**Faculty Senate**

**Minutes**

**May 2, 2012**

**Attendees:** Akladios, Magdy; Browning, Sandra Carman, Carol; Collins, George; Gossett, Lisa; Grigsby, Bettye; Hammer, Tonya; Hentges, Beth; Larson, Stuart; Ley, Kathryn; Matthews, Frank; McCormack, Pat; Michael, Tim; Norwood, William; Packard, Ashley; Peres, Camille; Peters, Michelle; Rob, Mohammed; Robinson, Leroy; Rohde, Larry; Shin, Haeyoung; Short, Mary; Subramanian, Shreerekha; Vesey, Winona; Walker, L. Jean; Ward, Chris; Willis, Jana.

**Absent:** Bradley, Brent; Chan, Leo; Mustafaev, Zach; Perez-Davila, Alfredo; Rashid, Bazlur; Simieou, Felix; Wang, Daniel.

**Others:** Bendeck, Yvette;Biggers, Darlene;Czajkiewicz, Zbigniew; Houston, A. Glen; Short, Rick; Stockton, Carl; Wielhorski, Karen.

An item was added to the agenda: SOE is bringing forward the doctoral proposal for Curriculum and Instruction. It will be discussed in the Curriculum and Teaching Committee (C&T) timeslot.

Dr. Norwood asked new Faculty Senate members to raise their hands and be recognized.

**Approval of April Senate Minutes**A motion was made to approve the minutes from April and was seconded. Changes to the minutes from Michelle Dotter were given to Jo Anne Laborde from Dr. Michael. Assuming they are correct they will be added to the minutes. Dr. Rohde’s name is misspelled on page 3. A motion was made to approve the minutes with these changes and seconded. The minutes were approved unanimously.

**Provost’s Report**

Dr. Stockton gave details on the following:

* Admissions standards policy – was presented at Academic Council and approved with a couple of minor changes.
* Tenure Track Academic Ranks Policy #3.1 – was passed at Academic Council and has been forwarded to University Council. The delay due to childbirth wording was changed to direct the request through the Dean and then the Provost because official records are kept in the Office of the Provost.
* Online Policy - was presented for first read at Academic Council. There was much discussion, but will be put on the agenda for the first Academic Council meeting of the next academic year. Dr. Stockton reminded the Senate that the purpose of this policy was mainly to determine which courses go through quality assurance.
* The Texas Higher Education Coordinating Board (THECB) is contracting with the College Board to survey and determine college readiness. The STAAR test will take place of the TAKS test. It is much more difficult than the TAKS. Currently the minimum SAT score is 1070 for the two sections combined. This score may be increased.
* Meningitis – THECB passed a rule change that says conscientious objectors can be exempt from the shot if they live off campus. Dr. Stockton shared that the meningitis shot requirement hurt enrollment last semester. Dr. Matthews suggested a link to the state website from the UHCL website in case something changes at the state website.

**Faculty Senate Committees**

Budget Committee - Dr. Michael had no report.

Curriculum and Teaching Committee (C&T) - Dr. Willis

The committee received the doctoral plan for Ed.D. in Curriculum & Instruction, made some suggestions and Dr. Spuck and Dr. Matthew approved the suggestions. Therefore, C&T would like to make a motion to approve the plan. The motion was seconded and discussion ensued. Dr. Matthews said the program and background requirements are weak. The courses are inadequate. He also feels the faculty for the math side of program are not appropriate. Drs. Brown and Weiser from SOE were brought in to address concerns. Dr. Brown had extensive discussions with Dr. Tom Fox, the Chair of the Math Department, and he approved the math courses. Dr. Rob feels the other doctoral program’s enrollments is not doing so well so he is not sure if this is a good time to add another doctoral program. Dr. Brown challenged the statement and asked Dr. Kajs to give the number of students enrolled now, which is 95 for spring 2012. Then discussion began to address concerns that there aren’t enough faculty to handle both doctoral programs. Dr. Brown indicated that resources will be shifted to help the new program start up. Dr. Rob asked Dr. Stockton if more faculty will be hired with the budget situation the way it is. Dr. Stockton responded that there are enough faculty currently due to a shift in master’s level programs. Dr. Brown feels this is an opportunity we don’t want to miss. Dr. Rohde asked if there aren't enough faculty will class size be limited? That will be addressed if it comes up, per Dr. Brown. NCATE requires a certain percentages of full-time vs. adjunct faculty and UHCL passed it. Dr. Rob asked if the program is approved by SACS. Dr. Stockton indicated that it is. Dr. Matthews asked how many articles by faculty had been in peer reviewed journals. Dr. Brown said about 14. The question was called. The vote was 1 against, 1 abstention, the remainder approved. The motion passed.

