

# Faculty Senate

## Meeting Minutes

April 3, 2019/STEM 2101/1:00-3:00 pm

Present: See Attached Sign-In Sheets

Next meeting: May 3, 2019 / STEM 2101 / 1:00-3:00 pm

### **1. Call to Order – Dr. McMullen**

### **2. Approval of Faculty Senate Minutes (March 6) – Dr. McMullen**

Minutes approved unanimously

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

Upcoming events – 41<sup>st</sup> Annual Faculty and Staff Award Ceremony

April 12<sup>th</sup> Faculty Mentoring Summit with Mary Dean Sorcinelli. He encouraged everyone to attend and provided a breakdown of each session and how they applied to all levels of faculty.

First group – Early Career Faculty and Lecturer – making mentoring count

Department Chairs and Administration – moving beyond the one size fits all mentoring

Third group – Mid Career faculty – mentoring based faculty

Informal conversation with Council for Professors

The point of the summit will be to have dialogue and to share thoughts on how we can move forward in mentoring. The summit will not be a discussion on how things should be done but a discussion of best practices.

In 2 weeks EAB will be visiting campus – Dr. Richardson is putting on a daylong event (April 17) that will involve faculty. We will start to see the dashboard the Navigate software. This will be going live in the fall. This will be a great opportunity to get in the conversations and to see it. More information will be sent out.

Searches – July 1<sup>st</sup> Dr. Miguel Gonzalez will join UHCL as the Dean for CSE. He thanked search committee chair Dr. Rick Short and all of the committee. He also thanked Interim Dean Kim for his work and assistance that he will provide Dr. Gonzalez during his onboarding. More information will be sent out as it becomes available.

Finalists for the VP of Advancement position will be on campus this week.

The month of April will see candidates from the Assistant VP for Global Strategies and Learning Senior International Officer (SIO), VP of Student Affairs, and the Executive Director for Admissions visiting campus. He thanked all of the committees for their hard work.

Eric Herrera requested that information about classroom renovations be shared with the Senate. A series of classrooms will be renovated this summer. They will replace carpet, chairs, paint, and lights in B3332-100 seat classroom, B3326-98 seat classroom, B2236- 60 seat classroom, B2234-54 seat classroom, and B2122-50 seat classroom. Dr. Berberich asked the committee to share any items that are critically in need. The budget is set but they are willing to review and make adjustments to the renovations. Mr. Denney mentioned that we do not have a set process. The renovations will only include the items listed. They will not be upgrading technology or air conditioning in the classrooms. Research is being conducted on fixing the AC problems in the classrooms. They are looking at FMC to get the best services. Submit emails with ideas and thought to Mr. Denney or the Provost. They will consolidate the emails to get themes and make sure the issues are addressed. The information has also been shared with the Deans.

Initiatives Budget Process – He will be giving a presentation on 4/11 from 9-10 in the SSCB Lecture Hall. The presentation will show everything that has come through to his unit. Everyone will see his three categories of A (things we need to do), B (things we should do but had to draw a line somewhere), C (things he wants to do) and the total amount. There was not a bad initiative item that came up but he just had to prioritize what could be done in one year. A campus wide announcement will be sent.

#### **4. Mr. Denney –**

Mr. Denney requested to be added to the agenda. He wanted Senate input on the faculty and staff plaques that were taken down during refurbishing of the Bayou Building. He shared that nothing has been decided but we need to determine how faculty and staff are honored while maintaining our student focus. There will not be any space left on campus when we reach the 100-year anniversary if we continue on the same path. It is not a good long-term plan. He is looking for ideas on what do we need to do to honor our faculty and staff and maintain our student focus. Discussion and ideas were provided by the Senate. It was recommended that FSSC committee could work on this issue and to send ideas on how to honor faculty and staff to Mr. Denney or Mike McMullen.

#### **5. Senate Committee Report – Curriculum – Dr. Johnston**

- a. Mechanical Engineering Admissions Requirement (vote) – The admission criteria for 1<sup>st</sup> year students have been removed. It is only the admission criteria for a transfer and change of major students. The formatting and requirements have been modeled after UH with the standards lowered slightly. The CSE faculty modeled the admission criteria after the findings of a subcommittee focusing on retention and progression of students in the Mechanical Engineering program. It is the sense of the college and faculty that these changes will be beneficial for the students. This change has been reviewed and supported by the CSE Dean, CSE faculty, and the College level Curriculum Committee. Discussion occurred about the criteria and secondary admission in other colleges. The changes passed with 19 votes in favor and 1 abstention.

