

## Faculty Senate

### Meeting Minutes

September 4, 2019 / SSB 1100 / 1:00-3:00 p.m.

Present: see attached sign in sheets

Next meeting: October 2, 2019 / B2236

### **Call to Order – Dr. Kanenberg**

#### **Welcome & Remarks – President Ira K. Blake**

Dr. Blake thanked everyone for attending. This is the end of her second year at UHCL. She is appreciative of all the work and effort by faculty. Faculty is the heart of the mission, the reason students come, and the reason we remain competitive. The administration responsibility, moving forward, is to let the rest of the world know how distinctive faculty are at UHCL and to remove the business side faculty have been dealing with as part of their duties.

Strategic Planning is moving forward. A Theme Teams workshop started yesterday and continues today. They are working on the four pillars: university identity, educational achievement, inclusive culture and human capital, and innovative partners. They will be looking at goals, results, and outcomes around the pillars and the objectives on how to accomplish them. Faculty are driving the connection of what we do and what it means for the students moving forward in the world. Dr. Blake and Dr. Berberich will meet with the groups to hear the progress that has been made. She does not believe in doing anything that is not active and guiding. The work completed by the teams will be the roadmap for the future and will move us forward. She has found that our faculty are agile in making adjustments with what is needed and would like the institution to become more agile moving forward to meet the needs of faculty, alum, and business partners.

Budget update - We fared well in the appropriation process of the legislature but some minor adjustments were made in the per credit hour reimbursement. We did not get a TRB (Tuition Revenue Bond) for another building. The administration is trying to come to terms with the operating demands of our current buildings. She requested feedback in regards to equipment or things not working in the buildings so those problems can be addressed.

Fiscal Year 2020 budget was approved on August 22, 2019 for 141 million. Mr. Denney will provide the specifics through Shared Governance and University Council. There will be a market adjustment of 1.5% across the board for all faculty and staff. This was done for two reasons, 1) it's been 3 years with no changes in wages and 2) ensure the current positions on campus are within 90% of the market average. This will make sure that we are not a training ground for other universities who will hire our employees at a higher salary.

Enrollment update – This is the 2<sup>nd</sup> year for historic enrollment. Faculty have turned out for open house, done demonstrations, and have been around. The effort has been noticed, appreciated, and has been impactful. Students are here because of faculty mentoring, role modeling, and encouragement. Faculty are telling students about the resources available to them on campus. Administration is the backup but faculty are central for student retention.

Accomplishments last year – supported student success by expanding some tenure track faculty positions; supported new academic programs and activities; MS in Data Science was approved at the August Board of Regents meeting; funded transition of Office of Student Services from a department to a Division of Student Affairs with a new VP (Dr. Aaron Hart); Monday, 9/16 at 10 a.m. will be the official dedication of Hunter Hall; and the Office of Strategic Partnership led by Dwayne Bugsby is working with the Office of Career Services and other units with the goal of providing students with opportunities for job shadowing and internships (preferably paid). Faculty have shown Dr. Blake that it is not enough to get a degree, students need real world experience to become marketable and competitive.

Alumni Virtual Reality Pioneer with NASA – Ms. Evelyn Miralles joined us in May as the AVP of Strategic Information Initiatives and Technology. She has been working with the leadership team (faculty and professionals) helping to align programs and student needs with emerging careers, individual opportunities, and looking at commercialization possibilities.

Invested on the infrastructure and grounds. The grounds crew, custodians, and maintenance staff continue to do an extraordinary job to make the campus appealing and take care of our environment and beyond.

New VP University Advancement – Joseph Staley started in July. He is learning about UHCL and the staff so he can promote strength and opportunities at UHCL. Let him know what you are doing.

New Hire reception – Thursday, September 5<sup>th</sup>. Please stop by and welcome them to UHCL.

Faculty Fellowship Reception – September 18<sup>th</sup>. Faculty who received the fellowship will be recognized. 2019-2020 recipients are Dr. Lisa Jones, Dr. Sara Lechago, and Dr. Amanda Johnston and 2018-2019 recipients are Dr. David Garrison and Dr. Jennifer Fritz. One thing being asked from these faculty is to start delivering public lectures to create a bridge between what students and faculty are doing in the classroom and a bridge for all on what faculty are doing that impacts the classroom and their lives and opportunities.

