CALL TO ORDER
President Dennis Ahlburg called the meeting to order and offered some remarks on the following topics:

- In a challenging economic environment, Trinity University needs to find ways to increase revenues and to attract an appropriate number of qualified students.
- Trinity has allocated funds for a 2 percent pool for faculty and staff salary increases and another 2 percent pool to bring faculty salaries in line with the national median.
- In May 2012, Professor Carolyn Becker received the Z. T. Scott Faculty Fellowship for Teaching and Advising.
- Also in May 2012, Distinguished Achievement Awards were given to Professor Cabral Balreira and Professor Amy Stone (Distinguished Junior Faculty), Professor Paul Myers (Distinguished Advising), Professor Barbara MacAlpine (Distinguished University and Community Service), and Professor Steve Luper (Distinguished Scholarship, Research, or Creative Work or Activity).
- Led by Professor Shari Albright, the Department of Education received a $2.5 million grant from the Ewing Halsell Foundation to support the master’s program in School Leadership. Trinity’s Upward Bound program was also renewed by the U. S. Department of Education.
- Professor Jennifer Steele and Professor Bert Chandler received the Cottrell College Science Awards from the Research Corporation.
- Professor Chad Spigel and student Joshua Pedrick have received a good deal of media attention for participating in a dramatic archaeological discovery in Israel.
- Ben Anderson received a Boren Scholarship to study international relations abroad.
- Ruth Hahn won the NCAA Division III national 3-meter diving championship. Soccer player Abby Loar received an NCAA Postgraduate Scholarship.
- Alumni giving has recently increased by 20 percent in dollar terms.
- Construction of the Center for Sciences and Innovation continues on schedule.

VICE PRESIDENT FOR FACULTY AND STUDENT AFFAIRS MICHAEL FISCHER
Michael Fischer, Vice President for Faculty and Student Affairs, continued the meeting as chair.

Vice President Fischer invited Professor Charlene Davis, Co-Chair of the Information Literacy Committee, to report on the progress of the Information Literacy project. During the 2011-12 academic year, the Information Literacy Committee awarded course development grants to thirty-five faculty members from seventeen academic departments. Five students received Undergraduate Research Awards, and two faculty workshops were held in May 2012.
The Information Literacy Committee plans to organize a mini-workshop for new faculty members during the Fall 2012 semester, and it will also be recruiting students to serve as peer tutors.

ELECTION OF SECRETARY OF THE ACADEMIC FACULTY ASSEMBLY
Duane Coltharp, Associate Vice President for Academic Affairs, was elected by acclamation to serve as Secretary of the Academic Faculty Assembly.

ELECTION OF PARLIAMENTARIAN OF THE ACADEMIC FACULTY ASSEMBLY
Professor Benjamin Harris was elected by acclamation to serve as Parliamentarian of the Academic Faculty Assembly.

APPROVAL OF THE MINUTES OF THE ACADEMIC FACULTY ASSEMBLY OF MAY 1, 2012
It was moved and seconded to approve the Minutes of the Academic Faculty Assembly of May 1, 2012. The motion carried.

REPORT FROM THE FACULTY SENATE
Professor Jennifer Mathews, Chair of the Faculty Senate, reported that a new listserv has been constructed for retired faculty members. In the 2012-13 academic year, the Senate will address issues related to faculty compensation, the timing of faculty evaluations and letters of appointment, and the updating of the *Faculty and Contract Staff Handbook*.

In connection with this last item, Professor Mathews announced that the Senate has created an *ad hoc* committee to review suggested revisions to the *Faculty and Contract Staff Handbook*. Professor Mathews also announced that a new pdf version of the *Faculty and Contract Staff Handbook* has been developed by Professor Curtis Brown and will be posted electronically in the near future.

REPORT FROM THE UNIVERSITY CURRICULUM COUNCIL
Professor Nina Ekstein, Chair of the University Curriculum Council, introduced the members of the UCC for the 2012-13 academic year. Professor Ekstein urged the faculty to continue their participation in the creation of a new curriculum.