Research Committee – Dr. Gossett

The committee is working with the schools to get hyperlinks on the research page to appropriate page(s) within the schools. Also, the committee is trying to get software that will facilitate research and training on how to do research, but so far lack the funds to make any purchases. This will be addressed again by the committee next year. She asked the Senators to please bring any software or issues relating to software to the committee.

Faculty Life Committee – Dr. Matthews

The committee is deciding what policies they want to review next year and prioritizing them. The major policies will be the Faculty Workload and Faculty Grievance policies.

**Shared Governance Committees**

Facilities and Support Services Committee - Dr. Larson

There was no new business. The committee is still working on the Facilities policy. It came back from legal and then went back to legal. The policy has been approved by the committee; they are just waiting for it to come back from Legal.

Planning & Budgeting Committee- Dr. Michael

The committee received information from the Provost Office, from Enrollment Management, and from the suggestion box. He handed out the information. Everything on the handouts will be available online. A person can run their own IPEDS report. He included the directions in the handout to do this. PBC will be meeting on May 9 and will be looking at the suggestion box again.

University Life – Dr. Carmen

The smoking survey determined that there is no strong majority “for” or “against” smoking on campus. Until there is a strong majority one way or the other, the policy will stand as is. There is no plan to revisit the smoking policy for at least a couple of years.

**Proposed changes to Graduate and Undergraduate catalogs**

The proposed changes have not gone through the C&T committee but because of the time constraint they are coming directly to the full senate. They are the result of the recent SACS visit. Dr. Bendeck responded that we need to adjust wording to state that we do not take transfer credit from anyone who has not attended a regionally accredited institution. Dr. Norwood noted a typo on the last page of the undergraduate policy: change cont**r**acting to contacting. He then asked for a motion to approve the policy with the correction noted. A motion was made and seconded, and discussion was opened. Dr. Rob expressed concern that it is very difficult to get transcripts from international institutions. He also wants to make sure we’re following best practices and checking to see what other universities are doing. Dr. Bendeck stated that UHCL already performs this procedure, it’s just not written in the catalog. SACS doesn’t have an issue with our procedure; they just wanted it reflected in the catalog. We usually only get about 8-10 undergraduate transfer students a year. Dr. Rohde stated that he hasn’t had any problems getting transcripts except he received one that was hand-written. Dr. Bendeck noted that transcripts have to be certified by the appropriate embassy and that one should not have gotten through. The question was called. A vote was taken and was unanimous in favor of accepting the changes.

**Committee Assignments for FY2013**

Dr. Norwood presented a draft of the committee assignments for next year. SOE has not counted their ballots yet. They should be done by Friday. The Faculty Senate Executive Committee (FSEC) has tentatively assigned people to committees. People not assigned to a committee will serve as alternates to the committees. There is also an open position, a Senator-At-Large, to serve on the FSEC. That person cannot be elected until SOE gets finalized and chairs are assigned.

Dr. Rohde will be replaced. BUS has a vacant slot.

Dr. Norwood gave the Senate a choice: either this slate can be elected, with another vote to select chairs once SOE’s election is completed, or the Senate could choose not to do anything until the fall.

Dr. Willis asked if this process should be started sooner. Dr. Ley volunteered that the delay on the SOE vote was an anomaly.

Dr. Norwood suggested the following:

1. Approve the current listing

2. Approve the remaining SOE positions by email vote

3. Once that is complete, do a separate email vote for the chairs.

A vote was taken on all 3 of these suggestions and they passed unanimously.

**New business**

Dr. Michael – handed out copies of several items. One of them was a resolution to remove wording in the catalogs referring to face-to-face instruction. Dr. Michael indicated that at a recent BUS meeting Dr. Stockton pointed out that we are approaching the wording in the catalogs as legal issues.

