

# Faculty Senate

## Meeting Minutes

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

Present: See Attached Sign-In Sheets

Next meeting: August 7, 2019 / STEM 2101 / 1:00-3:00 pm

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

### **2. Approval of Faculty Senate Minutes (April 3) – Dr. McMullen**

Dr. Gossett suggested some minor edits. The minutes were approved with Dr. Gossett's edits.

### **3. Announcements – Dr. Mike McMullen**

The Grievance Panel Ballots have been sent out. The deadline for voting is on May 10, 2019.

Strategic Planning sessions are ongoing with a 180 having attended so far. Please encourage others to attend. The next sessions are on Monday, May 6 from 3-5 and Wednesday, May 8 from 3-5 in the Forest Room. Dr. Pedro and Dr. Wooten are facilitating the discussions that are producing great ideas in regards to where we should be heading in the next 5-7 years. The ideas will be accumulated, cataloged, placed on a web site, and used as the work with strategic planning continues in the fall.

The recently elected senators were acknowledged by the Senate.

Dr. McMullen wanted to thank Brian Stephens and Heather Kanenberg for their invaluable support and counsel during the year. He appreciated all of the help with rebooting Shared Governance and setting a tone for corporation and moving forward with the new leadership, it was a team effort. He thanked everyone on the Executive Committee (Drs. Johnston, Crawford, Kelling, Beavers and Guerrero), chairs of Shared Governance committees (Drs. Michael, Ward and Gossett), administration, and Robert Bartsch for their work this year. Everyone provided great support to him.

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

Thanked everyone on the senate. He felt that it was a good year and appreciates everything that was accomplished.

Budget Process – Will give a short presentation at the PBC about the initiatives and how the process is moving forward. A university wide open forum will be given at a later date to discuss last year's base, this year's base minus the 3% cut, and this year's base minus the 3% cut plus all

of the initiatives that are being recommended for funding so people can see the impact of each decision on the budget.

Searches – two are in the final stages from the Provost office. Three finalists were on campus for the Senior International Officer. An announcement will go out shortly. The Executive Director of Admissions search is moving forward. The committee is hoping to begin negotiations next week.

The 2 VP positions from the President's office have received offers and should be announced in the next few days.

Evelyn Miralles – joins UHCL as the Associate Vice President for Strategic Information Initiatives and Technology. This position will report to the president. It is a great opportunity to use the knowledge and experience she brings to the university from NASA. This position is being funded by an anonymous donor and comes at no cost to the university. She will be engaged with the Deans and Provost academically.

Summer work will continue on various items. He will be working collaboratively with Faculty Senate to continue the timeline for P&T. The goal is to have a new policy and guidelines by the 2020-2021 academic year.

Work will also continue on faculty workload. He recognizes what is said in the Faculty Handbook, percentages that have been reported to the Board of Regents, and what is defined in HR in regards to what faculty do. He is ready to engage with Faculty Senate to have conversations about faculty workloads. Summer is a great time to discuss faculty workload and to ensure that it makes sense as we move forward with strategic plans in the fall and talk about who we are as an institution.

He thanked the Faculty Senate Presidents – Mike, Brian, Heather, and incoming Elizabeth. He feels like the luckiest Provost to work with 3 Faculty Senate presidents.

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

Law and Society Minor (vote)

The minor comes out of the Humanities program in HSH and is a continuation/replacement of the pre-law concentration. When Humanities restructured the pre-law was faded out. This is an effort to bring it back due to student interest. It comes from the curriculum unanimously. 23 Approved, 0 Opposed, 0 Abstentions. The minor was approved.

Latin Honors (vote)

After 2 academic years, the committee brings the revised policy to the Senate. The policy removes the 10% cut-off for Latin Honors and includes specific GPA ranges which is similar to all

three UH systems schools. The Senate had a lengthy discussion on how the revised policy will affect the other colleges and how the term exceptional would be defined in the revised policy. Some Senators thought that the policy is not broken and is keeping with the national trends. A motion was raised to end the discussion and vote on the proposed revised policy.

Vote to end discussion – 18 approved, 6 opposed, 0 abstentions

Final vote for revised policy – 14 approved, 8 opposed, 2 abstentions – does not pass

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

The committee will be attending a meeting that will go over ideas concerning faculty raises. A report will be sent out the Senate after the meeting to keep everyone informed. Questions were raised about sister-institutions that we are being compared to and the process to continue. They would like to be very transparent on how they got to where they are and where they hope to go in the future. This will not be a final discussion about the process and hope this will be an ongoing conversation between the Senate and Administration.

**7. Senate Committee Report – Governance – Dr. Stephens**

The committee did not meet this month. One topic they have been discussing deals with the number of Senators on Faculty Senate and selecting some that would be “At-Large”. Currently COB is does not have anyone running for election for the fall which will make the Senate four senators short. This will requires the committees to be shuffled around. If this occurs there will not be enough that is required in the constitution. The constitution may need to be updated to cover any college that does not elect all of their senators to ensure the committees can be filled. Discussion on the value of service, work load, and who becomes a Senator occurred. The issue needs to be addressed in the new academic year.

