**FACULTY SENATE MEETING**

**MARCH 4, 2015**

**MINUTES (Revised)**

**Members Present**: Magdy Akladios, Carol Carman, Stephen Cotten, Chloe Diepenbrock, Kent Divoll, Tom Fox, Jennifer Fritz, David Garrison, Lisa Gossett, Bettye Grigsby, Beth Hentges,

Amanda Johnston, Sarah Lechago, Scott McIntyre, Tim Michael, Ivelina Pavlova, Alfredo Perez-Davila, Mohammad Rob, Leroy Robinson, Cheryl Sawyer, Mary Short, Debra Shulsky, Felix Simieou, Jill Smith, Alix Valenti, Chris Ward, Paul Withey.

**Members Absent**: Pat McCormack, Rick Puzdrowski, Jana Willis, Tiffiney Barfield-Cottledge,

Joy Bechtold, Lie June Shiau, Brian Stephens, Lei Wu.

**In Attendance:** Yvette Bendeck, Samuel Gladden, Mark Shermis, Carl Stockton, Ted Cummings,

Rick Short, Karen Wielhorski, Zbigniew Czajkiewicz, Jean Walker, Mike Hanna.

**MINUTES APPROVAL- FEBRUARY 04, 2015**

The minutes were approved with the following amendment:

* Page 2 – C&T Report- add Writing to the approved list of Minors.

**PROVOST’S REPORT**

Dr. Stockton reported on the UH System Day at the State Capitol. UH System administrators and students met with various State legislators and staff members. It was a great learning experience for students outside the classroom.

Academic Council approved the Minors. University Council will address Minors at the next meeting. Dr. Stockton thanked all who worked on developing the Minors.

The UH System Board of Regents approved the Doctor of Psychology Program. It will be submitted to the THECB for approval.

Dr. Stockton commented on the 2015 legislative session noting that circumstances could change by June. Based on the current climate, our request for start-up funding for the Four Year Initiative looks promising. We requested $3.5m in the first year and $3m in the second. Provost Stockton noted the challenge of making Academic Affairs priorities recommendations in early April without knowing the level of funding we will receive. We requested $120m for STEM building and $34m for a Health Science facility. The climate suggests that tuition revenue bonds will be funded, but the level of funding is uncertain. There was no indication of increasing formula funding rates. We are still at the 2003 level of funding.

Dr. Rob asked for an update on STEM building. Provost Stockton said that an UH advisory group is advising the STEM Building Programming committee on what could be housed in the building, science labs, square footage and classrooms. The first priority will be to support the freshmen and sophomore science labs. There will be large classrooms, faculty offices, adjunct faculty space and research space. No final decisions have been made as we await funding approval.

One senator asked if there was additional information on Pre-K funding bills. Dr. Stockton said there was no discussion on that issue, but he would inquiry.

Dr. Stockton announced that the CUPA HR faculty salary data software was purchased to compare faculty salaries for equity. Dr. Houston is working on various models of comparisons by discipline, school and by region. It has taken some time to figure out the software as it is very complex. Data analysis will be available to share in the coming weeks.

Dr. Akladios asked if the CUPA data was accessible from campus computers. Provost Stockton responded that CUPA is strict on confidentiality of salaries and only a few persons were authorized to access the data. Dr. Stockton invited Dr. Akladios to meet with him to identify specific queries the Budget Committee would like done.

**SENATE COMMITTEE REPORTS**

**Budget Committee:** Dr. Akladios commented that the CUPA software will be helpful for conducting comparisons with peer institutions. However, the committee needs guidance on how to select comparable institutions. Provost Stockton responded that the database stipulates a minimum of eight institutions per query. A trial run of 13 institutions of medium-large comprehensive masters public institutions in Texas has been done. If we run a query of all 214 institutions in the database, the range will be very wide. It may be best to isolate institutions and run by demographic area. Dr. Stockton said he is open to further discussion on selecting comparable institutions.

