

**Faculty Senate**  
September 5, 2018  
1:00 p.m. – 3:00 p.m.  
Bayou 2236

**Present:** Sheila Baker, Elizabeth Beavers, Pradeep Buddharaju, Antonio Corrales, Caroline Crawford, Anton Dubrovskiy, Thomas Garcia, Michelle Giles, Lisa Gossett, Laura Guerrero, Rebecca Huss-Keeler, Amanda Johnston, Heather Kanenberg, Nick Kelling, Renee Lastrapes, Frank Matthews, Mike McMullen, Alex Milam, Tim Michael, Ivelina Pavlova-Stout, Alfredo Perez-Davila, Leroy Robinson, Thomas Schanding, Gene Shan, Cengiz Sisman, Brian Stephens, Ishaq Unwala, Christine Walther, Chris Ward, Paul Withey

**Absent:** Sarah Costello, Stephen Cotton, Rajib Hasan, Pat McCormack

**Others Present:** Robert Bartsch, Yvette Bendeck, Ju Kim, Kathryn Matthew, Daniel Maxwell, Mark Shermis

**I. Call to Order**

Dr. McMullen called the meeting to order at 1:08 PM.

If you were left off the distribution list for this meeting, please add yourself to the sign-in sheet or email Dr. McMullen.

**II. Minutes Approval – May 2018 Meetings**

A. *May 2, 2018 Minutes*

Pg. 1: Replace Governance Committee with Faculty Life and replace Dr. Lisa Gossett's name with Dr. Heather Kanenberg's name.

Pg. 2: Replace Faculty Life with Governance Committee.

B. *May 15, 2018 Minutes*

Pg. 1: Move "Shared Governance Committee Reports" heading after Faculty Life Committee. Remove "Shared" from Governance Committee title. Add to the Governance Committee report that they worked on a shared governance policy.

C. Minutes were approved as amended.

**III. Provost Report**

No report available.

**IV. Introduction of New Administrators**

A. Dr. Daniel Maxwell is the new Interim Vice-President for Student Affairs. The new division will include the same departments that previously reported to Dr. Darlene Biggers, with the exception of academic support services.

B. Dr. Tim Richardson is the new Interim Associate Vice-President for Student Success and Initiatives. The new department is building a larger student success team which will include academic support services and advising.

## V. Faculty Senate Committee Reports

- A. **Budget** – Dr. Nicholas Kelling reported that the committee will continue looking at faculty salaries and CUPA data this year. The committee will also examine how the university plans to move forward following the end of budget reductions in FY20. They will meet within the next few weeks.
- B. **Teaching & Research** – Dr. Elizabeth Beavers reported that the committee will be focused on conversations surrounding the essence of effective quality teaching.

*Action Item:* At the last FY18 meeting, the committee set forth a recommendation that a workgroup be formed to look at student evaluations of teaching. The charge of the committee will be to continue the work that was initiated last year. Specifically, the committee will generate specific recommendations in order to equitably advance measures of teaching effectiveness across the colleges, distinguishing between formative and summative measures. Dr. Christine Walther has been nominated to chair the committee. The committee members are a mix of traditional and online instructors. Dr. Beavers made a motion that this workgroup, with its charge and committee representation, be approved.

*Results:* None opposed, one abstention, all others in favor.

- C. **Governance** – Dr. Brian Stephens reported that the committee will determine a meeting time during the breakout session. They will be reviewing several policies that came out of University Council during the May meeting.
- D. **Curriculum** – Dr. Amanda Johnston reported that the committee will determine meeting time during the breakout session. They will continue the discussion on Latin honors for graduating students. In addition, the committee will review the policy for “in progress” grades and a few new program proposals.
- E. **Faculty Life** – Dr. Caroline Crawford reported that the committee will be meeting after Faculty Senate. They will be reviewing several policies, including:
- 1) Promotion and Tenure policy;
  - 2) Grievance Policy;
  - 3) Workload Policy;
  - 4) Non-Paid (Courtesy Appointment) Policy;
  - 5) and Voluntary Modification of Employment.

There has also been a request to add to the faculty handbook a section on notifications of information added to personnel files housed in Human Resources and other administrative offices.

Dr. McMullen noted that the Promotion and Tenure policy was passed last spring. Dr. Blake’s feedback was that the policy should reflect that UHCL is a teaching institution. Further, she expressed that the things that faculty do to support that should count towards promotion and tenure. Since then, Dr. Berberich has put together a P&T work group to review the full policy. Dr. Heather Kanenberg is co-chair of the group, along with Dr. Berberich. That committee will meet on September 10. Any changes that take place during the course of this year are expected to affect the next cohort or a future year, however, it is possible that it could affect those who are currently in the process. Anyone going up for P&T this year should follow the April 2018 policy.

