

**FACULTY SENATE MEETING
OCTOBER 03, 2012**

MINUTES

Members Present: Magdy Akladios, Sandra Browning, Leo Chan, George Collins, Kent Divoll, David Garrison, Lisa Gossett, Shanna Graves, Bettye Brigsby, Tonya Hammer, William Hoston, Stuart Larson, Kathryn Ley, Samina Masood, Rick Puzdrowski, Frank Matthews, Jana Willis, Pat McCormack, Scott McIntyre, Tim Michael, William Norwood, Keith Parsons, Camille Peres, Alfred Perez-Davila, Michelle Peters, Bazlur Rashid, Leroy Robinson, Haeyoung Shin, Mary Short, Felix Simieou, Jean Walker.

Members Absent: Ron Mills, Mohammad Rob, Daniel Wang, Chris Ward.

Others Present: Yvette Bendeck, Darlene Biggers, Zbigniew Czajkiewicz, Glen Houston, Rick Short, Carl Stockton, Samuel Gladden.

Minutes of Previous Meeting

The minutes of the September 05, 2012 meeting were approved unanimously.

Provost Report

Dr. Stockton made the following comments regarding enrollment:

- Every two years, the State compares base year to base year enrollment to calculate formula funding.
- Final Head Count for Fall 2012 - 8154 students; Fall 2010 – 8099; Fall 2011- 8180
- Enrollment was up 55 students base year to base year; down 30 students from Fall 2011
- Trend over 5 years: Fall 2008 - 7658 (grew 500 students) Fortunate to be flat over 5 years considering economic situation and meningitis issues; community colleges are reporting that enrollment is down 6-7%
- SCHs: Fall 2012 - 69,288; Fall 2010 – 68,636
Increased by 652 SCH in terms of funding from the State
Fall 2011 - 69,855; 2008 - 63,822; Increase of 8.5% over 5 year period
- Off-campus/Face-to-Face SCHs Fall 2012 - 6941; 2011- 6948; 2010 - 6415
- Online SCHs: Fall 2012 - 13,370; Fall 2010 - 10,548; Fall 2011 - 11,919
- There has been a steady increase in Hispanic undergraduate fulltime rates – Fall 2012 - 30%; Fall 2011 - 28%; Fall 2010- 27%, 2008 - 23%; This increase provides opportunity for UHCL to pursue certain types of grants.
- Enrollment increased in three schools. The challenge is reducing the decreasing enrollment in one school and the overall graduate semester credit hours.

Dr. Stockton will attend the THECB Quarterly Meeting on October 25, 2012. The Board will be revisiting low producing programs standards of how many degrees are awarded over a five-year period. The THECB is considering increasing the current standards which are as follows:

Undergraduate: 25 degrees to 40 degrees over 5 years; Graduate: 15 degrees to 25 degrees over 5 years and Doctoral: 5-10 degrees to 15 over 5 years. A proposal to increase standards as follows: Undergraduate: 8 degrees per year or a minimum of 40 over 5 years; Graduate: 5 degrees per year or a minimum of 25 degrees; Doctoral: 3 degrees per year or a minimum of 15 over 5 years will be considered. Dr. Stockton stressed that these new standards have not been approved because members felt that the THECB needed to give institutions a chance to work the recently implemented standards. Dr. Frank Matthews asked if the THECB realizes that the recommended new standards will lower the clarity of degree content. Dr. Garrison added that there has been no evidence of any cost savings as a result of the standard although the THECB justification for the standards was to save money. Dr. Stockton responded that several institutions have indicated to the THECB that the faculty members teaching those low producing programs are still needed to teach other general education courses.

Dr. Frank Matthews asked whether there was an analysis of the growth areas for online programs/courses. An analysis would be helpful in determining whether online is affecting face-to-face enrollment and which programs can be offered online.

Dr. Akladios asked whether the new standards would limit and endanger small programs. Dr. Stockton responded that the University can make a case for the programs. He will be proactive and meet with the deans to look at small programs.

Dr. Stockton thanked faculty members for a record breaking \$7.3m in grant awards this year in contrast to 2011, \$2.5m.

Senate Committee Reports

Budget: Tonya Hammer reported that the Budget committee will work on the following priorities.

- Faculty Pay
- Program Support Fund
- UCT contract/policies for new computers
- Procedure for requesting increasing funds for faculty development

Sandra Browning was appointed alternate representative for Academic Council; Tonya Hammer for University Council.

