

**Faculty Senate
Minutes
April 4, 2012**

Attendees: Akladios, Magdy; Bradley, Brent; Carman, Carol; Chan, Leo; Collins, George; Gossett, Lisa; Grigsby, Bettye; Hammer, Tonya; Hentges, Beth; Larson, Stuart; Ley, Kathryn; Matthews, Frank; McCormack, Pat; Michael, Tim; Norwood, William; Peres, Camille; Perez-Davila, Alfredo; Peters, Michelle; Rashid, Bazlur; Robinson, Leroy; Rohde, Larry; Shin, Haeyoung; Short, Mary; Simieou, Felix; Subramanian, Shreerekha; Vesey, Winona; Ward, Chris; Willis, Jana.

Absent: Browning, Sandra; Mustafae, Zach; Packard, Ashley; Rob, Mohammed; Walker, L. Jean; Wang, Daniel.

Others: Bendeck, Yvette; Biggers, Darlene; Czajkiewicz, Zbigniew; Houston, A. Glen; Matthew, Kathy; Short, Rick; Spuck, Dennis; Stockton, Carl; Wielhorski, Karen.

Approval of March Senate Minutes

A motion was made to approve the minutes and was seconded. The minutes were approved unanimously.

Provost's Report

Dr. Stockton:

The SACS visitors came in yesterday. The person in charge of the QEP was very impressed with our QEP. She liked the topic, the assessment and design of the plan. The QEP evaluator met with several faculty and just wants to make sure the campus has bought into the QEP topic. The SACS team was supposed to send an itinerary about two weeks ago, but we were literally getting the itinerary in pieces starting Sunday and even after members of the team arrived.

Tomorrow morning is the exit interview. There may be one or two items but we're not expecting anything major. He thanked everyone for their help before and during the SACS visit.

Dr. Stockton reminded the senate that the coordinating board is still looking at low enrollment programs. The Texas Higher Education Coordinating Board (CB) is pushing for higher standards. Requirements, current and proposed, are:

<u>Degree</u>	<u>Current</u>	<u>Proposed</u>
Baccalaureate	5/25	8/yr. or 40/5 yrs.
Graduate	3/15	5/yr. or 25/5 yrs.
Doctorate	2/10	3/yr. or 15/5 yrs.

The CB is considering 2014 for implementation. Right now this is on the CB website and open for public comments. Dr. Matthews asked for clarification on the dual time periods. He feels that really it's the 5 year total that supersedes. Dr. Stockton encouraged the senate to post their thoughts on the CB website or send their comments to him.

Faculty Senate Committees

Budget Committee - Dr. Michael

Dr. Michael handed out a breakdown of the Enrollment Management budget. It shows a better breakdown of an FTE breakdown by task and scholarships than previous reporting. VP Dotter has recommended that this exercise be done for the remaining items in the budget. She feels confident that, going forward, if someone requests the information it will be available in this format. Dr. Matthews asked if there is a plan to put this information online. He feels making the information available to the public in this format would be

a good public relations move. Dr. Michael will ask VP Dotter about it. Dr. Ley volunteered that the scholarships data does not include waivers for military (Hazelwood). Dr. Bendeck stated that the waivers would not be included in her budget, so therefore it is not included in this handout. The waivers question was brought up in FSEC last week. Dr. Michael will follow up with VP Dotter about it.

Curriculum and Teaching Committee - Dr. Willis

The committee rec'd the doctoral plan for Ed.D. in C&I and is reviewing it.

Research Committee - Dr. Gossett had nothing really new to add. The committee is working on links to the schools' research for the research website. The committee met with Dr. Meyers last month and discussed how budget challenges are really affecting research.

Faculty Life Committee – Dr. Matthews

The committee is prioritizing what policies they want to review next year and prioritizing them.

Shared Governance Committees

Facilities and Support Services Committee - Dr. Larson

No new business.