## **VI. Center for Faculty Development**

Dr. Bartsch provided handouts with a tentative schedule, which will be sent out to faculty via email. The CFD will be hosting an open house on September 6 from 10-2. Please be sure to refer colleagues who may need services provided by the center.

Additionally, the CFD has 60 mini white boards for active learning activities with mini erasers and dry-erase pens available for check out.

## **VII. New Business**

### **A. Strategic Hiring Committee**

The University has instituted a strategic hiring committee. The committee members include Dr. Berberich, Dr. Brad McGonagle (Executive Director for Human Resources), Dr. Daniel Maxwell (Vice President for Student Affairs), Mr. Mark Denney (Vice President for Administration & Finance, previously Ms. Usha Matthew) and Ms. Deja Sero (Interim Budget Director). The committee expects to meet weekly. All decisions to make changes to a budgeted position or to create new positions will be made using this new process, which will apply to both faculty and staff.

The department will need to make a case to the committee regarding the need to fill the position based on the university's strategic plan. The request should be submitted by the deans (for colleges) or the AVPs (for other areas) to the Office of Human Resources. There is a form on the [HR webpage](#) that is submitted along with the position description. The information will be forwarded to the committee who will either request additional information or make a recommendation. Recommendations will be sent to Dr. Blake for a final decision.

There are no plans to include faculty members on the committee at this time; however, the committee has agreed to continue the conversation in regards to connecting the process to shared governance.

Some faculty members expressed reservations about this new process. There were concerns about this process becoming a way to circumvent shared governance processes or eliminate programs, which could become an accreditation issue. Others thought it might be a good idea for the committee to allow faculty to submit materials for consideration along with the request. There was a request to ask if the committee would consider posting agendas and minutes and/or to allow silent attendees to ensure transparency.

### **B. Scheduling Changes**

The goal is to create schedules that are not shifting so that students can plan their classes better, specifically at the 1XXX and 2XXX because all colleges require students to take these courses. There is an issue where students are unable to take the recommended courses during the semesters specified on the degree plans because they are being driven to a single section in which there are not enough seats. It is important to create schedules that facilitate progression to graduation. The continuous shift requires testing of the full schedule every semester to try to resolve these issues.

At this time, Enrollment Management is asking the colleges to be more mindful of the upper level classes and complete their integration testing at the college level, keeping in mind that a stable schedule will allow students to plan their courses more efficiently.

Course demand projections have been developed using current fall enrollment numbers. As of September 4, there were 9195 students enrolled at the institution with slightly over 89,200 CH. Current undergraduate growth rate is at 11% with an expected growth rate of 20% by 2020. The

challenge will now be to make sure the schedule is planned out more purposefully so that these students can successfully progress through their degree plan. The schedule will drop on October 8 for students to begin planning and registering.

The grids have not changed (MWF/TTh); further, it was found that this grid facilitates some of the movement. This discussion will continue as the need arises, however, the course schedule is aimed at the population that was targeted for downward expansion (traditional, 8-4 student).

If you have additional questions, please forward those to Dr. McMullen.

## **VIII. Announcements**

### **A. Investiture**

Faculty Senate has been sending emails to regarding Dr. Blake's Investiture Ceremony. There was a meeting request sent out; please respond so that a count can be obtained and seats can be reserved. If you plan to attend, you will need your regalia. Dr. Khator will attend to conduct the ceremony. If you are unable to attend, please consider loaning your regalia to a colleague who can attend. Please meet at 1:15 p.m. on September 20 in the SSCB lobby. Attendees will advance into the Bayou Building and up to the Bayou Theater. If it is raining, meet at the Liberty Bell instead. For any questions or comments, email [FacultySenatePres@UHCL.edu](mailto:FacultySenatePres@UHCL.edu).

### **B. University Faculty Executive Council**

At the end of the month, all four Faculty Senate Presidents will be meeting. There should be some updates on what is happening in the System in October.

### **C. University Council Kick-Off**

The Shared Governance Kick-Off will be on Thursday, September 13 at 2 p.m. in the Forest Room. Breakout sessions will follow.

## **IX. Adjournment**

Meeting adjourned at 2:38 PM for the Senate Sub-Committee Breakout sessions.