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

The textbook policy was held up at Academic Council and Dean’s Council with valid concerns and requests. It was agreed that the final approval would come from the Dean’s office. The committee revised the terminology which has been approved by Dean’s Council and the Teaching and Research committee of the Senate. It comes to the Senate for a revote. There was discussion about the changes and implications of the new revised policy. The addition to the policy is adding the Dean to the approval process. When this goes into effect the policy would be retroactive for faculty who are currently using their own published work. This would be similar to the conflict of interest that faculty are required to submit to the Dean. 27 approved 1 opposed 0 abstention – passed

**9. Update Ad hoc Course Evaluation Committee – Dr. Walther**

Dr. Walther shared the summary of recommendations from the committee about student evaluations of teaching. 1. Instead of being focused on a specific number from student evaluations, a greater focus was placed on the individual narrative. 2. Consistency among the colleges while allowing for discipline specific questions was recommended. 3. Formation of a standing committee of faculty and students who would be responsible for looking at the evaluation items and revisiting as needed to ensure they stay current. 4. Establishment of clear procedures across the university. Discussion occurred about the recommendations and how they were obtained. The logistics will be addressed at a later time. Several groups are involved in rethinking student evaluations, which include SGA and a student who contributed to the evaluations campaign have spoken with the committee to provide insight; Teaching and Research workgroup have worked on the synthesis on evidence-based best practices and will be submitting their recommendations; and Dr. Beavers, as chair of the committee, has worked with Administration to help develop a timeline. A request will be presented to Faculty Senate at the first meeting next year for the workgroup to continue and membership be increased. The committee will be looking at a pool of sample questions and during the summer seek online feedback associated with those questions. The workgroup will be piloting questions with students in August and September. The hope is to have open discussions with faculty to revise the questions in November. The goal is to have a set of 4-5 questions across all colleges that students will respond to. Ed Puckett in UCT, at the request of the Provost, is exploring how this will look online. The purpose today is to inform the Senate of what is happening with the student evaluations of teaching, the progress on being in compliance of HB2504, and to have Faculty Senate vote on the recommendations from the group which was charged to bring forward actionable recommendations by the end of the academic year. There will be two opportunities for faculty to give substantial input in determining the final questions. The Senate approved to accept the recommendations knowing that they will be voting at the first meeting in September for the workgroup to be reformed to continue its work. 22 Approved, 1 Opposed, 2 abstentions

#### **10. Senate Committee Report – Faculty Life – Dr. Crawford**

Dr. Crawford requested feedback be provided to Faculty Life colleagues and to use the different forums available on the work that the workgroup has been engaged in during the year. They have been involved in the Promotion and Tenure Policy development and have been working on the Grievance Policy which has been sent to UH legal council for review. They are hopeful to have discussions and receive feedback on the recommendations from UH Counsel. The hope is to have the Grievance Policy ready in the fall.

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

Dr. Michael – PBC had a short meeting on 4/4 to discuss planning for getting out the initiatives, a list of initiatives, and the initiatives process. It was not a very detailed meeting. They did not have a strategic hiring report but should have one at the next meeting. The next meeting will be on 5/2/19 where the VPs will provide summaries on the list of their initiatives. He is also expecting an Strategic Hiring Committee update.

Dr. Ward – FSC had an informational meeting. They received updates on the construction projects, the new bus shuttle services and removal of unutilized stops, and future planning. Every year they are required to submit a five year plan for facilities improvement to the system. They will be asking the state for the second half of the money requested for a 2<sup>nd</sup> STEM building and looking for funding for a Student Union Building. They are looking for ways to find funding to renovate the 3<sup>rd</sup> floor of Bayou Building. They would also like to renovate Delta and possibly create a Student Welcome Center. Several ideas are in the works for capital improvements. The committee discussed the need of a more formalized process for discussing long term initiatives. They will continue to address who, what, where, and how the discussions will occur.

Space utilization returned the location under the auditorium back to the Police because their current building is not weather hardy. The space will be used as an Emergency Operations Center for the Emergency Response Team.

Food Services will have three phases of renovations in the next two years. In the summer they will be upgrading the back of the kitchen with new appliances; they will be reopening the food line where food is distributed; the sandwich area will be walled off to help expand the back of the facility; they will move to a Kiosk system, they will upgrade the Starbucks which will allow for accessibility and extended hours including grab and go food items; and the dining room will be upgraded.

Dr. McMullen mentioned that Faculty Senate met with Eric Herrera and talked about bringing in new software to schedule rooms. This should take place within the next year.

Dr. Gossett – They are working through university policies. The Emergency Management Policy came back from University Counsel with recommendations to have administration clearly specify who is on the emergency operations team. The edits have been completed and will go back to University Counsel. They have also forwarded three HR policies based on SAMS which the University must comply with. The policies that were sent to University Counsel dealt with search committees for executive and staff positions, employment of foreign nationals, and hours of work. The hours of work had some items that were unique to our campus such as changing a position from a day to night shift and the need for a two week notice.

The committee is also working on policies related to employee grievances and appeals dealing with staff and dismissal of non-faculty positions. HR has informed the committee that an interim

policy needs to be in place soon. A smaller workgroup is working on the language knowing it will be an interim policy until a complete review and input be given over the next year.

