

**Faculty Senate  
Minutes  
February 1, 2012**

**Attendees:** Akladios, Magdy; Browning, Sandra; Carman, Carol; Chan, Leo; Collins, George; Gossett, Lisa; Hammer, Tonya; Hentges, Beth; Larson, Stuart; Ley, Kathryn; Matthews, Frank; McCormack, Pat; Michael, Tim; Packard, Ashley; Rashid, Bazlur; Rob, Mohammed; Robinson, Leroy; Rohde, Larry; Shin, Haeyoung Short, Mary; Simieou, Felix; Subramanian, Shreerekha; Walker, L. Jean; Ward, Chris.

**Absent:** Bradley, Brent; Grigsby, Bettye; Mustafaev, Zach; Norwood, William; Peres, Camille; Perez-Davila, Alfredo; Peters, Michelle; Vesey, Winona; Wang, Daniel; Willis, Jana.

**Others:** Bendeck, Yvette; Czajkiewicz, Zbigniew; Houston, A. Glen; Short, Rick; Stockton, Carl.

Dr. Ley announced that Dr. Norwood, the current President of Faculty Senate, is out on medical leave, so she and Past President Dr. Hentges will be conducting the meetings until further notice.

**Approval of December Senate Minutes**

Dr. Rohde indicated that his last name is misspelled except for the first instance. It was noted that the reference to the SACS visit lists the visit as occurring in March, not April, which is the correct month. A motion was made to approve the minutes with these changes. The motion was seconded and approved unanimously.

**Provost's Report**

Dr. Stockton:

- Thanked Dr. Matthews for working hard with him on 2 policies that will be presented today and at the next Faculty Senate meeting.
- Announced the Priorities Presentation tomorrow morning. The Board of Regents (BOR) has not indicated whether they will approve tuition increases for next year. Also, we're still figuring out how to handle the remainder of the budget reduction started three years ago.
- Announced that the BOR will be meeting here on Feb. 15 at 1:00
- Mentioned that the President has sent out the committee listings for downward expansion, and Dr. Stockton is still waiting for a faculty appointment to the Curriculum Committee. The President has asked the committees to start listing issues. The fall 2014 begin date will be subject to responses he gets from the committees.
- Indicated that the responses to the compliance document have been sent to the President for review. The QEP is almost finished and will be reviewed by the President in the next few days.
- Reminded everyone that SACS will be on campus April 3-5 and asked for faculty to please try and be here.
- Shared that the QEP is being presented to many of the campus constituent groups.

Dr. Rohde asked why there are no tenured faculty on the downward expansion steering committee. Dr. Stockton said it was Dr. Staples' decision but he will relay the concern to Dr. Staples. He feels the reasoning is that the other committees will be doing most of the work and Dr. Staples' wanted to make sure tenured faculty were on those committees.

Dr. Matthews asked if the downward expansion committee meetings will be open or closed and would there be minutes available to the university. Dr. Stockton could not see why they would be closed, and mentioned that the President's Office will probably be sending out periodic updates on the committees' progress.

Dr. Matthews asked what the final plan will look like. Dr. Stockton said there would be a final published document. Dr. Bendeck volunteered that Dr. Staples wants enrollment management to assume fall 2014 in their analyses and recruiting. She also said Faculty Senate would be seeing documents about this in the next few months. Admissions standards will be ready for the March Faculty Senate meeting. She has asked the deans to have extensive discussions with program chairs, other faculty, etc. for their input.

Dr. Packard asked if faculty searches will begin in fall 12 or fall 2013. Dr. Stockton indicated that, if we started in fall 2012, then searches would begin in 2012. It was asked if we could be ready any earlier than fall 2014, and Dr. Stockton said probably not. Dr. Gossett asked if there would be separate admissions standards for the schools. Dr. Stockton answered that these admissions standards apply to incoming freshmen. Dr. Rohde asked if the admissions standards will go through the other downward expansion committees. Dr. Stockton said it will go through the Shared Governance process.

Dr. Michael asked if the admission information is available online somewhere. Dr. Bendeck indicated that the schools' reps on the Enrollment Management Committee have the data and it's up to them to disseminate the information to their school. Dr. Matthews asked if there is a centralized listing of all the meetings. Dr. Stockton said he would look into it.

### **Faculty Senate Committees**

Budget Committee - Dr. Michael

The budget committee has not met, but has received a budget breakdown of the Enrollment Management budget. They have a meeting with VP Dotter and Dr. Bendeck after today's meeting. He will make his discoveries available to Faculty Senate.

