

Faculty Senate

Meeting Minutes

April 1, 2020 / Zoom / 1:00-3:00 p.m.

Present: see attached sign in sheets

Next meeting: May 6, 2020 / Zoom

### **Call to Order – Dr. Kanenberg**

1:00 p.m.

Dr. Kanenberg started the minutes with housekeeping issues on how the Zoom meeting would progress.

### **Approval of Faculty Senate minutes – Dr. Kanenberg**

Minutes were approved as submitted.

Vote: 28 Yea; 0 Nay; 0 Abstain

### **Provost's Office Report – Dr. Steven Berberich**

Dr. Berberich started his report by thanking everyone for their efforts and service during the COVID-19 pandemic. He challenged himself and everyone to accept the uncertainty caused by the pandemic and normalcy can return. Do not be afraid to seize the opportunities.

P & T Extension – Faculty received an email on Monday about the extension for faculty who will be going through P&T. The email also contained an FAQ about the process and whom to contact about the extension. Probationary faculty wishing to request the extension must submit the request by 5 p.m. on April 30<sup>th</sup> to their Dean.

Temporary Education Policies – Faculty Senate, Academic Council, Deans, Student Government Association President, Shared Governance Chairs, and Senior Leadership assisted with these policies and sunset dates. The hope is that the policies will not need to be extended.

The policies include:

Interim Grade Policy – Satisfactory/Unsatisfactory

Student will be receiving the information

Policy will be posted with FAQ for students and faculty later today

Incomplete Grade Change/In Progress Grade Change

Modification to existing policies

They will appear in the next day or two on the Faculty FAQ

Temporary Test Waiver Policy

Waives the ACT/SAT requirements for Fall 2020 and will be in effect only until August 1, 2020

May Mini/Summer Teaching – May mini courses will be offered online. Summer courses with a start date before July 1<sup>st</sup> will also be offered online. The hope is to have an answer about teaching mode for courses that start after July 1<sup>st</sup> in a month.

Faculty teaching face to face before July 1<sup>st</sup> will be contacted by their colleges to see if faculty are willing to teach the course online. Faculty need to respond quickly so the Registrar can switch the affected classes to “online” designation prior to early registration start on Monday 4/6/20. Faculty who do not want to teach online will have their courses removed and the normal cancelation process will be followed. He requested that programs that will be dropping courses because they are no longer face to face, to consider replacing the course with an online option. This will ensure we have a robust set of offerings for summer 2020.

GRE Testing – GRE testing is not being offered which is creating challenges for Admission because it is a requirement for the graduate programs. He understands the concerns raised but would like to ask programs to consider resetting the admission criteria temporarily to avoid having graduate programs not admit students in the fall. Particularly given the very unique situation we find ourselves in due to the pandemic.

Dr. Tullos challenged Deans at Dean’s Council to find a way to increase graduate enrollment using scholarship dollars to recruit graduate students. This is the opportunity to be creative. Mr. Denney is behind the investment but will need to see good cases to drive enrollment. Any programs with ideas about how to do this or creative ways to increase enrollment in graduate programs should reach out to their department chair, dean and provost with the ideas. He added, these efforts will not matter if the GRE scores are a barrier to apply.

Budget – UH system is pushing back the budget approval process to the August Board of Regents meeting. This will give all campuses time to assess the impact of COVID-19. He is still collecting information from Deans to provide merit but all initiatives have been put on hold. Mr. Denney may have more information at the April 9<sup>th</sup> PBC meeting.

Discussion and clarification occurred with comments and through chat on the items presented in Dr. Berberich’s report.

Dr. Kanenberg reminded everyone that the policies referenced have all been shared to Senators through Teams.

[Committee Reports are attached. There was discussion about the committee reports as follows:](#)

#### **Senate Committee Report – Budget & Facilities – Dr. Kelling**

Nothing to add to the report. Dr. Kelling has asked Mr. Denney to keep the committee updated when available. No questions were asked.