Curriculum & Teaching: Stuart Larson stated that a task force was formed to look at procedures for proctoring online tests. Each school has been asked to select two faculty members and one staff member to serve on the task force. Dr. Willis added that student members will be selected shortly to complete the taskforce membership. Dr. Ley said that FSEC will approve the membership once all names have been received. The Curriculum Committee discussed comprehensive exams and forwarded recommendations to the schools. School decisions are still pending. The Online Policy and the 2014 curriculum timeline were also discussed. Dr. Ley asked members to have discussions regarding the 2014 curriculum with the academic deans

now because once the proposal reaches the Senate; it would have been discussed at the school level. The Senate will receive the curriculum in March/April 2013.

Research: Dr. Gossett reported that Dr. Michelle Peters will be the alternate representative for Academic and University Councils. There has been strong response from committee members to improve and expand the faculty research webpage. Faculty research and faculty-student research needs to be better highlighted online. Decisions need to be made on how much of the research should be through the school or linked through the school or primarily through UCT on a research webpage. Another issue raised was the current policy regarding the automatic changing of computers every three years despite an average 5-7 year computer life cycle. Researchers are at risk of losing computer data when old machines are replaced. Some committee members felt that computer usage should be more faculty-driven as many grants are on a 5-year cycle. The committee will continue to investigate this issue. The research committee is also investigating access to e-journals becoming more difficult from home.

Faculty Life: Dr. Frank Matthews reported the committee had not met. This academic year, the committee will address the Grievance Policy.

Shared Governance Committee Reports

FSSC: Dr. Larson reported that the Building Use Policy has been approved by University Council and UH-System Legal.

PBC: Dr. Michael stated that PBC meetings have been set for every third Wednesday at 12:30-2:00 pm. Discussion topics for the year include the summary of current budget and the summary of four-year initiative issues.

ULC: Dr. Perez-Davila reported that Margaret Lampton was appointed committee chair.

Quality Enhancement Plan (QEP) Report

Dr. Jean Walker made the following comments:

- UHCL chose Critical Thinking Skills as the QEP topic.
- The QEP Leadership Team (QLT) met through the summer to prepare for phasing in the QEP in BUS and SCE in fall 2013. SOE and HSH will be phased in fall 2014.
- A workshop will be held on October 26-7 to prepare faculty interested in having their class approved as an official critical thinking class. The workshop will be given by Dr. Nosich, Professor, Buffalo State College.
- There will be a second follow-up workshop in the spring and a total of four workshops.

UHCL Enrollment Status

A handout summarizing enrollment data for 1990-2010 obtained from Texas Public Education Information Resources was distributed for information purposes. Dr. Ley informed members that the item will be discussed at the next meeting. Questions and comments should be forwarded to Dr. Ley and/or Dr. Pat McCormack.

New Business

Dr. Tim Michael requested an extension of the grading deadline. He stated that concerns were received from some faculty members regarding the burden of posting grades by the deadline for exams given late during exam week. Faculty members are expected to turn in grades on Monday at noon for exams given on Friday or Saturday of exam week.

Dr. Bendeck responded that the calendar has always been that way. End of semester closing processes have to be completed by December 23, 2012. She stated that Enrollment Management staff will meet to discuss grading processes and procedures once a determination is made on how many faculty members are affected by the issue. She asked that the issue be submitted to Academic Associates Council for discussion. Dr. Bendeck added that some faculty members turn in grades late, but it is unacceptable to turn in grades two days late. Dr. Gossett commented that more than 36 hours are needed to fairly assess students. Clarification and further discussion of the grading policy is needed.

The meeting adjourned at 2:45 p.m.

**FACULTY SENATE MEETING
SEPTEMBER 05, 2012**

MINUTES

Attendees: Akladios, Magdy; Chan, Leo; Larson, Stuart; Matthews, Frank; Michael, Tim; Peres, Camille; Perez-Davila, Alfredo; Shin, Haeyoung; Collins, George; Divoll, Kent; Garrison, David; Graves, Shanna; Grigsby, Bettye; Hammer, Tonya; Hoston, William; Masood, Samina; McIntye, Scott; Mills, Ron; Norwood, William; Peters, Michelle; Robinson, Leroy, Short, Mary; Simieou, Felix; Ward, Chris; Ley, Kathryn.

Absent: Browning, Sandra; Gossett, Lisa; McCormack, Pat; Parsons, Keith; Rashid, Bazlur; Rob, Mohammad; Walker, Jean; Wang, Daniel; Willis, Jana.