Planning & Budgeting Committee- Dr. Michael

The only priority is a one-time merit pool of 2-1/2%. LUF and CUF fees and individual course fees were approved previously. There will be no undergraduate tuition increases. The committee discussed scraping up funding to pay the remaining \$1.3 million budget shortfall. VP Dotter seems confident that they can get those funds from housekeeping items, such as previously overlooked base budget reductions and/or shifts to alternate funding sources. Dr. Rohde asked if lab fees will increase, and Dr. Michael said not that he was aware of. There will be some course fee increases. Dr. Norwood asked if the merit pool is in danger of not being approved by the Board of Regents. Dr. Hammer mentioned that VP Dotter asked departments to evaluate their fees so they can justify their reserves.

Faculty Handbook Policy 10.6 Policy on the Authoring and Delivery of Online Courses by University of Houston-Clear Lake Faculty and Staff

Dr. Norwood announced that the policy came from the Curriculum and Teaching Committee (C&T) with a second. Dr. Willis, Chair of the committee, introduced the policy and gave some background on it. She indicated that the policy now focuses more on fully online classes than the original policy, which focused more on courseware. She also noted that the percentage had been changed to match the CB definition of online, so instead of 51% it now reads 85/15%. Dr. Norwood then opened the floor to discussion. Dr. Michael offered a friendly amendment to change the definition of “fully online distance education course (2.2)”. He read and then passed out a document with wording to be added to the end of the last sentence of the paragraph stating: *The University also maintains a policy that fully online courses cannot require proctored assessments to include face-to-face examinations on campus or at other locations.* That is our policy and the wording should be inserted before Faculty Senate votes on it. Dr. Norwood asked why Dr. Michael feels the wording needs to be included in this policy. Dr. Michael's response: it is not found anywhere else in writing. Dr. Norwood: then how is it already our policy? Dr. Matthews added that it is not a policy but a practice required within the university.

Dr. Willis explained that when she met with Dr. Houston and Dr. Stockton regarding this issue as it relates to online cheating, Dr. Houston asked that Dr. Goswami and Dr. Willis meet, and they are meeting next Monday to discuss what steps need to be taken to address online cheating. For that reason she doesn't want to include the amendment at this time. She feels that Faculty Senate should vote on the policy and address the whole issue of online cheating and proctoring separately. Dr. Michael responded that the policy has been in place for at least 3 years now that he knows about and feels if it's an existing policy it should be

included in this online policy. Dr. Perez-Davila asked where the policy is written. Dr. Michael didn't know, but was told it was voted on at Deans Council sometime in spring or early summer 2009. Dr. Michael stated that he got it in writing from his dean that this is university policy yesterday. Dr. Carman would like the policy to clearly state what we have right now, whatever that is determined to be, and then it can be amended later.

Dr. Rhode commented that they don't have the policy in SCE, so therefore it cannot be a university policy. He does not want to put in the amendment because it would force SCE to do something it is not doing now. Dr. Stockton was asked to clarify something about Deans Council. There was discussion about a student who may be 2-3 hours away and how to handle that, particularly as it relates to them taking the final exam. The other three schools do not have this mandate, so he suspects that this is a conversation that needs to take place in the schools with the deans. He mentioned that currently there is no policy in the faculty handbook that addresses how online courses are handled related to security measures of online final exam testing. He agreed with Dr. Willis' suggestion that a committee be formed to explore options for security related issues for online testing. Dr. Michael asked Dr. Stockton to clarify that it is his understanding that this is not a university policy. Dr. Stockton responded that nothing had been passed. Dr. Hentges would like to get this clarified because in HSH meetings they were told if you were teaching an online course you could never require your students to come to campus.

Dr. Larson spoke to the history, a few years ago, as to whether this policy should address cheating, and it was such a behemoth that it was decided to make the cheating policy a separate one. There were even task forces to discuss the issue. UCT was in favor of having proctoring centers. It was determined at that time that the cheating policy should encompass face-to-face and online courses.