REPORT ON STRATEGIC PLANNING AND CURRICULAR REVIEW
Professor Nancy Mills, Co-Chair of the Trinity Tomorrow Committee, reviewed several challenging enrollment statistics that highlight the need for a strategic plan. Professor Mills reported that Trinity’s strategic plan will emphasize experiential learning, interdisciplinary activities, purposeful reflection, and the practical value of the liberal arts.

Professor Erwin Cook, Chair of the Coordinating Committee for Curricular Review, reported that the Committee for Curricular Revision met throughout the summer to develop a proposed curriculum. Professor Cook noted that the curriculum will provide Trinity students with a coherent educational experience while encouraging students to develop the intellectual capacities that characterize the liberal arts and sciences. Finally, Professor Cook described the next steps for the
curricular process, including an electronic rollout of the curriculum on September 3 followed by an open meeting on September 7 and roundtable discussions in September and October.

INTRODUCTION OF NEW FACULTY AND CONTRACT STAFF

University Communications
Damon Bullis, Web Developer
Taylor Martin, Web Content Specialist

Alumni Relations and Development
Lisa Baronio, Vice President for Alumni Relations and Development
Amanda Beck, Annual Giving Officer
Rebecca Villarreal, KRTU Membership Coordinator

Finance and Administration
Gary Logan, Vice President for Finance and Administration
Annisa Hernandez, Accountant
Andrea Zuniga, Accountant

Information Technology Services
Renee Juarez, Systems Programmer, Senior Level

Information Resources
Sean Connin, Director of the Collaborative for Learning and Teaching

Coates University Library
Donna Guerra, Project Archivist
Michael Hughes, Instruction/Liaison Librarian
Megan Toups, Instruction/Liaison Librarian

Student Affairs
Andrew Hoing, Residential Life Coordinator

Athletics
Cameron Hill, Head Coach, Women’s Basketball

TU Press
Haley Mathis, Assistant Editor
Lee Ann Sparks, Business Manager

Enrollment and Student Retention
Alexa Johnston, Visit Coordinator
Brad Durchslag, Admissions Counselor
Diana Garcia, Event and Communication Coordinator
Valerie Schweers, Associate Director of Technology and Operations
Biology
Debora Zamora, Visiting Assistant Professor

Business Administration
Paige Fields, Dick and Peggy Prassel Professor of Business Administration
Michael Wilkins, Jesse H. Jones Professor of Business Administration
Ruben Mancha, Assistant Professor
Shage Zhang, Assistant Professor

Chemistry
Charlisa Daniels, Postdoctoral Fellow
Christie Jones, Visiting Assistant Professor

Communication
Kathryn Blevins, Visiting Assistant Professor

Computer Science
Seth Fogarty, Assistant Professor
Matthew Hibbs, Assistant Professor

Economics
Gina Pieters, Assistant Professor
Ben Vaughan, Associate Professor of the Practice of Economics

English
Emily Steinlight, Assistant Professor

History
Thomas Arnold, Visiting Assistant Professor

Human Communication and Theatre
Erin Bryant, Assistant Professor
Adam Miecielica, Visiting Assistant Professor
Eric Robinson, Visiting Assistant Director of Debate

Mathematics
Hoa Nguyen, Assistant Professor

Philosophy
Nicholas Mantegani, Visiting Instructor

Political Science
Thomas Hayes, Visiting Assistant Professor

Psychology
Paul Thibodeau, Visiting Instructor
Sociology and Anthropology
Linda McAnnally, Visiting Assistant Professor

ADJOURNMENT
Vice President Fischer invited faculty and staff members to attend the President’s reception immediately following the meeting of the Academic Faculty Assembly in the foyer of the Dicke/Smith Building.

There being no further business, the meeting was adjourned at 4:41 p.m.

Respectfully submitted,

Duane Coltharp
Secretary of the Faculty Assembly
CALL TO ORDER
Michael Fischer, Vice President for Faculty and Student Affairs, called the meeting to order.

