

Faculty Council Minutes 2025–2026 Meeting 05

0 Meeting Information

0.1 Date

- February 4, 2026
- Meeting 05

0.2 Time

- Started, 1:00 PM
- Ended, 2:43 PM

0.3 Location

- B2311, Bayou Building, University of Houston-Clear Lake

0.4 Presiding

- Dr. Cotten

0.5 Attendees

- College of Business
 - Ken Black
 - Silvana Chambers
 - Stephen Cotten
 - Farzaneh Noghani
 - Jeff Whitworth
 - Faiza Zalila
- College of Education
 - Sheila Baker
 - Michelle Giles
 - Rebecca Huss-Keeler
 - Lisa Jones
 - Omah M. Williams-Duncan
 - Jana Willis
- College of Science and Engineering
 - Krishani Abeysekera
 - Nelson Carter
 - Jeff Mountain
 - Ross Niswanger
 - Yi Su
 - Paul Withey
- College of Human Sciences and Humanities
 - Michael Brims
 - Neal Dugre
 - Lorie Jacobs
 - Jason Makepeace
 - Steven Sutherland

1 Call to Order and Approval of Minutes

Dr. Cotten called the meeting to order at 1:00 PM. The December 2025 Faculty Council meeting minutes were approved by unanimous consent without correction.

2 Information Item – Provost Office Updates

Provost Waller gave updates about the Provost search. We anticipate the start date of the successful candidate will be June 1st.

3 Information Item – Enrollment Management – Dr. Theodori

3.1 General Overview

- Dr. Theodori discussed enrollment components of follow-up from Mr. Hanson's recent fiscal presentation.
- The enrollment trend is down.
 - Our goal is to reverse the trend.
- Enrollment is everyone's responsibility.

3.2 Admissions Team Feedback About Faculty Recruiting Involvement

Admissions team said the following things about how faculty can help.

- Faculty are the most trusted voices.
- Students want to know academic experience.
- Faculty interactions make things feel personal and approachable.
- Meeting faculty helps students picture themselves succeeding here.
- Talking with faculty help families feel confident.
- Faculty involvement strengthens UHCL message.
- Students choose UHCL when they feel supported.
- Faculty can answer questions that admissions counselors can't about program specifics, job outcomes, research opportunities, and what classes will be like.

3.3 Ways Faculty Can Help

Faculty can get involved in the following ways:

- Discover UHCL
- Transfer Insights
- Admitted Student Day
- Campus Tours
- Virtual Information Sessions
- Invite prospective students into your academic spaces.
- Participate in Admissions Event Committees
- Be available to meet students on campus tours and program-specific visit days.
- Join us in outreach events with community partners.

- Build relationships with external organizations, businesses, and school districts and invite us to meetings or events to promote opportunities at UHCL.
- Communicate with admissions about college events or resources that may be of interest to prospects and applicants.
- Be open to invites to guest lecture in high schools and community colleges.
- Give us great stories to promote through social media, alumni newsletters, and marketing materials.
- If teaching 4000-level classes, invite a grad counselor in to talk to seniors about graduate opportunities.
- Share any international connections with the International Admissions team for partnerships and recruiting opportunities. We can also supply marketing materials.

Volunteers should contact Dr. Theodori or Dr. Anna Rodriguez (AVP Recruitment and Admissions).

3.3.1 Enrollment Management Follow-Up

Two follow-ups:

- Strategic Enrollment Management (SEM)/Admissions will develop a form so that faculty can sign-up for events.
 - Is it possible for something to automatically integrate into Digital Measures?
- SEM/Admissions will consider developing an “opt-in” list for certain things, for example, if a prospective student would like to sit in on a class for a few minutes to see what it is like. Some instructors that have “opted-in” could be identified in advance.