**Curriculum & Teaching Committee (C&T):** Dr. Mary Short reported that C&T anticipates addressing the Public Service Leadership proposal and the BS Counseling proposal soon. Three Enrollment Management policies and the Academic Affairs Administration Calendar will be discussed. There was some discussion as to whether C&T is the forum to discuss the calendar. There was a request to change the due date for grades to a later date. Dr. Bendeck explained that the current due date is the last date by which all enrollment management processes have to be done to close out the semester. This date is a combination of what the State of Texas requires and the time needed to complete Enrollment Management processes. There were some concerns about inadequate time to grade exams. On a motion and second, the Senate agreed to refer the calendar to C&T for further discussion. The motion passed.

**Research Committee:** Dr. Carman communicated that subcommittees were formed to examine faculty needs for research and statistics support, and to organize the research brown bag group. The committee asked faculty to identify specific software needs to be used for university related research done on home computers. Dr. Paul Meyers, Executive Director, OSP confirmed that Faculty Research Support Funds (FRSF) can be used to pay for publication fees. FRSF is available only twice a year.

**Faculty Life Committee:** Dr. Divoll indicated that Faculty Life Committee is addressing policies that have expired. He presented 11.2-Grading Policy, 11.6-Combined and Parallel Undergraduate and Graduate Courses, and 8.13- Electronic Information Policy for Senate approval. Dr. Divoll stated that the committee amended the final sentence of the Grading Policy to read “Grade changes must be completed within one year after the initial grade is posted”. Following discussion, the Senate accepted the policies as presented.

**SHARED GOVERNANCE COMMITTEE REPORTS**

**Facilities & Support Services Committee (FSSC):** Dr. Valenti pointed out that an ad-hoc committee is currently reviewing FSSC by-laws. The Parking Committee is amending the “Frequently Asked Questions” on the webpage.

Dr. Mary Short shared that she received reports that water from on-campus drinking fountains is brown. She asked FSSC to address this concern.

**Planning & Budgeting Committee (PBC):** Dr. Simieou indicated PBC will convene next week.

**University Life Committee (ULC):** Dr. Hentges reported ULC is working on finalizing the childcare survey. The survey will be distributed to staff, students and faculty. ULC will revisit the creation of the Women’s Council as there were some inquiries about the need for such a council. The committee was alerted to concerns regarding patrons smoking near the non-smoking area on the patio. The non-smoking area is right next to the smoking area. Non-smokers would like to use the patio. ULC will explore alternative locations.

**QEP REPORT**

Dr. Grigsby stated that Dr. Patty Payette held in-service training with cohort 3 on February 13 and cohort 2 on February 14. Another session to assist faculty with getting syllabi ACT approved was conducted on February 27. Dr. Grigsby urged faculty to contact their Quality Leadership Team (QLT) representative to work on getting syllabi approved. In response to a question on if there was a mechanism for feedback for training participants, Dr. Grigsby replied that the form was distributed at the sessions held on Feb 13-14. A form is now available for participants to request feedback. QLT representatives can also assist with requests for feedback.

**ACADEMIC INTEGRITY ADHOC COMMITTEE REPORT**

Dr. Gossett reported that the Dean of Students distributed data on violations that have occurred. The committee decided to review the existing Academic Integrity policy which dates back to the 1990s.The committee plans to update the policy, address issues relating to a specific process for withdrawing students with academic integrity issues, obtain feedback from faculty and students on what works and what needs to be changed. We will seek feedback on the need for a permanent subcommittee that will not preside over hearings, but will review data and application of the policy on a semester basis. Another issue to consider is ensuring that new faculty and students receive adequate training on academic integrity issues (education outreach). Dr. Gossett urged senators to contact their school representative regarding academic integrity issues.

**NEW BUSINESS**

Dr. Rob asked for a report on the Workload Policy. Dr. Michael said the committee circulated various parts of the policy that are relevant to specific schools and received feedback. The next stage will be to begin drafting the policy based on responses from constituents. Dr. Ward provided that UH-Central campus is currently in the fourth year of policy review. It is a lengthy process. Dr. Rob asked if the important outcomes of the work conducted in Senate could be disseminated to the general faculty body via email. The senate noted the need to share information, but did not assign the responsibility to anyone. Suggestions for sharing information include circulating a list of approved policies and meeting minutes as well as using the website more effectively to share information with faculty.