Curriculum and Teaching Committee - Dr. Willis

Dr. Packard reported for Dr. Willis. She presented the Online Policy (see attachment). She reminded the Senate that this policy applies to fully online courses only. Dr. Ley remembered that this policy was tabled at the last meeting and hadn't been brought back to the table to her knowledge.

Research Committee - Dr. Gossett

Dr. Gossett stated that the committee is looking at updating the research website links. The committee is in the process of figuring out where in each school's website would be the most appropriate to link to the schools' placeholders on the research home page. Dr. Gossett asked for the Senate's input on ways to publicize the research page. The Scholarly Lecture Series is highlighted at the bottom and needs to be updated. It was asked if those presentations should be on YouTube. Dr. Stockton volunteered that each faculty member would have to approve their video being on YouTube. Dr. Rohde offered to follow up to find out what can be done.

Faculty Life Committee – Dr. Matthews

Policy #3.1 Dr. Matthews explained that situations calling for automatic extensions for active duty and maybe worker's compensation. Also, there is considerable discussion regarding pregnancy. The committee is not ready to present to Faculty Senate yet.

Dr. Michael said he thought that the policy was going to get minor tweaking and change these other things later. Dr. Ley said that is true, but that the Faculty Life Committee did not get the policy to her in time, so it will be addressed later.

### **Shared Governance Committees**

Facilities and Support Services Committee - Dr. Larson

The UHCL recycling program is about to begin. All recycling will go into one big bin. UH will come and pick up the bin and bring it to Katy to be emptied. Also, more small bins will be placed around campus. Dr. Ley

asked about electronics recycling. Dr. Larson indicated that it was not addressed. Dr. Rohde asked again for large bins for plastic from his labs. Dr. Larson suggested that Dr. Rohde contact Hank Hodde directly. He is the SGA person leading this effort.

The Building & Use Policy came back from Legal. A task force was formed to go over the changes they suggested. They hope to have a report from the task force for the next Faculty Senate meeting. Dr. Matthews expressed concern about the new tile being so slick. Dr. Carman indicated that she was told to contact Darrell Means and/or Ward Martindale. Dr. Larson will ask for it to go on the FSSC agenda but that is a whole month away. Dr. Larson and Dr. Ley asked for everyone to email Ward Martindale. Dr. Rohde asked who would be responsible for asking a question about the bookstore. They're doing something different with students using their financial aid to purchase books. Dr. Bendeck volunteered to talk to John Cordary. She was not aware of a problem.

Planning & Budgeting Committee- Dr. Michael

Dr. Michael noted that the Library, HR, Finance, UCT, and Facilities made presentations addressing the items submitted to the suggestion box. The committee will hear from Chief Willingham next Wednesday at 11:00 in the Forest Room. All of these reports are posted at the Budget Discussions website. The suggestion box needs to be updated in terms of what we're asking for. Some have suggested limiting or closing the box. Dr. Michael also announced the combined priorities presentation on Feb. 16. PBC's next meeting is Feb. 8 and it is an open meeting. He encouraged faculty to let their constituents know they need to attend meetings and voice their concerns. He knows that Faculty Senate members are doing all they can. Dr. Matthews suggested that the box could be expanded based on its success.

University Life Committee - Dr. Carman

Dr. Carman gave an update on the status of the Smoking Policy. She reminded the Senate that ULC will meet tomorrow, where they will get the final results of the smoking survey. So far it appears there is a plurality but not a majority that smoking be banned completely, based on the 600 votes received so far. If it is felt that we didn't receive enough participation the survey may be opened up again.

#### **Faculty Handbook Policy #4.2 Search & Selection Procedures**

Dr. Matthews explained that the first page outlines the major points and changes. It clarifies who is the convening authority. The policy puts a great deal of pressure on the search plan. It links the budget with the search. It also links into HR documentation. He also noted that language was added so that giving tenure to a proposed faculty member is discussed before the person is hired.

4.4.2.3 (pg. 9) Dr. Rohde is concerned that HR is putting a lot of rules on the search committee.

4.3.1 (pg. 4) Dr. McCormack Faculty Position Search Committee. Faculty search committee members are approved by the Provost, but administration and professional position search committees do not have that requirement. Dr. Matthews stated that it was in the original document and just was not changed. It was clarified, however, that the Provost is the convening authority on a faculty search, but not necessarily on the other committees.