#### **Senate Committee Report – Governance – Dr. McMullen**

Dr. McMullen presented six changes to the Constitution. The changes included:

- Term Limits to Senators which consist of three-two year terms with a minimum of one year off.
- Course releases have been added for the President, President Elect, Past President, and Faculty Senate Committee chairs. Chairs of Shared Governance receive course releases but chairs of the senate did not. They could not find any mention of course releases in any documents (faculty handbook, shared governance documents) so it is being added.
- The list of duties in Teaching and Research Committee now includes overseeing and reviewing student evaluations. This is particularly important now that they will be online and we have new HB2504 questions that are asked across all courses. .

- Parliamentary language has been added which includes choosing a senator to function in the role of a parliamentarian.
- Language has been added that Faculty Senate will elect a full professor in the role of at-large professor in the University Promotion and Tenure committee. This will sync the Faculty Senate Constitution with the new P&T policy.
- Language added that states FSEC is the conduit where administration ask faculty to serve on various administrative and staff searches.

Discussion and friendly amendments were discussed by all. Faculty Senate will vote and if passed the constitution will go to the full faculty as a referendum.

Vote: 27 Yea; 1 Nay; 1 Abstain – passed as written with friendly amendments

### **Senate Committee Report – Curriculum – Dr. Huss-Keeler**

Dr. Huss-Keeler presented two edits submitted by HSH and approved by the committee. There were no questions on the edits submitted.

Latino/a and Latin American Studies Minor name change to Latinx and Latin American Studies Minor

Vote: 27 Yea; 1 Nay; 0 Abstain – passed

Middle Eastern Studies Minor

Vote: 28 Yea; 0 Nay; 0 Abstain - passed

### **Senate Committee Report – Faculty Life – Dr. Cotten**

Dr. Cotten presented changes to the Faculty Development Leave. A lot of the changes deal with writing style. There were a few content changes that deal with legalese that was found in other Texas state policies and part of the enabling legislation that were not included in the UHCL policy.

- 1.03 – List the types of projects allowed with Faculty Development Leave. They would like to add “includes but not limited to” to clarify some items may not be listed but still allowed.
- 2.01 – Restricting eligibility to tenured full-time faculty members  
Additional 5 years will be needed before faculty can reapply
- 3.01 – Deadlines have been shifted to give more decision time before fall schedule is due  
Number of leaves is proportional across the colleges  
Applicants must submit applications by October 15<sup>th</sup> to the college committee. Committee will review and submit nominations to their Dean by November 15<sup>th</sup>. Dean will send recommendations to the Provost. The Provost will inform the colleges by February 1<sup>st</sup>.  
Tie breaker guidance has been included.  
Deans will copy Department Chairs (DC) on their recommendations to allow DC planning time before course schedules are locked.
- 4 – Language has been added that is in the enabling legislation  
Must serve two long semesters after leave is complete  
Clause to reimburse university if faculty do not return  
No teaching, service, or research assignments but must make accommodations for thesis, dissertation or later work.  
Faculty are still benefit eligible

May accept grants to cover cost for student, research, or travel but will need to get approval from the Board of Regents (which is part of the enabling legislation)

Discussion occurred by all senators.

Vote: 27 Yea; 0 Nay; 1 Abstain – passed as written

### **Senate Committee Report – Teaching & Research – Dr. Baker**

Dr. Baker did not have anything to add to the report but did offer clarification regarding the five common questions on student evaluations from the previous meeting. No questions were asked.

### **Shared Governance Reports – Dr. Ward, Withey, & Gossett**

- Facilities & Support Services – Dr. Ward

Nothing to add to the report. No questions were asked.

- Planning and Budget – Dr. Withey

The report was submitted before spring break. Since his report he has met with Mr. Denney and Deja Sero to discuss items that may have changed. It is likely that a drop in enrollment may occur which will mean that some of the initiatives may not go through. Everything with the budget has been delayed but they (Denney & Sero) are trying to preserve some form of a merit increase for next year. Refund has been issued for students as it relates to fees associated with the Residence Hall and Recreation and Wellness Center. There are still a lot of unknowns with the budget.

The next PBC meeting is scheduled for April 9<sup>th</sup>.

