

Faculty Senate

Meeting Minutes

October 2, 2019 / B2236 / 1:00-3:00 p.m.

Present: see attached sign in sheets

Next meeting: November 6, 2019 / SSCB2100

Call to Order – Dr. Kanenberg

1:03

Approval of Faculty Senate minutes – Dr. Kanenberg

Approved as written – unanimously - 21 votes

Provost's Office Report – Dr. Steven Berberich

Final fall enrollment number – true term – 9,147 which is 1.4% increase from last year and a 2.1% increase in credit hours. This is an increase in UG headcount in credit hours but a decrease in international students. This evening a Graduate Preview Open House will be held from 5-7 in Bayou Atrium I. Next week Open House will be held for Undergraduate students.

Strategic Planning – 22 Faculty/Staff/Administrator participated in a weeklong training session on the Balance Scorecard. The Balance Scorecard is the process being used to build the strategic plan for the university. These individuals will take a test to get certified as Balance Scorecard Facilitators. Thursday and Friday, the Strategic Management Team (SMT) will be meeting to discuss the next steps. The idea is to have a university wide strategic map that will be the framework upon which all of the pathways and activities will occur.

P&T process – Dean's Council met earlier today to determine where each college is on the process for each college in terms of criteria. The faculty is working with administration in the colleges around what faculty say the college or department criteria needs to be. The P&T policy work-group met and will be holding 1-2 more meetings in preparation for sending the new P&T policy through Shared Governance.

Faculty Development Leave – Faculty Development Leave will return. The Provost is working with the Dean's to make sure the process is very structured. By the end of October, faculty that are eligible should receive a notice by their dean. There will be one due date (December 15) for all colleges. He is working with Mark Denney to make these leaves centrally funded through the Provost office and calculating the cost associated when a faculty member takes a leave. He is hoping for 3 per college. He would like to work with FS to explore the policy and consider things that could improve the process.

Academic Calendar – According the Coordinating Board we are released for 3 contact hours (per course) for weather events. This means that the recent campus closure due to Imelda will not need to be made up. He is requesting that the calendar be reviewed and to explore if weather days can be built into the calendar. It could be an opportunity to align our calendar with UH and UHD. He would

like to map out the calendar three years at a time to aid in planning and preparation for the whole university community, 1 current and 2 future years on a rolling basis. FYI - Monday – October 7 – former astronaut and alumnus Greg Chamitoff and AVP Evelyn Miralles, a former NASA Engineer, will be speaking at UHCL Pearland and discussing what it takes for space travel. He has a bus running to Pearland for those that would like to attend.

October 8th from 3-5 will be Dr. Blake's State of the University address.

The floor was opened to questions and comments.

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

Senate committee Report – Governance – Dr. McMullen

The Governance Committee added an action item to their submitted report. The committee discussed the need for a Parliamentarian. The Governance Committee unanimously voted to ask FSEC to appoint a Senate Parliamentarian for the 2019-2020 academic year to help the meetings run smoothly and efficiently. By the end of the year, the Governance Committee will submit possible changes to the Faculty Senate Constitution that will ensure an ongoing annual process by which the Senate selects a Parliamentarian. They are requesting the Senate approve a one-time appointment of Dr. Chris Ward. The committee would use the time (one academic year) to review and revise the process and procedures to the constitution. Clarification discussion occurred before the vote.

Vote - 24 Approved, 1 Opposed, and 3 Abstained

Senate Committee Report – Budget & Facilities – Dr. Kelling

In addition to the written report, there was discussion on moving the meeting dates from the 2nd Thursday of the month to the 3rd Thursday or each month. They will also be doing two meetings a month during the early stages of the initiatives and budget processes.

Senate Committee Report – Curriculum – Dr. Huss-Keeler

Dr. Kanenberg announced that Dr. Johnston has resigned her role on FSEC and Faculty Senate effective immediately. FSEC will be meeting to discuss a replacement. They thanked her for her years of service. HSH will hold a special election to fill her seat in Faculty Senate.

The first proposal discussed was a Minor in Addictions Counseling coming out of COE. COE currently has a new Addiction Counseling BA and they see this minor as a way to increase enrollment. It would also work with Criminology and Sociology. Questions about licensures were asked and discussion occurred about the language not listed on the minor and if it needed to be added. Questions about diversity and offerings of the courses occurred. Concerns were discussed about using the minor to increase enrollment.

A motion was submitted to refer the minor back to committee for additional review.

Vote - 24 Approved, 1 Opposed, and 1 Abstained

Double Major Policy

The institution had duplicate work happening with multiple offices working on the same policy. Senate was working on a policy and Academic Affairs was working on a three-tier policy on double majors, double degrees, and second-degree policy. They are in communication and working with other offices to ensure it does not happen in the future. The committee reviewed the senate policy and will

receive the Academic Affairs policy in the future. The committee did not have a lot of discussion on the changes being requested. They did not see a lot of things that would create problems. The biggest question they had would be if the double major was from different colleges and if they did not complete both degrees would they be penalized. Discussion of the changes and how they compare to other campuses occurred. Concerns about hours, special accreditation programs, differences between dual degrees, double degrees and double majors, BA vs BS, courses needed, 120-hour rule, transcripts, types of requirements, and how it would affect the current double majors were discussed.