Dr. Bendeck gave the perspective from a student complaint side. When UHCL advertises that we have completely online classes students perceive that there is no requirement to come to the UHCL campus. There was a discussion about what it meant to be enrolled in the MBA online and INST programs. She feels the questions come about from the courses required for the fully online programs available at UHCL. Dr. Matthew offered that it sounds like the definition of online needs to be changed from 85/15% to 100%, but Dr. Willis indicated that SACS and CB define online as 85/15%. She suggested separating fully online courses from fully online programs and then having a policy for each. Dr. Larson suggested a change to the friendly amendment, striking the first 7 words that state it is a university policy. At that point Dr. Michael decided to withdraw the amendment, stating that he had gotten the answer he was looking for. Dr. Willis reminded everyone that this policy applies only to online courses, not programs. Dr. Norwood then asked if there were discussion on the wording of the rest of the policy, now that the amendment had been withdrawn. There was none. Dr. Matthews called the question. A question was asked about section 7.1 Compensation. It was his understanding that the compensation comes from the Provost's Office. Dr. Norwood clarified that the money may come from the Provost but this wording addresses how much will be paid. Dr. Willis stated that this part is UH System policy.

At that point a vote was taken: there were 23 votes to approve the policy, 1 opposed, and 4 abstentions. The policy passed.

Academic Affairs Administration Calendar FY13

Dr. Bendeck explained the Academic Affairs Administration Calendar and is being brought to Faculty Senate as an information item. The only adjustment made from an enrollment management standpoint was moved from the 13th week back to the 11th week. Data will be collected this year and reviewed for next year. An analysis needs to include the Student Success Center because it is impacted by drop dates. Dr. Rohde asked if they will have to get summer schedules in very early, like last semester when the date was January 16 and the faculty weren't yet back for the semester. Dr. Bendeck stated that students have 2-3 weeks prior to early registration in order to maximize enrollment. Regarding summer registration being so early, Dr. Bendeck explained that budgeting had to be done and for summer. He asked to pick a date when

faculty are back on campus. She will take that into account. Dr. Matthews and Dr. Michael applauded Dr. Bendeck for trying to make good data-driven decisions. Dr. Gossett is concerned that the last day of finals is also the same day as the close of the semester, which is the day that grades are due. Dr. Bendeck clarified that the date for the close of the semester and the date that grades are due are two separate dates. The close of the semester has to be on or very close to the last day of finals for financial aid purposes.

Proposal for Ed.D. in Curriculum and Instruction

Dr. Mathew said that they got planning authority to go forward with this program. Jo Anne will send an electronic copy of the document this afternoon. It is 60 pages and folks may or may not want to print it out. The program will have a STEM emphasis. They are involving SCE faculty with a math and science emphasis. They are also working with HSH faculty with some of their technology. The target is math and science teacher educators. Community college math and science teachers are trying to get their Ph.D. and that is a market. The CB requires SOE to send out a survey as part of the proposal. Out of 400 responses 80% said they would be interested in the program, and all of those have sent their contact information. The goal is to start the program in fall 2013 with a cohort of about 15 students every fall.

Announcements/New Business

Dr. Michael had an announcement and a handout regarding Career Services' Graduating Student Survey. He asked that faculty get this information to their graduating students. All faculty will receive it within the next 2-3 weeks. The important questions are: "where are you now working", "what is your job title", and "what is your salary". Dr. Rohde asked if Alumni Services needs to be involved if faculty want to contact students after graduation. Dr. Bendeck stated that after they graduate their data belongs to Alumni Services and you must go through them. Dr. Bendeck suggested the best way to get graduates to complete the survey is when they're sitting in their cap and gown at graduation. The survey is sitting on their chairs.

Dr. Perez-Davila asked the outcome of alternates for shared governance. Dr. Ley volunteered to send it to him. Dr. Willis volunteered that it was agreed committee members would go back to their committee and pick them.

It was asked if the slides from the Faculty Assembly presentation are available. Dr. Ley stated that they are in Blackboard. She will ask Jo Anne to send them out to the Faculty Senate.

Dr. Norwood stated that ballots for President-Elect will go out this week. He then requested a motion to adjourn. A motion was received and seconded.

The meeting adjourned at 2:05.