- University Life – Dr. Gossett

The committee met yesterday. At the end of February they passed a policy on staff and administrator searches and the staff discipline and dismissal policy. Yesterday the committee passed the staff grievance policy. The three policies will be forwarded to university life next week. The committee will now look at the interim policy on hazing. The next meeting will be April 28<sup>th</sup>. No questions were asked.

### **Center for Faculty Development – Dr. Bartsch**

Thanked faculty for all the work that has been done to get the course online. He also thanked Jenni Willis-Opalenik and the Instructional Designers who have been on the front line and all of the work they have done.

Jenni has requested that work request be submitted through the [supportcenter@uhcl.edu](mailto:supportcenter@uhcl.edu). Which will allow the request to be added to their task queue and track if one ID is overloaded. This will enable Jenni to assign a request to another ID and relieve the workload to provide faster responses. They also have drop in office hours different times Monday – Friday.

CFD will also be holding virtual office hours from 12:30-1:30 Monday-Friday.

CFD has a Blackboard course shell where all faculty have been listed as students. This is a place with resources, and the discussion board to share resources or get new ideas.

He requested any feedback on items that may need refreshers. The office will put something together. He is currently working on student engagement online. He is also working on grading student papers in the online system.

CFD is promoting two books about teaching online. We have the ability to send the books directly to faculty homes.

Office of International Admissions will be holding a virtual Fulbright presentation on April 8<sup>th</sup>.

Will be holding the 2<sup>nd</sup> virtual happy hour. Everyone is welcome to attend through the BB shell.

It has been requested that the Respondus Lockdown remain open. A senator requested that Rob move it up the chain and anyone who has a positive experience with the program to please share that with their administrators.

### **Announcements**

MS Teams has been set up for all senators. Please check your Teams for meeting documents, zoom link for future meetings, or information for Faculty Senate.

Looking for students that are missing. The Provost Office is coordinating an effort to reach out to those students who have not been heard from. Please notify the Provost Office. They will reach out and try to assist the students.

Reminder to order books. It is important to order books for the upcoming semester. An email has been sent from Debra Carpenter on March 4<sup>th</sup> at 4:26 p.m. with a link to order books. Finance is working with Follet to help students get what they need. They are exploring all avenues.

Look for the Faculty Senate ballot for President-elect. Dr. Paul Withey and Dr. Tim Michael are the nominees. Ballots will be distributed on Monday.

College elections should be occurring for Faculty Senate senators. There will also be an election for full professor from each college to serve on the University Promotion & Tenure committee.

### **Call for Adjournment – Dr. Kanenberg**

2:43 p.m.

Rank	Name
Senator	Baker, Sheila
Senator	Beavers, Elizabeth
Senator	Costello, Sarah
Senator	Cothorn, Thomas
Senator	Cotten, Stephen
Senator	Curtis, Maria
Senator	Dubrovskiy, Anton
Senator	Giles, Michelle
Senator	Gossett, Lisa
Senator	Hasan, Khondker
Senator	Huss-Keller, Rebecca
Senator	Kanenberg, Heather
Senator	Kelling, Nick
Senator	Klyueva, Anna
Senator	Lastrapes, Renee
Senator	McMullen, Mike
Senator	Michael, Timothy
Senator	Pavlova, Ivelina
Senator	Perera, Dilani
Senator	Raymond, Roberta
Senator	Robinson, Leroy
Senator	Romero, Wanalee
Senator	Shan, Gene
Senator	Sisman, Cengiz
Senator	Stephens, Brian
Senator	Thompson, Walter
Senator	Unwala, Ishaq
Senator	Walther, Christine
Senator	Ward, Christopher
Senator	Withey, Paul
Senator	Xu, Randall
Administrator	Bartsch, Robert
Administrator	Berberich, Steven
Administrator	Garrison, David
Administrator	Gladden, Samuel
Administrator	Hart, Aaron
Administrator	Kirkman, Dorothy
Administrator	Matthew, Kathryn
Administrator	Mcclendon, Vivienne
Administrator	Pedro, Joan
Administrator	Short, Rick
Administrator	Waller, Edward