Motion to table and send to back to committee.

Vote - 21 Approved, 1 Opposed, and 0 Abstained

Senate Committee Report – Faculty Life – Dr. Cotten

They are toward the end of working on Grievance policy and are hoping to have it ready for faculty senate next month.

Senate Committee Report - Teaching & Research – Dr. Walther for Dr. Baker

They are reviewing feedback from the five questions, the AdHoc work group committee is coming together, they are collecting data on other efforts on campus related to course evaluations, the web page has an updated template but they still need updated content before it goes live, and they are continuing work with OSP on the CPS policy.

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

• Facilities & Support Services – Dr. Ward

Nothing to add beyond the report. Questions about signage occurred. An ad hoc committee is addressing campus signage. They have architectural drawings from the UH Design Group which is a group created outside of UHCL so the committee has been told to stay away. Dr. Ward believes that cost may be an issue for external signage. Internal signage – FMC had contractors remap the building and now have accurate maps of each building. The software will make it easy to print new maps and provide the ability to click on a room to schedule a meeting. Beta testing is happening right now and they are hoping the roll out will happen this academic year.

• Planning & Budget – Dr. Withey

The report for PBC was not listed on the committee report that was emailed out, but it is on the document attached here. The committee will be meeting on the 2nd Thursday.

Tuition and Fees – is the first thing on their agenda. They have an earlier deadline and will need to be submitted in April to UH system. The Deans will need to submit any changes to course fees by October 24th.

Will be meeting with SGA beginning in November.

They will be also be receiving strategic hiring reports.

• University Life – Dr. Gossett

The committee will be meeting on the 4th Tuesday – 1st meeting was on October 1st. November meeting has been moved to December 3rd because the 4th Tuesday lands on Thanksgiving week.

They have formally created a working group to look at on the interim staff policy that passed University Council. The policy primarily affects staff but if Senate is interested in the policy additional information will be distributed.

Center for Faculty Development - Dr. Bartsch

He highlighted the big events coming up this week.

Dr. Daniel Haworth special event tomorrow.

CFD grants due next Monday

Innovation winners will be presenting on Tuesday with their classroom demonstrations.

Announcements

- **Pearland Opportunities**

Anyone interested in offering training, scholarly lectures, CEU, etc. at Pearland, Please let Dr. Kanenberg know. Opportunity to draw into Pearland Campus. She will connect with the people coordinating. Faculty will not need to plan everything themselves, support will be given.

- Fall Faculty Assembly will be 10/30 at 11:30 a.m. in the Forest Room

- Senate will be hosting an event with the residents of Hunter Hall. The goal will be to have faculty interact with students in a social setting and demystifying what faculty are like.

- Thanked everyone for attending the Faculty Fellows reception.

- Event for Hispanic Heritage Month is being held today with an artist and faculty from UH and next Tuesday a poet will be on campus.

- Alumni Celebration will be held in the Rec and Wellness Center on October 12th, black tie is optional.

Call for Adjournment – Dr. Kanenberg

2:21

UHCL Faculty Senate
Committee Reports ~ October 2019

Faculty Senate Committees

Budget & Facilities Committee – Nick Kelling, Chair

The committee will be examining the following:

- The committee received a 2019-2020 budget update as well as information regarding the process for this year's budget from VP of A&F.
- Of particular interest of the committee moving forward will be determining the process/policy for equity and merit increases in the future.
- The committee is in discussions regarding meeting times, as two meetings per month might be necessary given the timeline for this years budget process.

Faculty Life Committee – Stephen Cotton, Chair

- Faculty Life has taken up the revisions to the Faculty Grievance Policy it was working on most of last year. We are nearly finished, hoping to send it out for voting in the November Senate meeting.

Teaching & Research Committee – Sheila Baker, Chair

- We are reviewing faculty feedback regarding 5 summative questions consistent across all colleges. An email was sent to students asking for their participation. Feedback will be reviewed this month. We are on track to pilot this semester.
- We are seeking input from the Associate Deans regarding their plan to update the remaining formative questions on their student evaluations.
- We are continuing work on the UHCL Teaching and Research web page.
- We are reviewing the CPHS committee policy.

Curriculum Committee - Amanda Johnston, Chair

- Reviewed and discussed proposed changes to the academic suspension policy work continues on this policy.
- Reviewed and approved a double-majors policy – this is an action item for the October Faculty Senate Meeting.
- Reviewed and approved minor in Addictions Counseling from COE – this is an action item for October Faculty Senate Meeting.

