

Faculty Senate

Meeting Minutes

February 3, 2021 /Zoom / 1:00-3:00 p.m.

Present: see attached sign in sheets

Next meeting: March 3, 2021 /Zoom /1:00-3:00 p.m.

Call to Order – Dr. Beavers

1:01

Approval of Faculty Senate minutes – Dr. Beavers

Minutes were approved as submitted.

Provost's Office Report – Dr. Steven Berberich

Enrollment – Dr. Lee Young, AVP Enrollment Management will be joining the university on Monday. Dr. Charlotte Tullos, Interim AVP Enrollment Management was thanked for her service and leadership. A breakdown of the enrollments numbers was also provided.

Fall Scheduling – Discussion with Deans and Department Chairs have been occurring. They have been asked to build the class schedule recognizing we may have to walk back from that schedule. The goal is to launch in the fall in the safest way. The summer schedule will continue with the 4 instructional modes.

An Academic Affairs Workgroup has not been formed at this time. The group will be formed with faculty representatives working with faculty senate and partnering with Academic Affairs, Administration, and Finance in March. Communication and transparency will be challenging and should be addressed now faculty and students

A waiver process will be announced for faculty to request an expedited QA process. Discussion occurred on the expedited process.

QEP – The QEP has been chosen “Hawks Attending to Changes in Education”. Subcommittees have been formed and will be working from February-June.

HERF funding – Dr. Berberich deferred his time until Mr. Denney completed his presentation to allow for time to answer questions.

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

Senate Committee Report – Budget & Facilities – Dr. Stephens

January's meetings consisted of outlining the agenda for the year. The committee will be looking at the initiative process, especially merit and equity pay. They will also be looking at faculty salary compared to other universities. The next monthly meeting will be on February 12th.

Senate Committee Report – Governance – Dr. Kanenberg

The committee will meet on Thursday, next week. They will be looking at policies on policies and how they are created and guidelines for moving them forward. Senators were encouraged to share thoughts and ideas with anyone in the committee.

Two new senators, Amber Brown and Daniel Imrecke are joining FS mid-term and were welcomed to senate. Amber and Daniel have been placed on the Governance Committee.

Senate Committee Report – Curriculum – Dr. Huss-Keeler

Education Abroad Travel Statement (Insurance Requirement) (International Initiatives Office)
Bianca Schonberg and Gigi Do were available to answer questions from the senate.

Insurance Requirement

Vote: 31 Yea; 1 Nay; 0 Abstain – passed

Alert Travel Requirement

A motion to send back to committee to change the wording was submitted and seconded. There were no objections.

Network Security Minor (CSE)

Ahmed Abukmail was available to answer any questions from the senate.

Vote: 31 Yea; 0 Nay; 1 Abstain – passed

Dr. Blake has been invited to attend the next meeting to discuss UHCL certificate policy. The committee will also be reviewing COE's request to change the Interdisciplinary Studies degree to a B.S. in Education.

Senate Committee Report – Faculty Life – Dr. Costello

Dr. Raymond was thanked for her work during the fall semester as chair. Dr. Costello was welcomed as the chair for the spring semester.

Faculty Office Hours/Availability

Discussion on office hours and availability occurred. A motion to postpone a vote was made to allow senators time to share the policy with faculty in their college.

Vote: 19 Yea; 7 Nay; 3 Abstain – motion to postpone passed

Workload Workgroup

An update was provided to everyone. The committee will be holding their second meeting later today.

Senate Committee Report – Teaching & Research – Dr. Xu

Academic Appeals

Discussion on the presented draft occurred. A motion to amend the language was proposed.

Friendly amendment to change the language.

Vote: 28 Yea; 0 Nay; 1 Abstain – motion to amend language passed

Academic Appeals

Vote: 31 Yea; 0 Nay; 0 Abstain

The committee is working on revision for the Academic Honesty and the Piper Award Policy.

Shared Governance Reports – Dr. Ward, Michael, & Walther

- Facilities & Support Services – Dr. Ward
Nothing to add to the report. No questions were asked.
- Planning and Budget – Dr. Michael
The committee will meet on the 16th. Anyone interested in attending is encourage to reach out to Dr. Michael for the link to the meeting. An overview of the January meeting was provided.
- University Life – Dr. Walther
Nothing to add to the report. No questions were asked.

Center for Faculty Development – Dr. Bartsch

Due to COVID and social distancing and with input from faculty, Faculty Development Day has been changed to Faculty Development Week. Faculty Development Week will be from 2/8-12/21. A breakdown of the sessions was provided. The full program went out earlier today and a copy of the daily program will be sent out each day containing the links to each session.