Others: Biggers, Darlene; Houston, Glen; Mugdh, Mrinal; Short, Rick; Stockton, Carl; Wielhorski, Karen.

Approval of May Senate Minutes

The minutes were approved unanimously with the following amendments. Dr. Akladios' name is misspelled on page 4; Page 2 final paragraph 5th sentence should read "*He included the directions in the handout to do this;*" Page 1, 4th bullet - replace STARS with STAAR test".

2012-13 Senate Priorities

Dr. Ley welcomed members and presented Senate priorities and noted that the Senate Agenda will include the number of days until freshmen students arrive on campus. Priorities include publishing a Faculty Senate newsletter each long semester; hosting fireside chats on topics which affect faculty teaching, service and research conditions; reviewing the proposed UHCL 4-year initiative 2014 freshman & sophomore curriculum total list and first year selections; identifying online course assessment options, and recommending program development funds for faculty discretionary. The Senate will address academic integrity and honesty implications of Senate recommendations.

Provost's Report

- Dr. Stockton welcomed everyone present. He plans to meet with Faculty Senate Executive Committee (FSEC) members regularly to share information and keep them abreast with activities relating to the Four-Year Initiative. Dr. Stockton reported that President Staples asked Four Year Initiative committees to move forward with planning for downward expansion. The Curriculum Committee developed a comprehensive list of over 100 courses that will be presented to the THECB for approval by fall 2013. The list will go through the shared governance process for approval. A short list of proposed courses to be offered in fall 2014 and spring 2015 for 200 freshman and 100 sophomore students was also developed. The strategy is to seek approval for a comprehensive list of courses that will be added to the course inventory. The committees are working on the budget. Items being considered include how many faculty, adjuncts and lecturers will be needed for the first year. Advertising for hiring will start in the fall 2013. New

faculty will be hired to teach freshman and sophomores. Dr. Stockton stressed that UHCL will continue to serve the current population of students.

- Dr. Stockton stated that he was aware of questions regarding the Facilities Committee report. He stated that initial proposals may be broad but with ongoing discussion and review, plans will be streamlined to what makes sense and is reasonable. He suggested that it may be best to seek legislative approval for a new building rather than re-purpose space.
- Dr. Stockton introduced Marie Best who replaced JoAnne Laborde as secretarial support to the Senate.
- The proposed freshman admissions standards were approved by the Board of Regents.
- Dr. Stockton thanked all involved in preparing for the SACS On-Site Visit. The Response to the Recommendations of the Visiting Committee was submitted on September 04, 2012. In December, we expect final recommendations and notice of Reaffirmation in January.

Faculty Senate Committees

Budget Committee - Dr. Ward reported the committee had not yet met

Research Committee – No report.

Curriculum & Teaching Committee (C&T) – Dr. Ley reported that C&T will be reviewing Four Year Initiative curriculum.

Faculty Life – Dr. Matthews reported that the committee had not met.

Shared Governance Committees

Planning & Budgeting Committee (PBC) – Dr. Michael

The committee worked on the budget for the year. The budget for the Hazel wood Act Veteran Benefits increased and benefits can now be passed on to dependents. The suggestion box was closed out. Dr. Michael encouraged members to send suggestions to Dr. Ley, committee chairs or shared governance representatives.

Facilities & Support Services Committee (FSSC) – Dr. Larson

Last year, FSSC worked on the Facilities & Building Use policy. The policy has been approved by UH Legal Counsel. No meeting.

University Life Committee (ULC) – No meeting or chair appointed as yet.

Shared Governance Alternates

Dr. Ley presented the list of alternates members for Senate approval.

Dr. Daniel Wang, FSSC Alternate

Pat McCormack, PBC Alternate

Sandra Browning, PBC Alternate
Samina Masood, ULC Alternate
Shana Graves, ULC Alternate
William Hoston, PBC Alternate

A motion was made to approve the alternate members. The motion passed.

Dr. Matthews reminded members that it is the responsibility of the governance committee member who cannot attend a meeting to contact the alternate or the chair of the committee.

Senator-at-Large Approval

The Senate approved Senator Magdy Akladios to serve as Senator-at-Large.

Ad Hoc Committee for Program & Course Assessment Options Approval

The Senate authorized Dr. Ley to form an ad hoc committee to investigate the online assessment options.

Announcements

Fall Faculty Assembly will be held on September 19 at 11:30 p.m. in the Garden Room. The panelists will be faculty with extensive experience teaching lower level courses.

Dr. Ley asked members to suggest topics for fireside chats.

The meeting adjourned at 2:50 p.m.