

Faculty Senate

Meeting Minutes

November 6, 2024 / Bayou 1313 & Teams / 1:00-3:00 p.m.

Senators

Present: Anne Anders, Jennifer Arney Cuevas, Sheila Baker, Yvette Bendeck, Nelson Carter, Stephen Cotten, Neal Dugre, Kathleen Garland, Anne Gessler, Michelle Giles, Jennifer Grace, Lorie Jacobs, Preeti Jain, Vanessa Johnson, Nicholas Kelling, Renée Lastrapes, Yingfu Li, Queinnise Miller, Zack Mustafaev, Alfredo Perez-Davila, Ivelina Pavlova-Stout, Roberta Raymond, Leroy Robinson, Gene Shan, Yi Su, Lisa Sublett, Ishaq Unwala, L. Jean Walker, Christine Walther, Omah Williams-Duncan, Lin Yi, Se-Hyoung Yi

Absent: 3

Administrative Guests: Marty Baylor, David Brittain, David Garrison, LeeBrian Gaskins, Dana Gazda, Allison Gillespie, Sherry Hawn, Lee Hilyer, Lisa Jones, Kathryn Matthew, Marci McMahan, Yolanda Nimmer-Williams, Veronica Ortiz, Joan Pedro, Shreerekha Pillai, Tim Richardson, Terry Sheppard, Porchas Stampely, Edward Waller

Next meeting: December 4, 2024 / Bayou 1313 & Teams / 1:00-3:00 p.m.

Call to Order – Dr. Lastrapes

1:00

Approval of Faculty Senate minutes – Dr. Lastrapes

Minutes approved as submitted.

Provost's Office Report – Dr. Matthew for Dr. Maynard

Search – Updates for VP for Finance was provided

Page Up – the new HR system for searches is up and running

Strategic Scheduling teams meetings – Monday/Wednesday course grid has been approved.

TDC Graduation – Graduation for Rosharon will be held on Saturday.

CTAP – Dr. Baylor and Dr. Hawn

A short presentation on the mandatory program was provided. Questions and discussion on specific requirements, limitations, opting out, fees, refunds, impact on faculty, and the need to educate students occurred.

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

Senate Committee Report – Faculty Life – Dr. Cotten for Dr. Imrecke

A review of the report was provided. Questions and discussions on Emeritus and Faculty Dismissal arose.

Emeritus Faculty – Discussion over designating faculty as “distinguished emeritus”, if and how UH Board of Regents and campuses track “distinguished” occurred. . Listing “distinguished” to emeritus

would need to be monitored by campuses. Questions and discussion on catalog listing, if UH legal would need to approve and rationale occurred. It was determined that it will be addressed further at the committee level.

Faculty Dismissal – Questions and discussion on rationale, changes, impacts, and additional edits occurred.

Senate Committee Report – Teaching & Research – Dr. Walther

A review of the report was provided.

Syllabi – Questions if the committee will have AI language recommendations to present to senate for spring semester implementation occurred.

Senate Committee Report – Budget & Facilities – Dr. Dugre

A review of the report was provided. No questions were asked.

Senate Committee Report – Curriculum – Dr. Baker

A review of the report was provided. No questions were asked.

Senate Committee Report – Governance – Dr. Cotten

A review of the report was provided.

Faculty Handbook – a request was made to make the handbook a PDF with links to the policy was presented.

Shared Governance Reports – Drs. Gessler, Huss-Keeler, and Kelling

- University Life – Dr. Gessler

A review of the report was provided. No questions were asked.

- Facilities & Support Services – Dr. Carter for Dr. Huss-Keeler

A review of the report was provided.

Parking – Questions and discussions about the location of the Rec and Wellness parking station and additional charging stations occurred.

- Planning and Budget – Dr. N. Kelling

A review of the report was provided. No questions were asked.

Center for Faculty Development – Dr. McMahon

Course Displays – CFD will advertise low enrolling spring courses at the instructor's request. Questions on flyer requirements occurred.

Instructional Innovation Award – submissions are currently being accepted with a December 13th deadline.