HEERF 2 Funding and Legislative Update – Mr. Denney

HEERF 2 Funding

Mr. Denny provided an overview of the Care's Act and the Coronavirus Response and Relief Supplemental Appropriations Act. He went over the distribution, rules, and stipulations for each. After the presentation, Dr. Berberich answered questions and provided suggestions on getting faculty input.

Legislative Update

Updates from the state and how it affects the university was given. A breakdown of requested funds was also provided to everyone.

Call for Adjournment – Dr. Beavers

3:15

Faculty Senate Midyear Report

Fall 2020 Summary

According to the UHCL Faculty Senate Constitution, Faculty Senate (FS) serves the purposes of representing the faculty in all matters relating to faculty welfare, opportunities, responsibilities, and administration; providing the faculty of UHCL with an effective instrument of communication with all aspects of the institution and System; and, providing the means to shared responsibility among members of the faculty for UHCL's academic direction and policy making. Mindful of our purpose, the Faculty Senate, including the Faculty Senate Executive Committee (FSEC) has worked diligently to represent and advocate for the needs of faculty while being responsive to the emerging contexts and issues throughout this continually evolving context. FSEC meets weekly and FS meets monthly. Yet between formal meetings, committees and individuals are in continuous communication as we review and revise policies, represent faculty on a realm of university committees, communicate frequently with administrators, and strategize about the work of the senate. In this midyear report, we offer a synthesis of the work your FS senators and FS leadership engaged in during the summer and fall of 2020.

On behalf of Faculty, Faculty Senate Executive Committee engaged administration in formal and informal communications focused on the following issues:

- Responses to COVID-19 including such topics as temporary grading policies for students
- Merit Pay
- Concerns focused on Faculty Workload
- The revision of UHCL Policy Processes to include Policy Tracking and Approvals
- Concerns regarding increasing numbers of Administrative Hires
- Student Evaluations
- The need for effective and transparent communication with faculty and students
- Budget topics ranging from 1) revisions to the UHCL budget (Summer 2020); 2) the governor's mandated 10% budget 'give back' (August 2020); 3) Federal COVID Relief Funds targeted to Higher Education; and 4) the Texas Governor's Emergency Education Relief Fund.
- **The launch of CETL**

Faculty Senate Executive Committee have hosted the following guests to our weekly Wednesday meetings:

- Dr. Steve Berberich, Senior Vice President for Academic Affairs & Provost
- Hiba Loya, SGA President along with other SGA leaders
- Leadership from the Council of Professors
- Dr. Kevin Wooten, Chief Strategy Officer
- Dr. Tim Richardson, AVP of Student Success Initiatives
- Dr. Aaron Hart, VP of Student Affairs
- Mr. Mark Denney, VP of Administration and Finance

Faculty senate presidents (past, current & future) meet with Provost Berberich and President Blake individually each month and report back to FSEC on the outcomes, initiatives, challenges and 'next-steps'. These reciprocal dialogues provide opportunities to directly share faculty perceptions, concerns and considerations. We often take into each meeting at least two identified topics of concern and hope to get information, guidance, or clarity of the administration's position on these issues. At times, topics are discussed across multiple months and continued advocacy is needed or collaboration is sought. We find these meetings to be productive and we believe they have contributed to the strengthening of the relationship between faculty and administration.

The Faculty Senate President collaborates with Provost Berberich to communicate weekly, via the Sunday email, to all faculty and staff in Academic Affairs. Early in the pandemic (Spring 2020) it became clear that faculty was in need of information, guidance, and support. In response to the need for more frequent and informative communication with faculty, a 'Sunday email' was started in hopes to share insights, information about decisions, encouragement, and more. The letter is jointly drafted by the FS President and the Provost with both sharing content with the goal of helping faculty and staff in Academic Affairs to feel connected and informed.

Additionally, the faculty senate presidents attend and contribute to the Core Leadership Team meetings every week. Core Leadership is comprised of President Blake, each of the Vice Presidents, and now also the Deans of all four colleges. The insights gained in Core Leadership are often a catalyst for prompting Townhalls, guest speakers at FSEC and FS meetings, sharing information with the UHCL community, and more. In addition, it creates an opportunity to learn of the initiatives happening across all divisions at UHCL.