There is a working group designing the 45<sup>th</sup> anniversary celebration activities including alumni happenings, guest speakers, fund raising events, panels, and receptions. Look for more information as they come out.

October 8 will be the State of the University Address.

### **Approval of Faculty Senate minutes (May 1, 2019) Dr. Kanenberg**

Minutes approved as written

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

Enrollment – We are currently at an all-time high of 9304 “true term headcount” and an all-time high of freshmen at 315 which is an 11.4% increase from this time last year. We are also seeing a 6% increase of continuing undergraduate and a 2.7% increase in continuing graduate students from the same time last year. This is a sign to every one of all of the work in getting students to enroll and retaining them. We are seeing some decrease – 7.5% of undergraduate transfers and a 16.4% decree in new graduates. He is speaking with other Provosts in the UH system and they are seeing similar trends. They are digging into the data and trying to understand where the trends can be reversed. The numbers are not final and are expecting to see some drops once census data is

finalized. He is still expecting the numbers to be higher than last year's 9040. He congratulated all of enrollment management, admissions, advisors, and faculty.

Strategic Planning – Teams are working on goals for spring and fall 2020 in all areas (recruiting, retaining, and graduating). He will be providing updates in FS as it moves forward. He recognizes looking at fall courses require the necessary faculty personnel to offer the courses that are needed. He will be working with the Deans and Enrollment to determine what personnel are needed for strategic enrollment.

Navigate – Student Success Management System is continuing its rollout. We are approaching about 40% of students who have downloaded the app. It allows the students to easily connect with advisors, find help centers when needed, and will soon allow them to see their degree plan and where they stand and how they enroll. This fall a pilot faculty/student coaching program will be rolled out targeting freshman students to help them make informed choices early in their career about the degree program, academic interest, and career desires.

Bookstore – Not a good start for the Follett rollout. Dr. Berberich thanked FS; they were one of the first indicators of challenges in the process of getting textbooks on the shelves. He apologized to all that were affected and appreciates the work faculty did to assist with the issues and insure student learning was not affected during the first week of class. Emails will be sent out to students encouraging them to use the online system to order books. A second email will be sent only to faculty with instructions on how to order books for the 2<sup>nd</sup> 8 weeks. The current email system for ordering books did not work so we are moving to an online system for ordering books. There was discussion about courses that do not have books or if the book is not offered through the bookstore. Dr. Berberich requested that everything be listed, Follett will need to report books they are unable to provide. Mr. Denney has reached out to UHS to inform them of the challenges. He was informed by System that we were not alone with the challenges.

P&T policy process will be reconvening and will be finalizing a draft to bring to Faculty Life and begin the Shared Governance process. Dr. Berberich and Dr. Kanenberg have been working on a P&T criteria draft document that list suggestions to address criteria for teaching and service. The goal is that colleges and departments complete their drafting and approval of the criteria for earning tenure in the fall semester so it can be in use for the candidates going up in the next cycle.

Faculty Development Opportunities – this fall Dr. Berberich will be focusing on faculty development opportunities in particular areas. He would like to build on the Mentoring workshop that was offered last spring; Dr. Bartsch will be working with faculty in various colleges on putting best practices in place; looking at ways to support faculty in teaching and research; in the spring they were able to add additional resources to the dollars that were allowed through FRSF and would like to do it again; looking for ways to enhance scholarship activities in the areas of teaching and learning; trying to work with faculty around restructuring and building the capacity in ways to support the work that faculty do; and development of the courses.

Student evaluations – he is looking forward to see what comes out of the Faculty Senate committee as they continue their work and is interested in working with them in the process.

Curricular Status – MS Data Science has gone through the Board of Regents and will go to the Coordinating Board this fall. BS/MS in Serious Gaming and Simulation is still heading toward the Board of Regents, and two programs in the pipeline are 7-12 Science certification process for BS in Interdisciplinary Studies and MS of Educational Assessment and Program Evaluation.

Hunter Hall – He challenged faculty to think about ways to “Live, Learn, and Engage”, He needs help from faculty with the learn part of the Hunter Hall slogan. One idea he has come up with is to pick a Sunday and go through a cooking lesson with the residents. It is a small piece to create an environment where faculty are engaged with the students.