Learning Innovators – the next sessions will be held in person on 11/21 and virtually on 11/22 from 12-2

Writing Retreat – the Fall retreat will be held on 12/11-12.

Faculty Development Week – FDW will focus on “Innovating Faculty Development” and held 2/3-7/25. Faculty are encouraged to submit proposals. Call for proposals will be accepted

New Business – Dr. Lastrapes

Themes and Quotes from Faculty Dismissal Feedback – An AI version of themes and quotes from the faculty feedback was shared. Discussions over the feedback occurred.

Website – Redesigning the UHCL website was addressed. Discussion on the changes, impacts, and timelines occurred.

Shredding bins – Shredding bins from suites have been removed. Locations do not have control of the bins. Discussion on the campus wide shredding day occurred.

Call for Adjournment – Dr. Lastrapes

2:25

UHCL Faculty Senate
Committee Reports – November 2024

Faculty Senate Committees

Teaching & Research Committee- Christine Walther, Chair

- Only undergraduate courses were originally going to be included in CTAP, but discussions have started about including graduate courses as well
 - Undergraduate courses will be \$30 per credit hour (capped at 12 credit hours)
 - Only required digital materials will be included
 - Students will be given the option of opting out of the program
 - Faculty will be asked to include the opt out deadline (census date) in syllabi
- The committee is discussing questions/comments about the ORSP Administration Policy with ORSP
- The Data Management Policy is being revised to provide more clarity about resources and responsibilities
- Recommended AI language for syllabi is being developed, and the committee will collaborate with the AI Community of Practice once recommendations have been developed
- Tentative plans to move administration of the Academic Honesty Policy from Student Affairs to Academic Affairs will not be moving forward
 - Academic Affairs leadership believed a college-level process would need to be created, which raised significant concerns among faculty about inconsistencies and tracking violations
- Course modality suggestions have been revised and shared with the Vice Provost
- Piper award nomination and selection processes at other Texas universities are being reviewed, and UHCL's nomination process will likely need to change so nominees are more competitive at the state level
- The committee is discussing next steps for addressing capstone enrollment and academic suspension timing with the interim VP of SEM
 - Capstones would use instructor permission courses rather than administrative enrollment
 - Catalog language about the timing of suspensions would need to be updated

Budget & Facilities Committee- Neal Dugre, Chair

Met on 10/9/24 and discussed:

- Inconsistencies in FRSF initial submission timelines across colleges (exploring whether it would be useful to set uniform deadline for submitting materials to respective Dean for approval and including that in the policy)
- Faculty access to CIP codes
- Future committee efforts to help faculty better understand how university budget works.

Next meeting on 11/13/24

Curriculum Committee- Sheila Baker, Chair

- The Program Discontinuance Policy was sent to the Provost and Deans' Council on 10/30. The only change needed was to make the teach-out process less specific; making it in accordance with SACS policy.
- The Honors Program is being worked on under the direction of Brian Stephens. Once received, the committee will review the process for getting recognition of Honors courses on student transcripts.
- We are awaiting the draft policy from Diana Nores on the Prior Learning Assessment Program.
- The committee will soon be reviewing the following:
 - Chemistry, B.A. w/Chemistry 7-12 Certification
 - HSH Undergraduate Degree in Public Health

Faculty Life Committee- Stephen Cotten acting chair for Daniel Imrecke

1. Faculty dismissal policy has passed Faculty Life and will be coming to the Senate for review. It is in the Teams folder. UHS mandates each component institution develops a dismissal policy that aligns with system policy. We have done that and stolen liberally from Texas Tech, which developed their dismissal policy in a way that has been held by the Texas chapter of the AAUP as the model. They insert a committee of faculty in the process when tenure is to be overridden.
2. The Board of Regents will not recognize a Distinguished Emeritus professor title. However, it is okay if UHCL has an internal title, so we are going to make minor revisions to the distinguished professor policy to make clear that the Board rank is Emeritus but we recognize them on our campus.
3. We have received a lot of feedback on the grievance process and are making revisions to that policy.
4. We have merged the department chair handbook and the last proposal from the council of chairs into a department chair and program director workload and compensation policy. We are fleshing out the program director side now. Where we stand now is that we're using the three "bins" for chair workload the chairs had as well as their formula for determining the workload, but we're using the average compensation of the chair handbook to keep it revenue neutral.