Faculty Senate passed the following policies/resolutions in the Fall of the 2020-2021 Academic Year:

- Test Optional Policy (for Student Admissions)
- Study Abroad Policy
- Creating of the Faculty Workgroup Ad-hoc committee
- Inclusion and Diversity Statement for Syllabi

Faculty Senate members have either served on or nominated other faculty to serve as faculty representatives on the following University search committees in the fall of 2020 (committees with a * have already filled the position) as we continually advocate for faculty representation on administration and staff search committees:

- VP of Strategic Enrollment Management*
- Director of Institute for Human and Planetary Sustainability
- Director of Accessibility Support Center*

Related, the Faculty Senate Executive Committee have recommended faculty to serve on the following University Committees.

- University Promotion and Tenure Committee (FSEC Representative who attends meetings as a neutral representative)

- Workload Workgroup
- Spring Planning Workgroup
- Student Dining Advisory Committee
- **Student Advisory Committee for the UHCL Bookstore**
- **Antiracism Faculty Workgroup**
- **Piper Committee**

Faculty Senate Committee Work

The following Faculty Senate Committees have been addressing current issues at UHCL which include, but are not limited to:

Teaching and Research Committee (Chair: Dr. Randall Xu):

Completed in Fall 2020:

- Inclusion and Diversity Syllabi Statement

The committee is presently working on:

- *Academic Honesty*
- *Academic Appeals*
- *Minnie Piper Teaching Award Policy (last revised 1988)*

Faculty Life Committee (Chair : Fall 2020: Dr. Roberta Raymond; Spring 2021: Dr. Sarah Costello):

The committee met the third Monday of each month in the fall.

The committee is working on:

- Faculty Availability Policy (presently called Office Hours Policy). In revising this policy, the committee accomplished the following:
 - Committee reviewed current policy.
 - Committee researched and discussed different office hours policies across the United States.
 - Committee revised current office hours policy and took the suggested revisions to Faculty Senate.
 - Committee gathered input from faculty during the senate meeting and via email.
 - Committee is working on using the suggestions to revise.
- Faculty Workload
 - A workgroup to specifically review and revise the Workload Policy was approved by FS in the fall and consist of faculty representatives from across each college along with administrators. Dr. Sarah Costello is co-chairing this workgroup with Provost Berberich.
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Budget Committee (Chair: Dr. Brian Stephens):

- The Committee had discussions with Provost Berberich and VP Denny about several topics including the final FY 21 Budget Initiatives and the delay in the Merit Pay, Legislative Appropriation Requests and Equity Pay.
- The Committee has been monitoring the Budget Priority Process for initiatives for Merit and Equity Pay.

- The Committee is currently collecting data on salary comparison of UHCL Faculty with other similar universities

Curriculum Committee (Chair: Dr. Becky Huss-Keeler)

- **Temporary Test Optional Policy extension**-Academic Affairs-This policy makes it optional through Fall 2021 for incoming freshmen students applying to UHCL to waive the SAT and ACT requirement for admissions because of COVID.
- **6 hour Dissertation Credit change**- EDLS and EDCI from COE- Establishes dissertation credit at 6 hours for both doctoral programs in COE.
- **Education Abroad Catalog Approval**-International Admissions- This policy established that credits from third party providers would appear on UHCL transcripts, but would not affect GPA. It also circumvented the 30 hour residency requirement for study abroad students
- **SACSCOC Substantive Change Policy**- The committee reviewed this policy from the Governance Committee- This policy sets out the parameters of what should happen if there are substantive changes in policy or procedures.
- **Minor in Geoscience**- CSE
- **Duolinguual Language Examination Proposal**- International Admissions-This proposal adds an additional language test option for international students applying to UHCL.

The curriculum committee is presently working on:

- **Network Security Minor**- CSE
- **Academic Appeals Policy**- Academic Affairs -This was a review of an earlier policy for the procedure for academic appeals.
- **Education Abroad Catalog Insurance and Alert Traveler Requirement**- International Initiatives- This policy would require students on study abroad programs to have medical insurance and to register for the Alert Traveler program, which helps keep faculty and students informed of significant events that can affect them. To be voted on at February FS meeting
- **UHCL Certificate Policy**- The committee is also working to establish a UHCL certificate policy for certificates that are administered through the colleges. There is currently no such policy, however there are multiple UHCL certificates. Work will continue in Spring semester.

*** Many of the above mentioned items were passed by Faculty Senate and Academic Council, and the majority have passed UC.*

Governance Committee (Chair: Dr. Heather Kanenberg):

The Governance Committee has reviewed and updated the "Substantive Change" policy. This is a policy required by SACSCOC and the UHCL policy was last updated in 2016. The policy relates to: Substantive change as a significant modification or expansion of the nature and scope of an accredited institution. There are federal regulations which outline what types of changes constitute a substantive change.

- The committee engaged with Dr. Matthew to get questions answered and ensure full understanding of the policy; and

- The curriculum committee also reviewed and shared comments and edits as a ‘second set of eyes’.