- b. Latin Honors (info) – A draft of the revision policy was presented to the committee. The proposal includes specific GPA ranges (3.9-4.0 earns the highest level, 3.7-3.8, 3.5-3.6, with 3.5 as the minimum) and removes the top 10% as currently listed. The GPA ranges are consistent with what UH central currently uses and are higher than UHD and UHV. All three UH systems schools have a Latin Honors policy that is similar to the proposed revision. UHCL is currently the only UHS that does not use GPA ranges for Latin Honors. This will allow the students to have a better sense of the benchmark standards for earning honors at graduation and to have a level of constancy that is not currently in place with the top 10% system. Discussion occurred how the change will affect the numbers from each college. Mike will send out the proposed language to the senators to share with their faculty. The committee is hoping to present the policy in May for a vote.

## **6. Senate Committee Report – Budget – Dr. Kelling**

Summer pay – The policy has been streamlined after the last discussion by the Senate. He highlighted the items that have been changed on the existing policy for the Senate to review. The new draft policy will set the pay for courses taught in the summer at 1/11<sup>th</sup> of salary. Summer pay will be subject to enrollment with the idea of setting minimum expectations for class sizes. It sets the enrolment requirements to 10 undergrads or 5 graduate students which is in line with data that was used last summer. It provides benchmarks for all colleges and is not based on a specific college. The standard pay rate has been added, it is not a gradient scale. The last element added was the idea for cross-listed (undergraduate and graduate) courses. A mathematical formula has been added that states every graduate student is equivalent to 2 undergraduate students in order to determine the minimum class size.

One Senator requested 2 amendments to be added to the policy presented. These amendments would go in 3.4.3 and 3.3.3.

A lot of discussion occurred on the proposed policy update and the additional amendments presented.

3.4.3 The faculty and faculty senate hope that the per course summer pay stipend will increase to 1/10<sup>th</sup> of the faculty member nine-month salary within 10 years. The Senate vote with 5 in favor, 8 opposed, and 7 abstentions. The amendment did not pass.

3.4.4 Financial shortfalls at the university will be shared or suffered equally between faculty, staff, and administration. The Senate voted with 5 in favor, 12 opposed, and 5 abstentions. The amendment did not pass.

The Senate voted on the Budget Committee proposed policy revision. The vote was 18 in favor, 1 opposed, and 1 abstention. The new policy passed.

The Budget Committee is still working with Mr. Denney on the language and wording for the pay raise initiative and are hopeful the committee will be able to report on it at the next meeting.

#### **7. Senate Committee Report – Governance – Dr. Stephens/Dr. Kanenberg**

Dr. Stephens was ill and asked Dr. Kanenberg to provide the committee report. The committee was not able to meet since the last senate meeting. The discussion continues about amending the constitution to add more senators. A vote will most likely not occur this semester.

It was presented that ULC received a lot of policies that go through university Administration that were not necessarily changed but had format changes. The changes did not go through ULC because they should not go through ULC and were sent to PBC. PBC will be hearing them tomorrow. It was requested that the Governance committee tell PBC where these changes are supposed to go.

#### **8. Senate Committee Report – Teaching & Research – Dr. Beavers**

Rob Bartsch and Dr. Beavers met with a representative of MarCom and the web page. The committee is working to reimage in a much more functional way how we highlight innovative teaching and engaging research at UHCL. They were very responsive and we anticipate some changes and information to share with the committee.

Continuing to work on student evaluations and teaching. They will be meeting with the current and incoming president of the Student Government Association.

Met with Dean's council about the Textbook and Educational Materials policy. It went to Academic Council. The Academic Council tabled the policy for further discussion. The discussion focused around Item #5 which states that the curriculum committee for every college would have approval. It was requested that Dean involvement be added. The language changed to a committee recommendation and Dean approval. It will come to Senate for a revote in May.

