Minutes of the April 10, 2020 FCSM College Council Meeting

The FCSM College Council met online at 1:30 p.m. with Dr. Kelly Elkins, Chairperson, presiding.

Member Attendees: FCSM: Vonnie Shields; Chemistry: Ana-Maria Soto; Computer and Information Sciences: Joyram Chakraborty; Mathematics: Yunwei Cui, Melike Kara; Physics, Astronomy and Geosciences: Wendy Nelson, Pamela Lottero-Perdue; At large: Kelly Elkins (Chemistry), Elizabeth Goode (Mathematics); Undergraduate Student: Marella Schammel

Absent: David Vanko (due to an interview), Mark Bulmer, Angela Cox, Henderika van Huizen, Scott Hilberg, Miracle Davis.

Chairperson Kelly Elkins called the meeting to order at 1:30 p.m.

1. Approval of minutes from the February 14, 2020 FCSM College Council meeting

The minutes of the February 14, 2020 meeting were approved unanimously.

2. Announcements and remarks from the Associate Dean

2.1. The TU Marriott is being offered to first responders for self-isolation.
2.2. According to the Provost, the first session of summer will be online, and the second session of summer may be also. The fall semester depends on the situation.
2.3. The Federal Government is providing funds for TU to help with student financial aid.
2.4. Sabbaticals can be deferred, if approved by the department. The postponement must be reasonable.
2.5. The Dean is writing a list of retired faculty (TURFA) who can help with mentoring or advising.
2.6. The departments are asked to take a closer look at summer lab fees to make sure that the fees are justifiable for lab use.
2.7. The provost is planning to hire a pool of specialists to help faculty with online tools for teaching and course development.
2.8. The president will hold a Virtual Town Hall meeting on April 22 at 4 p.m. She will address issues that faculty and staff have since COVID-19. She will also have a student session on April 22nd at 6 p.m.
2.9. OTS will design a centralized database platform to collect student internship information, e.g., advisor name, phone number, student contact information.
2.10. The lecturers with consecutive six years as lecturers by the end of spring 2020 will be given the rank of senior lecturers. The rank will be phased in as a permanent position with SAP and full benefits.
2.11. We expect to have the same number of graduate assistantships in the 2020-2021 academic year as in the 2019-2020 academic year. We can have of 90% of the TA’s. The provost will keep 10% holdbacks for the TA’s.
2.12. TU moves to electronic PTRM documents. The Provost’s Office has asked people who are familiar with digital platforms to evaluate three options.
2.13. The Registrar’s Office wants to collect the names of the students with their classes online since the move to online teaching.
3. **Announcements from the Council Chairperson**
   The Annual Student Research and Creative Inquiry Forum will be happening in a virtual format, the week of April 20th. Both live interaction and pre-recorded presentations will be scheduled (or posted) from Monday, April 20th to Wednesday, April 22nd. The students can submit abstracts of their presentations online; the submission deadline is April 10th.

4. **Updates from FCSM Departments**
   4.1. Chemistry: Everybody is learning to teach online. Nicole Hondrogiannis, a junior studying biology with minor in chemistry, won Barry Goldwater scholarship, a prestigious scholarship awarded to those with a promising future in research. Throughout her undergraduate career, Nicole has worked under Assistant Professor Dr. Mary Sajini Devadas in the Department of Chemistry.
   4.2. Computer and Information Sciences: We have had to relearn how to teach, how to deal with cheating, and how to deal with plagiarism. Everything moved online. The faculty search for the tenure track positions has been finished. All four top candidates for the tenure track positions have accepted their offers. The interview for the clinical position is ongoing.
   4.3. Mathematics: We had an online math department meeting on Math 27th instead of small committee meetings. We discussed the redesign of the mathematics education graduate program. Everyone is teaching online and navigating the transition.
   4.4. Physics, Astronomy, and Geosciences: We did not have a department meeting in April. We plan to have one meeting in May. Nothing else significant to report.

5. **Vonnie Shields: Update on TU4U**
   It is going virtual. Chairs and faculty are asked to provide 10 hours per week to help answer questions for TU4U, so that the students and their parents can call in, email, or chat during the open sessions.

6. **Ana Maria Soto: Report from the Senate meeting of 04/06/2020**
   A motion was passed that student evaluations of courses will not be conducted in this semester. We learned that the TU Marriott hotel was made available for first responders. A motion was passed to make a recommendation to the provost that this year faculty have the option to extend the PTRM review document and annual review due day from the third Friday of June to the third Friday of August.

7. **Discussion of Online Teaching Experiences**
   Best practices, tips, and approaches were shared and discussed.

8. **Discussion of Faculty Time Management Best Practices**
   Committee members shared thoughts and experiences of best practices of time management.

9. **New Business**
   In the upcoming May meeting, we will have election of council officers. We will postpone and reschedule the speakers for the fall semester.

10. **Adjournment:** The meeting was adjourned at 3:23 p.m.

Respectfully submitted,
Yunwei Cui
Recording Secretary