Dr. Stockton responded to the statement. He clarified that he did not make a statement that the catalog wording is or is not legal. Faculty determine the curriculum but, according to Legal, the dean determines the delivery of the curriculum. Dr. Gossett added that her concern is that the representation that we make to our students is not consistent. We desperately need to figure out if proctoring can be required, and she said a ww course designation needs to be explained further.

Dr. Bendeck remarked that wr and ww are addressed in the 2nd bullet on the same page cited by the resolution, but the actual terms are not mentioned.

Dr. Matthews responded that there is no clear definition of what “online program” means on this campus. He thinks we should not have a definition in the catalog that implies that a decision has been made and would like to see the language removed from catalog.

Dr. Rob is confused. He would just like to see uniformity.

Dr. Stockton commented that at the last senate meeting Dr. Willis proposed putting a committee together to address online issues and he supports it, but he feels the committee should do their work before changing or removing catalog language. He also mentioned that Dean Cummings is not opposed to online proctoring and he is putting together a committee to address this issue in the School of Business. Students have complained that the catalog language needs to be truth in advertising.

Dr. Michael stated that BUS faculty are not allowed to use wr. Dean Cummings expressed a desire to implement online proctoring by spring 2013, so some action needs to be started.

Dr. Bendeck explained that we have 12 online programs. We are marketing online programs. Faculty is still insisting on face-to-face exams for completely online programs. She asked that if an instructor is teaching in an online program please list it as ww. If not, list it as wr. BUS has the most online programs.

Dr. Matthews declared that administration wants to keep wording in the catalog implying a decision has been made about this. A decision has not been made so the wording in the catalog should be taken out. Dr. Carman wants the policy to state what we have right now and we can amend wording later after committees determine what we’re going to do.

Dr. Rob asked if this was brought through the C&T committee. Dr. Norwood said no.

Dr. Walker agrees with Dr. Michael. She is looking forward to working with faculty to develop online proctoring. She feels wording should be taken out of the catalog.

Dr. Gossett remarked that the online policy just approved last month (Faculty Handbook Policy #10.6) has wording that defines ww and wr. Dr. McCormack called the question. A vote was taken. With 7 abstentions and 16 in favor, the resolution passed.

Dr.Michael brought forward a second resolution regarding Faculty Decisions. It was seconded by Dr. Carmen. Discussion ensued. Dr. Stockton reported that this is required by SACS and THECB so we have to abide by it. He’s not sure why a resolution is needed.

Dr. Matthews disagreed. There have been instances in the past where an individual faculty member thought they could do whatever they want.

Dr. Ley mentioned the Texas Council of Faculty Senates has passed a resolution stating almost the same thing as a result of the 2014 core curriculum changes.

Dr. Ward feels there are already ways to get feedback on faculty members. We need to treat each other as adults. Dr. McCormack replied that the Texas Administrative Code backs up what Dr. Ward just said.

Dr. Norwood wanted Dr. Michael to clarify that the assessments methods are under the purview of the faculty according to the resolution. That is correct, per Dr. Michael – this gives the faculty the ability to designate whether their class is a ww, wr, etc.

Dr. Stockton advised that program implementation (i.e. mode of delivery) is up to the administration of the school. The content of the class is up to the faculty.

Dr. Gossett stated whether taught as fully online, wr, etc. she is interpreting the wording to mean it is solely at the discretion of the faculty after the class has been scheduled.

Dr. Matthews interprets this as barring departmental examinations, which is bad. He also said the policy should say “instructor of record” not “faculty”.

Dr. Rob asked the purpose of the resolution. Dr. Norwood said it just represents the Senate’s position on the issue. Dr. Carman asked to add a friendly amendment to change “may” to “shall”. The wording change was accepted.

Dr. Akladios suggested adding wording about mode of delivery. Dr. Norwood called the question. A vote was taken, with 12 voting to approve the resolution, 9 abstaining and 1 voting against it.

Dr. Bendeck wanted to make sure the Senate understood that editing is done by the Catalog Editorial Board (CEB). Faculty Senate only votes on policy. The only reason Faculty Senate voted on catalog policies today is because it is a SACS-related issue.

Dr. Norwood asked who serves on the CEB. Dr. Bendeck responded: associate deans and department designees.

Dr. Norwood declared that that the Senate will take Dr. Willis’ advice and put together a committee to work on online proctoring, etc. and will start work on it over the summer.

The meeting adjourned at 2:50.