**OLD BUSINESS**

**Proposed changes to Senate Constitution:** Dr. Garrison stated that the best way to continue discussion is to first discuss changes to the structure of the constitution and Senate and then changes to the membership. Dr. Michael’s stated that he viewed the document as a new constitution not a revised one. He asked for background information on the purpose for revising the current constitution. He continued that he was unaware that constitution revisions was an outcome of the faculty retreat.

Dr. Ward explained that the general discussion at the faculty retreat was that there needs to be change to the shared governance system. It is not feasible to change the shared governance structure at this time, but we have authority to change the senate constitution. The general discussion on the need for changes started at the faculty retreat. Dr. Gossett referred to notes from the faculty retreat that revealed faculty no longer feels dominant in the academic decision making. She reiterated that the objective of the proposed changes is to clearly strengthen faculty participation in undergraduate and graduate education academic decision making within the shared governance framework. Dr. Pavlova offered that she received feedback from the retreat session which points to problems with shared governance committees. The proposed constitution changes does not change shared governance but disbands the C&T committee. Dr. Michael said that his view is that when C&T cannot reach a decision on an item and pass it, the senate leadership is cautioned by administration. Dr. Michael perceives that senate leadership prefers to avoid confrontation when items are not passed in C&T. As a result, items are moved from one senate committee to another in order for items to be approved. Dr. Garrison responded that this is an inaccurate picture of how business is conducted in committees. The main issue is that C&T has such a high workload, that items such as catalog changes have to be done by administrative offices. C&T needs to be able to address catalog changes, new curriculum proposals and revisions. We need to have control of both catalogs and any other curriculum changes. The proposed constitutional structural change will help provide greater control over academic decision making and help faculty understand the curriculum changes process. The proposed structure changes from 4-6 committees. Two committees will be merged.

Dr. Jean Walker pointed out that under standard organizational structure, by-laws and constitution are separate documents. By-laws are for daily issues and things that can change over time. The constitution carries the broad fundamentals and is more difficult to change. The two documents should be voted on separately and have different voting requirements. The constitution governs by-laws. Dr. Ward said that the two will be separate and proposed that both documents go to the full faculty body for vote. The transition of creating by-laws should go to the full faculty vote. Dr. Michael expressed concern about by-laws determining procedure in the senate or how the constitution is implemented. Dr. Sawyer said that it might be best for senators to submit specific concerns in writing. Dr. Garrison agreed and asked for specific amendments/comments to be forwarded to him for circulation to the entire senate. Dr. Cotten suggested that if 3/4 of the senate approve changes to the by-laws, then we could assume it was amenable to the faculty at large. More controversial issues can be sent to the general faculty. Dr. Ward made a motion to amend the proposed by-laws from 2/3 to 3/4 majority required to approve by-law changes. There was a second and the motion passed.

Dr. Hentges stated that general consensus on whether the proposed document is acceptable to constituents is needed prior to making specific amendments. She moved to adopt the proposed version as a working document. Dr. Ward seconded the motion. The senate adopted the proposed version as a working document for further discussion and review.

Dr. Pavlova emphasized that there are many changes that require significant dialogue. Dr. Rob made a motion to create a task force to consider all the amendments to the constitution. There was a second and the motion passed. It was agreed that members of the task force should be senate eligible. The senate voted to authorize the senate president, president-elect and FSEC to approve creation of the taskforce and select members to serve on it. The motion passed. Dr. Shulsky inquired about the timeline for setting up the task force. Dr. Ward said that it would be addressed at next week’s FSEC meeting. He asked senators to send nominations to serve on the task force to him, Dr. Willis and Dr. Garrison.

**ANNOUNCEMENTS**

Dr. Ward shared that he attended the Texas Council of Faculty Senates meeting. The council discussed issues related to faculty dismissal and grievance policies, bullying, and handguns on campus. University presidents may be allowed to opt-out of allowing guns on campus.

Dr. Ward announced Faculty Assembly will be held March 11 at 11:30a.m. Topic – Changes to UHCL’s mission and vision. In the fall, President Staples plans to form a committee to review UHCL’s mission and vision. Dr. Staples requested faculty participation in the process.

The meeting adjourned at 3 p.m.