New hires – Kara Hadley-Shakya – Executive Director of Admissions, Dr. Gigi Do – AVP Global Learning and Strategies/Senior International Officer, Vivienne McClendon – Executive Director Neumann Library, Dr. Miguel Gonzalez – CSE Dean, Dr. David Garrison – Interim CSE Associate Dean.

Questions – Will the suspended Faculty Development Leaves be reinstated? He would like that this to be reinstated and will be working with the Deans and Mark Denney to find the money for FDL. He would like to see recommendations from the Dean this year.

Strategic Hiring Committee – Is the Strategic Hiring working? Improvements have been made to the system. Levels have been created to take vacant positions and expedite those hires. Criteria has been defined so all positions do not need to go through the same system.

#### **Introduction of new committee reporting format & Robert's Rules – Dr. Kanenberg**

This semester Faculty Senate will be trying something new by having written reports from the committees (see attached). The goal is to allow Senate to have richer discussions and provide the opportunity to ask questions. The hope is that it will help with efficiency and move things along in a timely fashion.

Robert's Rules of orders cheat sheets are to help everyone follow things appropriately on action items. The one page cheat sheet will be laminated and provided at each meeting.

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

Will be meeting next week to get a head start on the budget and the new initiative process.

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

Reminder as senators you are encouraged to submit curricular items to the committee for review or consideration. She recommends discussing curricular items with their Associate Dean in their college before submitting items to the committee. The Associate Deans are a good resource on items that should remain within the college or be elevated to the Senate Committee.

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

They will be working on the Faculty Workload, Grievance, and P&T policies. The committee will meet after Faculty Senate to determine the best time to meet in the future.

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

Will be sending out sample questions for review with hopes of implementing in the spring. These are the five questions that will be added to every end of semester evaluation done by students (in all four colleges) and that will be posted online as part of the HB2504 obligation. Will be working with all colleges to implement.

- **Ad Hoc Committee Formation & Charge**

The Senate has been asked to charge the work group to continue the work they began last year. They are recommending the chair remains the same.

The committee is working on 5 questions that will be added to all evaluations in all colleges. These questions will keep us in compliance with the law and will be displayed as stated by law.

The charge of the Ad Hoc Committee is:

*Pilot, revise, analyze, report, and initiate the Student Evaluation of Teaching questions that will be utilized across all four colleges, the results of which will be publicly disseminated. These 5 summative questions are to be distinguished from the formative and more specific questions unique to each college.*

*Christine Walther is recommended to continue as Chair.*

*The process of identifying the 5 questions is expected to be completed by December 2019 with anticipated university-wide implementation in the Spring 2020 semester.*

Vote - passed unanimously

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

The committee will meet after the Senate meeting to pick a date.

Would like to add to the agenda an additional item that came out of FSEC related to reviewing the constitution dealing with the absence policy. Senators that are absent from FS or committee meetings need to be noted. The seat becomes vacant after 2 unexcused absences.

### **Shared Governance Reports – Drs. Ward, Michael, & Gossett**

Last year's chairs presented information – new chairs will be elected at the first committee meetings.

- Facilities & Support Services – Dr. Ward

A lot of major moves are coming up. They expect a large number of requests this year with regard to space and facilities.

- Planning & Budget – Dr. Michael

Sent out 2 items – minutes from meeting on the 12<sup>th</sup> explaining the integrated initiatives in their final form.

Offered, an excerpt of 8 pages from the Board of Regents reports.

Have not received anything from strategic hiring committee since May.

- University Life – Dr. Gossett

Kickoff next week – will be serving on the committee.

Focus of the committee is on policy – we have several policies from system that UHCL does not have and some policies that are over 20 years old.

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

Dr. Bartsch was not able to attend because he was at the Strategic Planning Theme Team workshop. Dr. Kanenberg mentioned a flyer has been added about Brown Bag discussions hosted Title XI and Center for Faculty Development. Please see these attached flyers.

The CFD has various resources to assist faculty.

### **Announcements**

Dr. Kanenberg directed senators to the written committee report document for an update on the various searches taking place.