4 Information Item – Research and Sponsored Programs – Dr. Reichert

Dr. Reichert spoke about the following:

- Awards in the past year total approximately **\$7.7M**, with preliminary expenditures around **\$4.0M**, an increase from the prior year.
 - Faculty have done an effective job spending awarded funds, which is an important performance metric.
- A new **SAM (01.D.20)** regarding international collaborations with countries of concern was shared; faculty should notify **ORSP** early for System-level review.
- From an internal audit, there was a recommendation that we post our indirect costs, distributions, and changes in one place. ORSP had that information available, but it was not in one easy to access place. Now the information is on the last two pages of ORSP’s Administrative Guidelines Policy. Nothing has changed, it is simply all in one place so that the information is more clearly accessible.
- ORSP is piloting an **AI-powered grant-matching tool (Adam Grants)**; faculty may contact ORSP to join the pilot.
- ORSP is implementing a **Sponsored Programs module in Cayuse** to streamline pre-award processes and reporting.

- Regarding the **EIH**, the Executive Director has stepped down; ORSP is currently overseeing operations, with an interim appointment and search planned for late spring/summer.
- ORSP will follow up on whether **peer review for journals affiliated with organizations rooted in countries of concern** is impacted under the new SAM.
- A question was raised about whether faculty should be aware of potential restrictions **before agreeing to peer-review** for international journals tied to countries of concern.

4.1 Research and Sponsored Programs – New SAM Follow-Up

Dr. Reichert will follow-up with us.

5 Information Item – Research and Scholarship Committee Report – Dr. Sutherland

Dr. Sutherland provided updates about the new permanent Faculty Engagement Policy.

6 Information Item – Faculty Affairs Report – Dr. Jacobs

Dr. Jacobs said they're working on revising the Disciplinary Policy and the Nontenure-Track (NTT) policy.

7 Action Item – Curriculum Committee Report – Dr. Huss-Keeler

Endorsed by unanimous consent: (i) new certificates across colleges; (ii) revision to the Extended Coursework Option.

8 Information Item – Center for Faculty Development – Dr. Conley

- Faculty Development Day: Friday, 1:00–4:30 PM (sessions on Navigate for engagement, Student Wellness Initiative, and AI).
- Ongoing AI training: workshops, panels, and additional offerings throughout the semester; opportunities for faculty to showcase work.
- Learning Innovators series schedule in weekly newsletter; mix of in-person (Faculty Club) and online sessions.
- New faculty support: outreach planned to help acclimate colleagues who missed fall orientation.
- Writing Challenge: 32 participants in groups; additional one-day writing event planned later this semester.

9 New Business

9.1 Emeritus Policy

Volunteers: Full-professor reviewers identified from each college.

- Dr. Sheila Baker
- Dr. Ken Black
- Dr. Carl Zhang

- Dr. Michael Brims

Dr. Cotten explained that the old emeritus policy required the old Council of Professors to handle the emeritus process. Since the Council of Professors was disbanded as part of the response to recent legislative changes, Dr. Cotten suggested that the old policy be used for now as an interim policy, and the Council of Professors could simply be replaced by the Faculty Council. There were no objections.

A faculty member asked why Emeritus Faculty could not automatically keep their UHCL email addresses. Colleagues provided some speculative suggestions along the lines of UHS's main concern is cybersecurity.

9.2 Graduate Sign-Up Form

A faculty member said a faculty colleague asked if the "graduation sign-up" form could be updated such that faculty automatically receive a receipt when they sign up. This would serve as confirmation they are on the list (and have requested a parking pass for example).

9.2.1 Graduate Sign-Up Follow-Up

Follow-up: Explore enabling an automatic confirmation receipt to faculty upon form submission (and parking pass request).

9.3 Concerns Regarding CTAP

A faculty member expressed concern over the bookstore system regarding the new CTAP system. Their questions specifically were:

- Has this been fixed or need to be fixed?
- What information can be sent to faculty so the issues do not repeat.

Dr. Cotten spoke about this:

- Concerns have been brought to Dr. Walker.
- The problem was that the bookstore could not see Canvas, so they did not know whether there were any problems with the way a Canvas course was setup.

Dr. Huss-Keeler suggested we meet with Debbie Carpenter.

- Other issues about CTAP were brought up.

9.3.1 CTAP Follow-up

Consider meeting with Purchasing/Bookstore (Debbie Carpenter) and IDT involvement to validate Canvas configurations; clarify opt-out/opt-in procedures for CTAP and ISBN guidance.

10 Adjournment

The meeting was adjourned at 2:43 PM.