APPROVAL OF THE MINUTES OF THE ACADEMIC FACULTY ASSEMBLY OF AUGUST 16, 2012
A motion was made and seconded to approve the minutes of the Academic Faculty Assembly of August 16, 2012. The motion carried.

APPROVAL OF CANDIDATES FOR DEGREES TO BE CONFERRED AT WINTER COMMENCEMENT ON DECEMBER 15, 2012
A motion was made and seconded to approve the candidates for degrees to be conferred at Winter Commencement on December 15, 2012. The motion carried, and the list was approved, conditional upon the candidates’ satisfactory completion of their respective degree requirements.

VICE PRESIDENT FOR FACULTY AND STUDENT AFFAIRS MICHAEL FISCHER
Vice President Fischer presented a resolution concerning student course loads and faculty teaching loads. Associate Vice President Duane Coltharp presided over the assembly while this resolution was considered.

A motion was made and seconded to specify that voting on the resolution be completed by paper ballot. The motion carried.

A motion was made and seconded to amend the penultimate clause of the resolution, with the proposed amendments in bold:

RESOLVED, That the Vice President for Faculty and Student Affairs is encouraged to will submit to the Academic Faculty Assembly for a vote by April 1, 2013, a final proposal to reconfigure student course loads and faculty teaching loads; and

The motion carried.

A motion was made and seconded to amend the opening clause of the resolution, with the proposed amendment in bold:

RESOLVED, That the Vice President for Faculty and Student Affairs is encouraged to submit to the Board of Trustees at the February 2013 meeting a declaration of intent to reconfigure student course loads and faculty teaching loads at Trinity University for those departments that wish to do so; and
The motion carried.

The resolution concerning student course loads and faculty teaching loads was approved as amended, with 108 votes for the resolution, 61 votes against, and 4 abstentions.

**REPORT FROM THE FACULTY SENATE**

Professor Jennifer Mathews, Chair of the Faculty Senate, reported that the Senate has authorized an *ad hoc* committee to review the *Faculty and Contract Staff Handbook* in an effort to improve the clarity and consistency of handbook language. Professor Mathews also reported that a Senate committee is working to revise policies governing the extension of the tenure clock, while another Senate committee is working to create policies governing the appointment of Professors of Practice. The Senate continues to work with Gary Logan, Vice President for Finance and Administration, to study the appropriate timing of salary notifications for faculty members.

Professor Mathews then presented a motion to revise the Academic Honor Code (*Faculty and Contract Staff Handbook*, Chapter 6K).

Three amendments were moved and seconded: (1) to preserve the role of the Association of Student Representatives in selecting members of the Academic Honor Council; (2) to replace the “greater weight of the credible evidence” with “clear and convincing evidence”; and (3) to add the phrase “to ensure due process.” The amendments carried.

The motion to revise the Academic Honor Code was approved as amended.

**REPORT FROM THE UNIVERSITY CURRICULUM COUNCIL**

Professor Nina Ekstein, Chair of the University Curriculum Council, reported that the UCC has voted to postpone consideration of the Activity Time Block. Associate Vice President Sheryl Tynes will convene an *ad hoc* committee to explore this issue.

Professor Ekstein then presented a motion to delete the interdisciplinary minor in Cognitive Science. The motion carried.

Professor Ekstein then presented a motion to create an interdisciplinary minor in Arts, Letters, and Enterprise (ALE). The motion carried.

Professor Ekstein then presented a motion to create an interdisciplinary major in Mathematical Finance (MFIN). The motion carried.

Professor Ekstein then presented a motion to revise Admission Minimum Course Requirements. The motion carried.

Finally, Professor Ekstein presented a motion to delete Admission Deficiencies. The motion carried.
ADJOURNMENT
There being no further business, the meeting was adjourned at 4:12 p.m.

Respectfully submitted,

[Signature]

Duane Coltharp
Secretary of the Faculty Assembly
CALL TO ORDER
Vice President for Faculty and Student Affairs Michael Fischer called the assembly to order.