Work is continuing on policy management. The name has settled on UHCL MAPS. This is similar to the other campuses that have MAPS. Meetings have been scheduled to work out more details.

#### **12. Update Promotion and Tenure Workgroup – Dr. Kanenberg**

A P&T draft was distributed by email on the 19<sup>th</sup>. They have hosted three town hall meetings, visited the Council of Professors, Deans Council, and Faculty Senate. An online survey will be released where feedback and comments are encouraged about the changes. The survey will be open ended with no limit on what faculty can say and will be anonymous with the exception of rank. The goal is to collect feedback, work on it during the summer and provide a second draft in the fall based on the feedback collected. They are hoping that it will be moved through shared governance and become approved policy by December. This will allow the candidates who go up for P&T in 2020-2021 to follow the new process. The P&T committee is only addressing the stages the packet moves through and the evaluation process. The colleges and departments should be having conversations on creating criteria for faculty to earn tenure. Colleges will be given some guidance on creating the criteria during the summer. The goal for the colleges will be to have the criteria set by December. Pre-tenure faculty will have the option of choosing the criteria they were hired under or choosing the new criteria that has just been established. Faculty going up for promotion will have a 6 year window where they can choose which criteria they would like to use. After 6 years they will not have an option. Key changes to the policy are: the establishment of a university P&T committee, moving away from excellent, good, very good to earn tenure, going toward a system on how faculty are evaluated as earning tenure or not earning tenure. Exceptionality can be noted but tenure will be earned on a yes/no basis. She thanked everyone on the committee for their hard work.

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

Dr. Bartsch asked Veronica to read an email from UCT requesting feedback about Blackboard outages. UCT is requesting this feedback based on a request from the Provost to come up with a service model to update faculty on the reasons for the Blackboard outages. Responses can be sent to the Center for Faculty Development who will compile the feedback and forward it to UCT. Several suggestions were given that an email be sent to all faculty requesting the feedback.

#### **14. New Business – Reports on Senate Election and Committee assignments – Dr. McMullen**

The new senators and committee assignment charts were displayed for a vote. Discussion occurred about the charts and COB who did not have any new senators listed. 28 approved, 0

opposed, 0 abstentions – passed with the caveat that a new vote may be needed if COB elects 4 senators and committee members are shifted with the new representation.

Faculty Senate Executive Committee for next year will be Heather Kanenberg is President, Elizabeth Beavers is President-Elect, Mike McMullen is Past-President, Brian Stephens is Senator-at-Large, Nick Kelling is chair of Budget and Facilities, Amanda Johnston is chair of Curriculum, Shelia Baker is chair of Teaching and Research, and Stephen Cotton is chair of Faculty Life.

Discussion occurred about using additional Senators-at-Large to fill unelected College spots for underrepresented schools. This issue will be revisited in the new year.

**15. Announcements – Dr. McMullen**

Dr. McMullen displayed a list of items that were accomplished in the past year and matters that are still needed in the upcoming year. Items include continuing work on P&T, strategic planning, grievance policy, workload policy, updating the Faculty Handbook, creating a policy tracking process, establish faculty training for the Navigate software for advising, updating the Faculty Senate website, and continuing work on HB 2504 compliance.

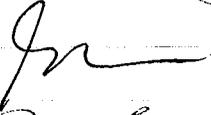
**16. Call for Adjournment – Dr. McMullen**

2:56

SIGN-IN SHEET			
EVENT:	FACULTY SENATORS	DATE:	05/01/19
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	Laura Guerrero
Hasan, Rajib	
Huss-Keeler, Rebecca	Rebecca Huss-Keeler
Johnston, Amanda	
Kanenberg, Heather	Heather Kanenberg
Kelling, Nick	Nick Kelling
Lastrapes, Renee	Renee Lastrapes
McCormack, Pat	
McMullen, Mike	Mike McMullen
Michael, Tim	
Milam, Alex	ALEX MILAM
Pan, Shanshan	Shanshan Pan
Perez-Davila, Alfredo	
Pavlova-Stout, Ivelina	
Robinson, Leroy	Leroy Robinson
Schanding, Thomas	Thomas Schanding
Shan, Gene	Gene Shan
Sisman, Cengiz	Cengiz Sisman
Stephens, Brian	Brian Stephens
Unwala, Ishaq	Ishaq Unwala
Walther, Christine	Christine Walther
Ward, Chris	Chris Ward
Withey, Paul	Paul Withey

SIGN-IN SHEET			
EVENT:	FACULTY SENATE ADMINISTRATION	DATE:	05/01/19
ROOM:	STEM 2101	TIME:	1:00PM – 3:00PM

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	
<i>Mark Denney</i>	
Ortiz, Veronica (Scribe)	

# New Senators '19-'20

<u>Name</u>	<u>College</u>
Tom Cothern	CDE
Walter Thompson	CSE
Khondker Hasan	CSE
Marla Curtis	HSH
Roberta Raymond	CDE
Van E. Mayes	CSE
Dina Simon-Dilk	CCE