- Pearland Opportunities

Dr. Blake is requesting an opportunity to build out programing that faculty maybe interested in hosting or conducting at the Pearland Campus that is not a course. Faculty interested in hosting a training, a continuing ed. opportunity, a scholarly lecture series, or informational/educational community event at Pearland, please email Dr. Kanenberg. The president and provost would like to support this effort.

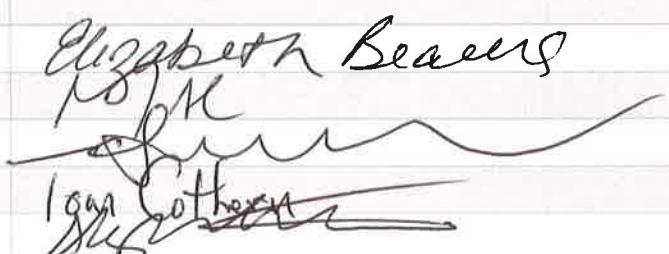
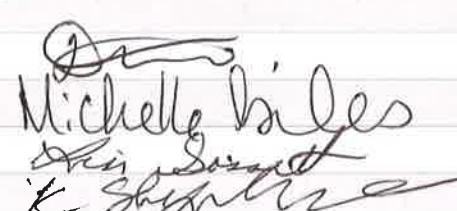
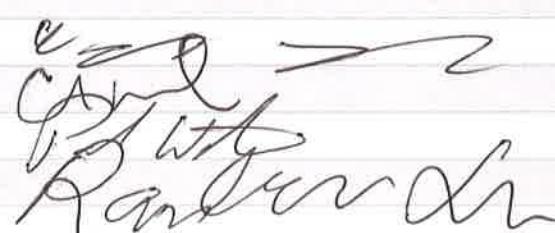
- Faculty Reception for Distinguished Faculty Fellowes will be 9/18 at 3 p.m. in the Garden Room.
- Fall Faculty Assembly will be 10/30 at 11:30 a.m. in the Forest Room

**Call for Adjournment – Dr. Kanenberg**

2:10

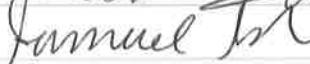
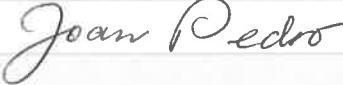
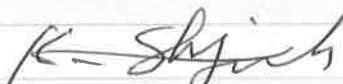
**SIGN-IN SHEET**

EVENT:	FACULTY SENATORS	DATE:	9/04/19
ROOM:	SSB1100	TIME:	1:00PM – 3:00PM

Name	Signature
Baker, Sheila	see administration sign in sheet
Beavers, Elizabeth	
Corrales, Antonio	
Costello, Sarah	
Cothern, Tom	
Cotten, Stephen	
Curtis, Maria	see administration sign in sheet
Dubrovskiy, Anton	
Giles, Michelle	
Gossett, Lisa	
Hasan, Khondker	
Hasan, Rajib	
Huss-Keeler, Rebecca	
Johnston, Amanda	
Kanenberg, Heather	
Kelling, Nick	
Lastrapes, Renee	
Mayes, Eric	
McCormack, Pat	
McMullen, Mike	
Michael, Tim	
Pavlova-Stout, Ivelina	
Perera-Diltz, Dilani	
Raymond, Roberta	
Robinson, Leroy	
Romero, Wanalee	
Shan, Gene	
Sisman, Cengiz	
Stephens, Brian	
Thompson, Walter	
Unwala, Ishaq	
Walther, Christine	
Ward, Chris	
Withey, Paul	
Xu, Randall	

**SIGN-IN SHEET**

EVENT:	FACULTY SENATE ADMINISTRATION	DATE:	09/04/19
ROOM:	SSB 1100	TIME:	1:00PM – 3:00PM

Name	Signature
Bartsch, Robert	
Berberich, Steven	
Blake, Ira	
Denney, Mary	
Garrison, David	
Gladden, Samuel	
Gonzalez, Miguel	
Hadley-Shakya, Kara Marie	
Hart, Aaron	
Kirkman, Dorothy	
Matthew, Kathryn	
McClendon, Vivienne	
McEnery, Lillian	
Pedro, Joan	
Richardson, Scott	
Richardson, Tim	
Short, Rick	
Tullos, Charlotte	
Waller, Ed	
X KHONDKER HASAN	
Shula Baker	
Outie, Marcia	