



University  
of Houston  
Clear Lake

## University Council Minutes

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*February 8, 2018 10:15 a.m. (Forest Room) | Meeting Called to Order by Usha Mathew, Pro Tem*

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### In Attendance

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Elizabeth Beavers, Yvette Bendeck, Darlene Biggers, Carol Carman, Kathy Dupree, Randy Garcia, Lisa Gossett, Glen Houston, Amanda Johnston, Heather Kanenberg, Raymond Khoury, Ju Kim, Ward Martindale, Usha Mathew, Kathryn Matthew, Denise McDonald, Jennifer McMillin, Mike McMullen, Tim Michael, Justin Murphy, Bazlur Rashid, Mark Shermis, Rick Short, Marlene Richards, Brian Stephens, Rhonda Thompson, Ed Waller, Karen Wielhorski, Paul Withey

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### Approval of Minutes

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The minutes for November and December will be reviewed at the next University Council Meeting.

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### Academic Council

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#### Approval of change to Policies on Graduate and Undergraduate Teaching / Research Assistants

Dr. Bendeck gave an overview of the policy, and the following changes were proposed:

- Section 2.3 - Last sentence changed from should to may
- Section 3.1 – Change from six hours to three hours
- Review entire document and change school to college

The proposed changes were unanimously approved.

Approval of change to Time Limitation on Past Course work – A request was made to change the wording, decision to recommendation for both the Undergraduate and Graduate Policies. The proposed changes were approved.

Approval of new policy on Teaching Relief - After lengthy discussion it was recommended to delay the approval for the Teaching Relief Policy until members could review online and provide feedback.

Approval of Masters of Science in Clinical Mental Health Counseling (COE)– A proposal was made to change the name of the degree to Masters of Science in Clinical Mental Health Counseling. The change was made in an effort to be more aligned with the program and at the request of the Coordinating Board. The proposal was unanimously approved.

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## **Information Items – University Shared Governance Reports**

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### **Facilities and Support Services Committee**

Mr. Martaindale reported the FSCC met in November and updated the committee on information related to several projects:

- An Adhoc committee of the FSSC has been formed to work on the signage throughout the campus as stated in the Master Plan. A detailed report will be provided at the next meeting.
- Space Usage – A contract is in process and is waiting to be finalized in the system.

### **University Life Committee**

Dr. Carman reported that the committee met with the Director of Health Services, Regina Pickett and Dr. Cindy Cook regarding faculty and staff usage of the health service center. A brochure was distributed to the committee detailing the services the center offers.

Hand sanitizers are now located throughout the Bayou Building. A map of sanitizer locations was distributed to the committee. As more sanitizers become available, they will be installed throughout the campus.

The smoking policy, which is anticipated to be referred to as the tobacco policy, will not go into effect until a campus-wide smoking assistance program is available. A public relations program is expected to be rolled out after spring break.

UHCL ByLaws – Dr. Carman stated there was nothing to report.

Policy Collection Work Group – A new website has been formed with the UH System that contains UHCL policies and State of Texas policies and can be found on the UHCL website.

Policy Management/Development Group The group is creating user stories to assist with developing software and to help determine who and how programs are being utilized before an actual program is designed. These stories are online and accessible. A new policy request can be created, monitored and tracked.

Dr. Bendeck asked about the location of the repository for all policies. In addition she requested a flowchart be created to keep up with current and new policies. After further discussion, it was noted that previously the

repository for policies had been located in the Office of the President. A suggestion was made to form a committee to ensure policies are moving throughout the campus with ultimately one person being responsible in order to remain compliant.

### **Planning and Budget Committee**

Mr. Michael reported a review of the Vision, Mission, & Values in combination with Strategic Planning will start soon. A list of budget concerns from the faculty & staff was distributed. Planning for the new budget cycle is scheduled to start in March. Discussion followed regarding a suggestion box being available throughout the campus

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### **President's Report presented by Usha Mathew**

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- Review and approve the minutes from past meetings
- Search Committees have been established for the Provost, VP for Administration and Finance,, AVP Marketing & Communications, and Director of Government Corporate Engagement positions.
- News for Hawks (internal electronic newsletter) featuring two new employees: Jennifer McMillin and Corey Benson.
- A new Budget Modeling Taskforce has been formed consisting of members from the College of Business and College of Education, Administration and Finance and the Planning and Budget Committee. Co-Chairs are Dean Waller and Usha Mathew. Other members include: Dr. Dorothy Kirkman, Dr. Tim Michaels, Barry Marks, Michael Lacina, Randall Yu, Joseph P. McCormack, and one more member to be added at a later date.
- Two strategic enrollment management meetings were held with President Christal Albrecht and Vice President Cynthia Griffith from Alvin Community College regarding better alignment of the 2 + 2 program, expansion of offerings, and provision of upper level courses at the Alvin Campus.
- A meeting was held with Deans, Assistant Deans, and Directors of Pearland Campus (off campus online program) to discuss possible expansion.

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### **University Council Member Reports**

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No reports were presented.

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### **Announcements**

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- Dr. Bendeck reported that RSVP's for the Open house on February 10, 2018 have increased by 12%. In addition, there will be a presentation of the Houston Hispanic Forum occurring simultaneously with representation from the Colleges & Admissions Office.

- Discussion followed related to the Houston GPS program and the Education Advisory Board regarding predictive analytics and tracking student performance. More information will be provided once the product is developed.

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## Next Meeting

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**March 8, 2018 | 10:00am, Forest Room**

There being no further business, the meeting was adjourned at 11:30am.