There has been a good bit of work in Summer and Fall of 2020 with senate, administration, and academic affairs to develop a process and format for all UHCL policies. The goal is consistency among documents and the ability to track and monitor progress of policy change.

- The governance committee will begin to review and amend the “FORMATTING, TRACKING, MAINTAINING, AND DISSEMINATING UHCL POLICY DOCUMENTS” policy. This is affectionately known as the “Policy on Policies”.

Three different sets of elections have been facilitated by the Chair of the Governance Committee:

- Dr. Kanenberg worked with the election coordinators of the 4 colleges (Julianna Dean—HSH; Lory Santiago-Vazquez—CSE to replace faculty no longer with UHCL; Susan Sorensen—BUS; Omaha Williams Duncan and Michelle Giles—COE) to hold 3 different elections in late summer/fall to replace faculty senators no longer with UHCL.

The FS President is presently working to facilitate an election of representatives for the UHCL Grievance Committee.

Shared Governance Committee issues that have been addressed:

University Life Committee (Chair, Dr. Christine Walther):

In the fall of 2020, the University Life Committee reviewed or updated/revised several policies:

- The committee comprehensively reviewed updates to 50 Human Resource Policies to address overlaps in sunset dates, updates in system policies, and ensure compliance with present laws.
- The committee reviewed and provided feedback on the Freedom of Expression Policy
- The committee reviewed and voted to provide support for the Diversity Position Statement

Facilities and Support Services Committee (Chair: Dr. Chris Ward):

The committee has been working on:

- Monitoring a multitude of campus improvement projects
- Space requests related to Strategic Partnerships, Academic Affairs, and HSH

Planning and Budget Committee (Chair: Dr. Tim Michael):

All minutes of the PBC committee can be found at:

<https://www.uhcl.edu/about/administrative-offices/shared-governance/meetings-minutes>

The committee has been working on:

- Strategic planning in UC and the initiatives process
- Worked with and received reports from Budget Taskforce
- Review of Planning & Budget Calendar and Process
- Review of fee increases

- Review reporting regarding federal CARES Act funds and utilization at UHCL

Priorities for the Spring 2021 Semester:

While we all recognize that being responsive to changing environment and context remains a priority, and aside from the indications above in the committee summaries, Faculty Senate is working hard to be engaged in the budget priorities process, to keep faculty merit at the forefront of all discussions, and to help address concerns with the faculty hiring processes.

Best Regards,



Elizabeth Beavers, PhD on behalf of Faculty Senate
Faculty Senate President
Associate Professor, COE

Senators		
Present	First	Last
✓	Elizabeth	Beavers
✓	Sheila	Baker
✓	Amber	Brown
✓	Sarah	Costello
✓	Thomas	Cothorn
✓	Maria	Curtis
✓	RJ	Davis
✓	Anton	Dubrovskiy
✓	Kathleen	Garland
✓	Leslie	Gauna-Gago
✓	Vicky	Gu
✓	Youssef	Hamidi
✓	Khondker S.	Hasan
✓	Rebecca	Huss-Keeler
✓	Daniel	Imrecke
✓	Heather	Kanenberg
✓	Angela	Kelling
✓	Anna	Klyueva
✓	Joseph	McCormack
✓	Timothy	Michael
✓	Jordan	Mitchell
✓	Alfredo	Perez-Davila
✓	Roberta	Raymond
✓	Wanalee	Romero
✓	Randy	Seevers
✓	Haeyoung	Shin
✓	Brian	Stephens
✓	Walter	Thompson
✓	Christine	Walther
✓	Christopher	Ward
✓	Sharon	White (Andrews)
✓	Paul	Withey
✓	Dawit	Woldu
✓	Zhaohui	Xu
✓	Faiza	Zalila

Administration		
Present	First	Last
✓	Robert	Bartsch
✓	Steven	Berberich
	Ira	Blake
✓	Mark	Denney
✓	David	Garrison
✓	Samuel	Gladden
	Miguel	Gonzalez
	Kara Marie	Hadley-Shakya
	Aaron	Hart
	Dorothy	Kirkman
✓	Kathryn	Matthew
	Vivienne	McClendon
✓	Joan	Pedro
	Scott	Richardson
✓	Timothy	Richardson
✓	Christal	Seahorn
	Felix	Simieou
✓	Charlotte	Tullos
✓	Edward	Waller

Guest		
Present	First	Last
✓	Gigi	Do
✓	Joe	Staley
✓	Ahmed	Abukmail
✓	Bianca	Schonberg