Governance Committee – Mike McMullen, Chair

- The Governance Committee met and discussed the need for formally adopting a Parliamentarian for Senate meetings. We unanimously agreed this was a good idea, and will ask FSEC to appoint one with Senate approval for this academic year.
- For the long term the committee will consider adding language to the constitution for Senate consideration.

Shared Governance Committees

University Life Committee – Lisa Gossett, Chair

- The first University Life Committee (ULC) meeting was held as part of the shared governance kickoff on Thursday, September 12. Lisa Gossett was re-elected as chair for the coming year. Per our shared governance policy, Dr. Brad McGonagle, in his role as Executive Director of Human Resources, is the vice-chair of this committee.
 - Upcoming meetings will be held on Oct. 1, Oct. 29, and Nov. 26, all Tuesdays, from 10 to 11:30 a.m.
 - ULC receives or develops draft non-academic policies, seeks input, and then if approved forwards them to University Council. ULC also can review and address questions, ideas, or concerns brought to it by the university community, particularly as they relate to health and safety.
 - Interim policies on grievance and disciplinary processes for staff employees were approved by University Council last spring, and ULC will be working to develop more permanent policies to replace the interim policies. Various student and personnel policies also need to be developed or updated.
 - Please share issues you would like to see this committee address with any member of the ULC. In addition to Lisa Gossett (BUS), faculty representatives to ULC are Gene Shan (CSE), Eric Mayes (CSE), Antonio Corrales (COE), Dilani Perera (COE), and Wanalee Romero (HSH).
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Facilities & Support Services Committee – Chris Ward, Chair

- During our first meeting we discussed possible agenda items for the year which included improving building maps inside of the Bayou Building and better campus maps on the website.
 - We were informed that there will be several items coming through the Space Utilization Subcommittee for the upcoming year.
 - Additionally, the mapping of the campus buildings is complete and they are testing out the new software platform that will give us electronic access to room reservations. Ideally, this system will be in place sometime this academic year.
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Planning & Budget Committee – Paul Withey, Chair

- PBC met as part of the Shared Governance Kickoff on Sep 12, where Paul Withey was elected Chair.
 - Regular meetings will be every 2nd Thursday each at 11:30am-1:00pm beginning Oct 10.
 - PBC will be reviewing/recommending tuition/fee requests (Nov), funding for initiatives (Dec-Feb), and new pay plan (Feb), while discussing Budget Task Force recommendations, strategic planning, and strategic hiring reports.
 - Final UHCL Budget & Plan is due to UHS in April.
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Other Important Updates

UHCL Searches - Various Faculty

Associate Vice President of Student Success and Initiatives - Mike McMullen, Faculty Co-Chair with Dr. Charlotte Tullos.

Assistant Vice President for Information Technology/Chief Information Officer-Chris Ward, Faculty Co-Chair with Mr. Mark Denney.

Director of Accessibility Support Center- Elizabeth Beavers, Thomas Schanding, and Lisa Gossett (members)

Center for Faculty Development - Rob Bartsch

- Interested in information on activities and ideas for writing to learn and learning to write in your classes, please contact Lorie Jacobs, jacobs1@uhcl.edu.
- Research Writing Challenge starts October 1st.
- CFD Grants for Improving Your Mentoring Network or Developing and Transferring Your Knowledge & Skills are due October 7th.
- Sept 30th – 11-12 – Faculty Club - Online Discussions: Engaging Students, Setting Expectations, and Providing Feedback
- Oct 3rd – 1-3 – Forest Room – ALS and the Life of the Mind: A Conversation between Historians
- Oct 8th – 10:30-11:30 – Faculty Club – Instructional Innovation Seminar
- Oct 14th – 12-1 – Faculty Club – Learning Innovators

For information on any of these please email facultydevelopment@uhcl.edu or bartsch@uhcl.edu for more information.

SIGN-IN SHEET**EVENT:** FACULTY SENATORS**DATE:** 10/02/19**ROOM:** B2236**TIME:** 1:00PM – 3:00PM**Name**

Baker, Sheila
 Beavers, Elizabeth
 Corrales, Antonio
 Costello, Sarah
 Cothorn, Tom
 Cotten, Stephen
 Curtis, Maria
 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

Signature

M.K.
 Tom Cothorn
~~Step J...~~
 Moe
 Michelle Talley on behalf
 K. Shari...
 Rebecca L Huss-Keeler
 AKG
 Renee Lastrapes
 Van ein...
 Mike McMullen
 JBW
 Dilani Perera Diltz
 Roberta Raymond
 Leroy Robinson
 Wanalee Romero
 Cengiz Sisman
 Brian Stephens
 Ishaq Unwala
 Gene Shan
 Paul Withey
 Randall Xu

SIGN-IN SHEET

EVENT:	FACULTY SENATE ADMINISTRATION	DATE:	10/02/19
ROOM:	B2236	TIME:	1:00PM – 3:00PM

Name

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

Signature