.

**Comments:** We are differing the authority to the faculty to consult with the chairs, directors, and area coordinators to determine whether to move from face to face to online.

See this link for assistance: <https://www.depts.ttu.edu/provost/faq-start-term-messaging.php>

8. **Faculty Success: GDD, Raegan Higgins, Suzanne Tapp** – We will follow up with more information about Faculty Success in September, but we did want to welcome Raegan Higgins and Suzanne Tapp as our new Assistant Vice Provosts for Faculty Success. We will also bring forward questions in September on how we can support you all in this way.
9. **Other Business and Announcement(s)** – Motion to adorn: Mark Gring; Seconded by Sean Cunningham

Adjourned by 3:00pm