Dr. Rohde asked if, once it is approved through the Shared Governance process, this is the policy that should be followed. The schools may add restrictions if they want. Dr. Matthews stated that this is a grievable policy.

Dr. Short asked if someone drops out of the search committee is this addressed in the policy, and Dr. Matthews indicated that it is not. He explained that it is up to the convening authority if that person gets replaced.

4.3.2.4 (pg. 6) Dr. McCormack is concerned that having a faculty appointment approved during the on-campus interview is late in the process. Discussion ensued. Dr. Matthews explained that the advertisement

will note whether or not the person will have an academic appointment. The policy just ensures that the discussions happen with each on-campus interview.

4.4.1.3. (pg. 7) Dr. McCormack stated that the policy refers to an Exempt Search Plan form. He hasn't been able to find it. Dr. Matthews asked Katherine Justice and she said that it does exist.

Dr. McCormack suggestions:

4.4.2.2.2 change "should" to "must" in the first sentence.

4.4.3.2. change "should" to "will". The convening authority "should" . . .

4.6.1. (pg. 12) Completing the Hiring Process – "once a convening authority . . ." end of paragraph – should have procedures before the on-campus interviews.

4.6.2. should the convening authority have the authority to recommend someone after campus interviews? Other Faculty Senate members stated that yes, they can.

Other suggestions made by Dr. McCormack:

4.3.1.3. Dr. McCormack asked if it is appropriate to have students or outside community on faculty search committees. He and Dr. Rohde feel the program should make that decision, not the convening authority. It is written to allow the option, according to Dr. Carman. Discussion ensued.

Dr. Packard suggested taking out "jointly" in section 4.6.1.

Dr. Ley feels we should go forward with the policy with the friendly amendments. Dr. Rohde made a motion to approve and it was seconded. The policy was approved by 23, rejected by 1.

#### **Faculty Handbook Policy #10.6 Authoring & Delivery of DE Courseware**

Dr. Packard explained that the policy only pertains to courses that are fully online.

Dr. Matthews asked that sections 1.3.1 through 1.3.7 be bullets – formatted. If they are converted to bullets then the formatting is alright.

Dr. Houston explained that on 3.0 - the policy says a recommendation can go from the Curriculum and Teaching Committee directly to Academic Council. This would circumvent the full Faculty Senate and Provost? Dr. Stockton explained that, currently, the flow goes from the Faculty Senate committee to Faculty Senate to Provost then Academic Council. The senate agreed that the policy needs to be worded that way.

6.2.2. Dr. Short asked if a course is designed by a faculty member and that faculty member decides not to teach the course, can it be given away to the university? The consensus was yes, as the policy is currently written, it would go to the university.

It was asked, in reference to section 5.0, who oversees quality assurance? It was not clear.

Dr. Matthews asked what the difference between sections 5.1.1 and 5.1.3 was. It is unclear.

Dr. Rohde made a motion to refer the policy back to committee. It was seconded and approved unanimously.

#### **Announcements/New Business**

Dr. Czajkiewicz asked that Faculty Senate vote on the Upper Level Requirement for BAS 45 hour requirement. Dr. Ley stated that Curriculum and Teaching Committee had decided that this was a school-level issue and Faculty Senate did not need to vote on anything. However, she will ask them to look at it again since Administration is requesting it, but they need something in writing. Dr. Bendeck stated that she submitted something in writing several months ago. Dr. Stockton agreed and read the statement from the December 2011 minutes recommending wording that a minimum of 45 hours be accepted. Dr. Ley then indicated that there was not a quorum so no vote could be conducted. Dr. Matthews suggested voting by email. It was then noted that there were 21 senators still at the meeting, which meets quorum. However, Dr. Ley preferred to let the senators look at the actual policy and then conduct an email vote. Dr. Rohde suggested, since it only requires the changing of one sentence in the policy, going ahead and voting. Dr. Hentges volunteered that some faculty were not sure what a BAS was and were being asked to vote on

something when they weren't sure what it was. Dr. Ley stated that it will be addressed at the Faculty Senate Executive Committee meeting and then an email vote will be conducted.

Dr. Rohde asked Dr. Ley to convey to the Faculty Senate that this is a two-hour meeting and to make arrangements to stay for the entire meeting. She agreed.

Dr. Ley will be working on a newsletter and asked that if anyone would like something considered for the newsletter to let her know.

The meeting adjourned at 2:55.