Vice President Fischer urged faculty members to continue supporting the work of Admissions in recruiting the 2013-14 entering class.

Vice President Fischer reported that the Board of Trustees has approved five of the eight objectives from the Trinity Tomorrow strategic plan. The Trustees will review the three remaining objectives in the near future. Following approval of the strategic plan, the University will begin preparations for a capital campaign.

Vice President Fischer reported that the Board of Trustees has approved a declaration of intent to reconfigure student course loads and faculty teaching loads for those departments that wish to do so. Most academic departments have now submitted scenarios for restructuring their majors in light of a reduced student course load. In the near future, departments will be asked to decide whether or not they prefer to move toward a reconfigured student course load.

Finally, Vice President Fischer announced that a called meeting of the Academic Faculty Assembly will be held at 2:30 p.m. on Friday, May 3, 2013. At a minimum, the called faculty assembly is expected to deal with the current proposal for a new Trinity curriculum.

APPROVAL OF THE MINUTES OF THE ACADEMIC FACULTY ASSEMBLY OF DECEMBER 6, 2012
A motion was made and seconded to approve the minutes of the Academic Faculty Assembly of December 6, 2012. The motion carried.

REPORT FROM THE FACULTY SENATE
Professor Jennifer Mathews, Chair of the Faculty Senate, presented a motion to revise handbook language in order to ensure clarity, consistency, and compliance with federal law (Faculty and Contract Staff Handbook, Chapter 2, Chapter 3A, and Chapter 3E). The motion carried.

Professor Mathews then presented a motion to revise policies governing the extension of the tenure clock (Faculty and Contract Staff Handbook, Chapter 3A, Article IV.D). The motion carried.

Professor Mathews then presented a motion to revise the basis for membership on the University Curriculum Council (Faculty and Contract Staff Handbook, Chapter 2B, Article II.B.1).
A motion was made and seconded to amend the main motion as follows:

No faculty member is eligible to serve on the Council until he or she has completed three full years of full-time service in a tenure-track or tenured position at Trinity University.

The motion to amend the main motion was defeated.

A point of order was raised regarding the presence or absence of a quorum. A quorum being absent, no further votes were taken.

**ADJOURNMENT**

There being no further business, the meeting was adjourned at 3:33 p.m.

Respectfully submitted,

Duane Coltharp
Associate Vice President for Academic Affairs
ACADEMIC FACULTY ASSEMBLY

MINUTES

Ruth Taylor Recital Hall
Friday, May 3, 2013
2:30 p.m.

CALL TO ORDER
Vice President for Faculty and Student Affairs Michael Fischer called the meeting to order.

APPROVAL OF THE MINUTES OF THE ACADEMIC FACULTY ASSEMBLY OF MARCH 22, 2013
A motion was made and seconded to approve the Minutes of the Academic Faculty Assembly of March 22, 2013. The motion carried.

REPORT FROM THE FACULTY SENATE
Professor Jennifer Mathews, Chair of the Faculty Senate, presented a motion to revise the basis for membership on the University Curriculum Council (Faculty and Contract Staff Handbook, Chapter 2B, Article II.B.1).

A motion was made and seconded to amend the motion as follows (additions in bold, deletions in bold and struck through):

None of the nine faculty representatives on the Council shall hold an administrative position above that of departmental Chair. No faculty member is eligible to serve on the Council until he or she has completed three full years of full-time service in a tenure-track or tenured position at Trinity University. No more than one member of a department shall serve on the Council at the same time. The two faculty members who are elected at large shall hold the rank of professor by the beginning of their terms.

The amendment was defeated, with 50 votes for the amendment and 101 votes against.

The motion to revise the basis for membership on the University Curriculum Council was adopted.

Professor Mathews then presented a motion to create policies governing the appointment of Professors of Practice (Faculty and Contract Staff Handbook, Chapter 3A, Article IV.A and Chapter 3A, Article X). The motion carried.