Governance Committee- Stephen Cotten, Chair

1. We reviewed the Faculty Handbook. There are 33 policies that have not been reviewed in the last five years. We are going through a deeper review to figure

out which committees to refer them to or whether or not we should just retire them. We're also going to volunteer to look at policies ourselves if the committees we send them to are overloaded and want to delegate some work back.

2. We are working on fixing the FS placement in shared governance. We are going to get proposed edits to the SG policy over to ULC.

Shared Governance Committees

University Life Committee- Anne Gessler

October 17, 2024

1. Discussed not to amend ULC bylaws concerning student center fee;
2. Addressed registered student organizations' concern about losing access to UHCL emails;
3. HR transferred faculty summer pay policy to Academic Affairs, to be incorporated into faculty workload policy;
4. In conjunction with 2024 Annual Security and Fire Safety Report, David Brittain of Office of Title IX and Equal Opportunity and UHCL PD Chief Russell Miller were invited to clarify campus process/procedures to reduce sexual violence, provide resources to complainants, and investigate and report cases. I can provide my notes on their presentation upon request.
5. Announcement of revised Violence on Campus and Interim Essential Personnel policies (will discuss next meeting);
6. Discussed request to amend Shared Governance policies to clarify that Faculty Senate is not a sub-committee of Academic Council;
7. Environmental Health and Safety sub-committee will present its temporary food safety guidelines for faculty, staff, and students for next meeting.
8. Next meeting: Thursday, November 21 from 2-3:30pm in B2230

Facilities and Support Services Committee – Rebecca Huss-Keeler

October 15, 2024 Meeting

Updates from FMC-

- 5 Bids were received for the SSCB student living area upgrade
- Almost 100% fully staffed for custodians, lost 2 positions due to budget cuts

- A lot of trees came down due to Hurricane Beryl-did a lot of tree clean up but there are still lots of trees down in the peripheral areas. Take a picture and report any downed trees that are hazards.

Parking and Transportation Sub-Committee- Dr. Nelson Carter

- Bollard replacement project in Lot D will be done in December
- Text on the Parking website will be revised
- There will be implementation of a shuttle tracking system so students can know where the shuttle is
- A parking station will be installed in the Rec and Wellness center for community patrons to pay for parking on site
- Discussion of direction of traffic flow in the circle in front of Bayou.
- Lot B will be used for staging areas and contractor layout yard for Bayou construction which will influence handicapped parking areas.
- Some parking in STEM converted to Accessible but there are no ramps.
- Possible stop signs are needed in Lot D where barriers were removed to avoid accidents.

Space Allocation and Utilization Sub-Committee (SAUS)- Dr. Libby LI

- Committee was asked to consider the “UHCL Use of Space Policy”- Need comment -FMC is the Policy Owner
- Discussion was held about the need for the SAUS committee- comment was that it was needed because there is not enough time in FSSC to discuss items pertaining to SAUS in detail. Previous years discussed concerns about classrooms, etc. More discussion will follow.
- No students are currently serving on SAUS and they are needed.

Environmental Health and Safety Sub-Committee-(EHS)- Dr. Jennifer Arney-Cuevas

- Committee was asked to review the “UHCL Food Permit Guidelines” and give feedback
- Training for Blood Pathogens, Eyewash/Shower inspections and AED inspections were all completed.

Planning & Budget Committee- TBD, Nick Kelling

Meeting 10/17/23

- Committee was presented the tuition and fees (course and student) increases for FY26 submitted to the board of regents. Fee differences can be seen in teams folder.
- *Note:* The files labeled impact on students only details differences in Designated Tuition. For all other fee increases please see the Tuition & Fees Request File and Course Fee Request File.