#### **9. Senate Committee – Faculty Life – Dr. Crawford**

The committee has continued the work of Dr. Kanenberg from last year and would like to bring major changes as discussion points to the Senate:

- 1) Changing the grievance committee from a 3 to 5-person group; there will be 3 voting members on the grievance committee; and the representatives, for the person or persons

grieving and the respondents will not have a voting position. They will be part of the discussions but will not vote on the final outcome. The committee is taking a long time because they are obtaining feedback in Faculty Life and sending the developing policy to people that have been a part of the grievance process in the past to get their thoughts and suggestions.

- 2) University grievance panel would have 6 members to choose from each college. It is expanding from 4 to 6. As people go through informal resolutions especially through the P&T process and have a grievance about policy and procedure the petition must be submitted within 30 calendar days of receipt of notification (not work days) to appeal.
- 3) Grievance committee selection – working on a viable way to work out the process. It would bring together the Provost and the two representatives. It allows for various ways to pull the representative from the pool. Theoretically anyone the panel could serve on any grievance. Selection will be by faculty vote.

The question about diversity representation was asked and discussed. Additional discussion occurred on the other points brought up. All feedback will be discussed at the committee level.

There is a concern that this will not be moved forward before the committee changes. It is not known if a draft can be presented to the Senate before the end of the year.

#### **10. Shared Governance Report (Planning & Budget, Facilities & Support Services, University Life) – Dr. Michael, Dr. Ward, and Dr. Gossett**

Dr. Michael – The Why 3% presentation by Mr. Denney given at Faculty Assembly has been made available to PBC.

The committee discussed the 3%, why the initiatives process is moving forward, why we are continuing to look at the 3%, and what is happening in the legislature.

He provided an update from the Strategic Hiring Committee. They have changed the way they are looking at things. The top 4 positions are faculty positions from Dean Waller. The handout provided by the Strategic Hiring Committee is more user friendly on who did what. Everything will be in the PBC minutes and posted once they are approved.

Dr. Ward – informational items were brought up to the committee. A new computer system is being put in place by FMC to map the campus. The hope is that this will lead to the university updating its maps to include the three new buildings. The website is missing half of the campus. There will be a renewed effort into having a more permanent plan for master planning.

The Space Allocation Sub Committee have developed forms and an application process for requesting major space changes at the university. The forms and applications can be found on the FSSC website. In the interest of transparency, they will also post previous requests that have gone through the committee.

Dr. Gossett –They did a routine review of campus carry policy and are forwarding two minor changes. They are changing the word tense (“go into effect” – “it has gone into effect”) used in the policy and removing President Blake from the approval process. Other campuses leave it to the head of Finance and Administration and stops there. Our policy continues through the president. Dr. Blake does not necessarily want to be involved. The second item deals with safety and continuity policies (continuity of business, emergency management, and fire and safety) basically they are putting into a written format a demonstration of compliance with system policy and state law. We are adopting/implementing what the system and state law requires from us.

Updates on the policy tracking framework – Last year Carol, UCT, and various committees did a great job at defining tasks and responsibilities and then with the governance committee also working with University Life made a lot of progress toward the process. This year, after conversations with UCT and Peggy Levy with the UH System a process was proposed but it will take people to implement. UCT can make programs for clients but does not have the manpower to monitor them. The question becomes how to manage, process, and maintain the policy tracking process. The proposal from the committee was to carve out a part-time policy coordinator position at quarter time somewhere on campus. They are working with Brad McGonagle but have not heard back from him. They think it is critical because committee chairs change every 1-2 so they are not in a position to maintain the website. They have been communicating with UH System and the process they have works well.

The committee also received financials policies dealing with check and cash management and payroll check policies. They did not know what to do with them but agreed to forward them to PBC. These policies are things that Faculty Senate are not typically concerned with. There was discussion on items that should come to the Senate and why they are sent.

#### **11. Update Promotion and Tenure – Dr. Kanenberg**

The committee’s work continues. They will be meeting on Friday. They are hoping to finish the review of the policy. They are currently at section 7.2 and are hoping to get through Section 11 on Friday. One full complete draft will be distributed to the whole faculty. Listening Sessions will be held by the Provost and the workgroup. The Listening Sessions will be held for all faculty. Feedback is requested.

#### **12. Update Ad hoc Course Evaluation Committee – Dr. Walther**

Recommendation have been drafted and shared with the committees. They anticipate having and edited recommendation for a Senate vote in May.