A motion was made and seconded to reorder the agenda by moving consideration of the non-binding resolution concerning student course loads and faculty teaching loads to the end of the agenda. The motion carried.
REPORT FROM THE UNIVERSITY CURRICULUM COUNCIL

Professor Kimberlyn Montford, Vice Chair of the University Curriculum Council, presented a motion concerning credit hours (Courses of Study Bulletin, “Academic Regulations”; Faculty and Contract Staff Handbook, Chapter 2B, Article IV).

A motion was made and seconded to amend the motion as follows (additions in bold, deletions in bold and struck through):

One credit hour represents a minimum of three hours of student academic work per week for approximately fifteen weeks for one semester, or an equivalent amount of student academic work distributed over a different time period. Student academic work may include lectures, seminars, laboratories, supervised field work, tutorials, and applied and studio instruction as well as reading, writing, homework, research, community engaged experiences, practica, rehearsals, and performances. The three hours of student academic work must include a minimum of one 50-minute hour of faculty contact time per week. Faculty contact time consists of lectures, seminars, tutorials, applied and studio instruction, and/or faculty supervised laboratories, fieldwork, research, community engaged experiences, practica, rehearsals, and writing labs. The remaining two hours of student academic work will consist of some combination of faculty contact time and independent reading, writing, homework, research, community engaged experiences, practica, rehearsals, and performances.

A motion was made and seconded to amend the amendment by inserting the phrase “in its usual application” as follows (additions in bold):

In its usual application, the three hours of student academic work must include a minimum of one 50-minute hour of faculty contact time per week.

The motion to amend the amendment carried.

A motion was made and seconded to amend the amendment by replacing “three hours of student academic work” with “four hours of student academic work” and “two hours of student academic work” with “three hours of student academic work.” The motion was defeated.

The motion to amend the motion concerning credit hours was approved as amended, with 85 votes for the motion and 71 against.

A motion was made and seconded to amend the motion concerning credit hours by deleting the first sentence in the Policies and Procedures section and by inserting a new sentence at the end of the Policies and Procedures section, as follows (additions in bold, deletions in bold and struck through):

The University Curriculum Council shall exercise the authority of the faculty in determining the appropriate number of credit hours to be awarded for coursework at Trinity University.

In determining the credit hours for any given course, the University Curriculum Council shall consider both the amount of direct faculty instruction and the amount of expected out-of-class student academic work as reflected in sample syllabi, examinations, assignments, and other
course materials. The University Curriculum Council may also require a department or program to conduct a periodic assessment of actual student achievement in order to demonstrate that its courses provide an appropriately rigorous learning experience.

Although class time is an important index of student learning, the definition stated above does not require a one-to-one correspondence between the number of credit hours assigned to a given course and the number of fifty-minute class hours or meetings per week. In determining the credit hours for any given course, the University Curriculum Council shall be guided by the norms of the relevant discipline and of higher education more generally.

As with all other curricular proposals, the UCC’s determinations regarding credit hours will be submitted to the faculty for approval as consent agenda or discussion agenda items.

The motion to amend the motion carried.

The motion concerning credit hours was approved as amended.

Professor Montford then presented a motion concerning the Trinity curriculum.

A motion was made and seconded to specify that voting on the motion concerning the Trinity curriculum be completed by paper ballot. The motion carried.

The motion concerning the Trinity curriculum was adopted, with 142 votes for the motion and 33 votes against.

**NON-BINDING RESOLUTION CONCERNING STUDENT COURSE LOADS AND FACULTY TEACHING LOADS**

A motion was made and seconded to adopt the non-binding resolution concerning student course loads and faculty teaching loads.

A motion was made and seconded to specify that voting on the non-binding resolution be completed by paper ballot. The motion carried.

The resolution concerning student course loads and faculty teaching loads was defeated, with 82 votes for the resolution and 93 against.

**ADJOURNMENT**

There being no further business, the meeting was adjourned at 4:00 p.m.

Respectfully submitted,

Duane Coltharp
Secretary of the Faculty Assembly