

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 8<sup>th</sup> 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 2<sup>nd</sup> Thursday of the month to the 3<sup>rd</sup> 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 2<sup>nd</sup> 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 24<sup>th</sup>.

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 4<sup>th</sup> Tuesday – 1<sup>st</sup> meeting was on October 1<sup>st</sup>. November meeting has been moved to December 3<sup>rd</sup> because the 4<sup>th</sup> 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 12<sup>th</sup>, black tie is optional.

### **Call for Adjournment – Dr. Kanenberg**

**2:21**

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UHCL Faculty Senate  
Committee Reports ~ October 2019

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**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

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- 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

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- 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*

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#### UHCL Searches - Various Faculty

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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)

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#### Center for Faculty Development - Rob Bartsch

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- 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](mailto:jacobs1@uhcl.edu).
- Research Writing Challenge starts October 1<sup>st</sup>.
- CFD Grants for Improving Your Mentoring Network or Developing and Transferring Your Knowledge & Skills are due October 7<sup>th</sup>.
- Sept 30<sup>th</sup> – 11-12 – Faculty Club - Online Discussions: Engaging Students, Setting Expectations, and Providing Feedback
- Oct 3<sup>rd</sup> – 1-3 – Forest Room – ALS and the Life of the Mind: A Conversation between Historians
- Oct 8<sup>th</sup> – 10:30-11:30 – Faculty Club – Instructional Innovation Seminar
- Oct 14<sup>th</sup> – 12-1 – Faculty Club – Learning Innovators

For information on any of these please email [facultydevelopment@uhcl.edu](mailto:facultydevelopment@uhcl.edu) or [bartsch@uhcl.edu](mailto:bartsch@uhcl.edu) for more information.

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**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. N.  
 Tom Cothorn  
 Stephen Cotten  
 Maria Curtis  
 on behalf  
 Michelle Giles  
 Lisa Gossett  
 Khondker Hasan  
 Rajib Hasan  
 Rebecca L Huss-Keeler  
 Heather Kanenberg  
 Renee Lastrapes  
 Van Eric Mayes  
 Mike McCormack  
 Tim Michael  
 Dilani Perera Diltz  
 Roberta Raymond  
 Leroy Robinson  
 Wanalee Romero  
 Cengiz Sisman  
 Brian Stephens  
 Ishaq Unwala  
 Christine Walther  
 Chris Ward  
 Paul Withey  
 Randall Xu

**SIGN-IN SHEET**

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

**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**