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

Mary Dean Sorcinelli – Mentoring Summit on 4/12 RSVP

Friday - High functioning Student Groups from 10-11

Monday - Active Learning from 1:00-2:30

Junior Faculty will have another special meeting with the Provost. There were about 30 who attended the first meeting.

Be on the lookout Developing Communities of Practice for the next academic year. If you have an issue around which you want to gather a group of faculty to work on this is the opportunity.

Proposal for Travel and Conference Grants where faculty go for professional development, they come back and share their knowledge to the faculty. This will be for travel for next academic year.

**14. Announcements – Dr. McMullen**

Reminder to vote – Colleges are in the process of voting for Senator. Half the senate will turn over next year.

Senate President-Elect – Dr. Carol Carmen & Dr. Elizabeth Beavers are running. Please vote in this election. A reminder will be sent.

Faculty Club – It was remarked at the Board of Regents luncheon that the Faculty Club was not filled with faculty textbooks or faculty works in the Faculty Club. Dr. Blake has sent a request to fill the bookshelves. If anyone is interesting in loaning books faculty have written or works by faculty that could go on the shelves, please contact Mike and he will communicate with Dr. Blake and they could maybe set up a library situation where items could be placed in the faculty club.

Veronica will start uploading minutes on the Faculty Senate website in the next month or two.

Global Initiative search will have 3 candidates on campus next week. This position will deal with Fulbright, Study Abroad, and International Student Recruitment. Announcements will be sent on these candidates.

**15. Call for Adjournment – Dr. McMullen**

2.59

SIGN-IN SHEET			
EVENT:	FACULTY SENATORS	DATE:	04/03/19
ROOM:	STEM 2101	TIME:	1:00PM – 3:00PM

Name	Signature
Baker, Sheila	Sheila Baker
Beavers, Elizabeth	Elizabeth Beavers
Brown, Amber	Amber Brown
Buddharaju, Pradeep	
Corrales, Antonio	
Costello, Sarah	Sarah Costello
Cotton, Stephen	
Crawford, Caroline	Caroline Crawford
Dubrovskly, Anton	
Garcia, Thomas	
Giles, Michelle	Michelle Giles
Gossett, Lisa	Lisa Gossett
Guerrero, Laura	L. Guerrero
Hasan, Rajib	
Huss-Keeler, Rebecca	Rebecca Huss-Keeler
Johnston, Amanda	
Kanenberg, Heather	
Kelling, Nick	
Lastrapes, Renee	Renee Lastrapes
McCormack, Pat	
McMullen, Mike	Mike McMullen
Michael, Tim	TBM
Milam, Alex	
Pan, Shanshan	Shanshan Pan
Perez-Davila, Alfredo	
Pavlova-Stout, Ivelina	Ivelina
Robinson, Leroy	
Schanding, Thomas	Thomas Schanding
Shan, Gene	
Sisman, Cengiz	Cengiz Sisman
Stephens, Brian	
Unwala, Ishaq	
Walther, Christine	
Ward, Chris	
Withey, Paul	Paul Withey

**SIGN-IN SHEET**

<b>EVENT:</b>	<b>FACULTY SENATE ADMINISTRATION</b>	<b>DATE:</b>	<b>04/03/19</b>
<b>ROOM:</b>	<b>STEM 2101</b>	<b>TIME:</b>	<b>1:00PM – 3:00PM</b>

**Name****Signature**

Bartsch, Robert



Bendeck, Yvette

Berberich, Steven

Bettayeb, Said

Blake, Ira

Gladden, Samuel

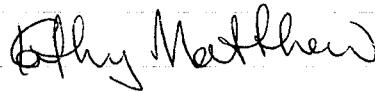
Kim, Ju



Kirkman, Dorothy

Mathew, Ushu

Matthew, Kathryn



Maxwell, Daniel

Meyers, Lauren

Pedro, Joan



Richardson, Scott

Richardson, Tim



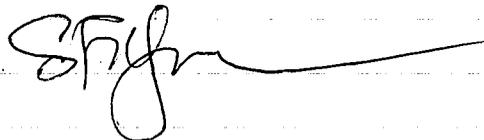
Shermis, Mark

Short, Rick



Waller, Ed

Yue, Chloris



Ortiz, Veronica (Scribe)