**FACULTY SENATE MEETING**

**FEBRUARY 05, 2014**

**MINUTES**

**Members Present**: M. Akladios, W. Amonette, J. Moss Bechtold, K. Divoll, J. Fritz, D. Garrison,

L. Gossett, S. Graves, A. Johnston, K. Ley, S. Masood, P. McCormack, S. McIntyre, T. Michael,

I. Pavlova, M. Peters, R. Puzdrowski, B. Rashid, L. Robinson, M. Rob, M. Short, J. Smith, F. Simieou,

B. Stephens, L. Jean Walker, C. Ward, J. Willis, P. Withey, A. Perez-Davila

**Members Absent:** D. Haworth, D. Kirkwood, M. Peters, D. Schmidt, M. Short, C. Diepenbrock

**Others Present**: S. Gladden, G. Houston, R. Short, C. Stockton, K. Wielhorski, C. Zbigniew, D. Biggers

**Approval of Minutes**

There was a request to delete “More articles are now available in the library,” the final sentence in the Research Committee report.

The minutes of December 04, 2013 meeting were subsequently approved with this amendment.

**Provost’s Report**

Dr. Stockton reported that the THECB is currently approving core curricula in batches. The THECB had a question regarding the learning outcomes for one of the courses. This information was provided. Senate will be informed when formal approval is received.

As of February 5, 2014, 1382 freshman applications have been received--788 are incomplete; 239 were denied; 313 were admitted and 42 are currently under review.

Provost Stockton indicated he submitted 8 Academic Affairs Priorities recommendations to President Staples. He provided a brief summary of those recommendations.

* Priority 1- Faculty and Staff Compensation (minimum of 3%).
* Priority 2 – Two new faculty lines in SCE in the area of Computer Engineering, Computer Science or Computer Information Systems
* Two new faculty lines for the RN-BSN Program
* Adjunct Pay Increases
* Graduate Assistantships for HSH

Provost Stockton said a meeting was arranged with UH-System Legal to discuss pending policies—Faculty Dismissal & Suspension Policy and the Faculty Grievance Policy. Additional updates will be provided later.

Dr. Stockton reported that he sought information on the Minors Policy process at Texas A & M. Texas A&M’s Minors have an average of 15-18 hours which are included in the 120 hours. Those hours are included by having free electives in the upper level degree requirements and allowing course substitutions. In addition, Provost said he asked the THECB for a written statement on the 120 hours rule. Discussion on the Minors Policy will continue when the THECB’s interpretation is received.

**Shared Governance Committee Reports**

**University Life Committee (ULC)**: ULC had not met.

**Planning & Budgeting Committee (PBC**): No meeting has been held to date.

**Facilities & Support Services Committee (FSSC**): Dr. Rashid reported the Facilities Use Policy was approved and sent to UH-Legal for review. The Space Allocation & Utilization Subcommittee distributed the Classroom and Lab Concerns Survey to faculty. The objective of the survey is to improve classroom and lab conditions.

**QEP Report**

Dr. Walker stated that the Quality Leadership Team (QLT) Committee sought guidance from Dr. Patty Payette of the University of Louisville about her experience teaching critical thinking, the structure in place at her institution and how they developed faculty learning communities. Dr. Payette shared their five year report with Kevin Barlow.

A session with Dr. Gerald Norsich and Cohort Two will convene on February 21. Anyone who attended Cohort One and Two and missed the third session can attend on February 21. QLT is working on arranging additional dates for faculty development.

Assessment data from last semester is being collected from the fall courses. A task force has been formed to reconsider the use of the Cornell Critical Thinking based on the test run from fall courses.

The QLT web site is being restructured. Office of Institutional Effectiveness (OIE) is the main page with links to the QEP, Professional Development workshops videos and approved QLT course syllabi.

**Senate Committee Reports**

**Budget Committee**: Dr. Robinson communicated that the Committee will address the Summer Pay Policy next. Dr. Garrison presented the senate priorities submitted as an information item. He said that because of the earlier than usual priorities submission dates, the priorities were forwarded to the Provost prior to presentation to the senate. In the future, priorities will be presented to the Senate prior to submission. The Senate’s first priority is Faculty Pay Increases.

**Faculty Life**: Dr. Garrison announced the resignation of Dr. Frank Matthews from the Faculty Senate. SCE will call a special election to elect a new representative. The Senate noted Dr. Matthews’ significant service to the Faculty Senate and UHCL’s shared Governance.

**Research Committee**: Dr. Gossett said committee discussion continued on open access journals. The trend is increasingly towards open access journals. Funding agencies encourage publication in those journals. Apparently, in some schools publishing in those journals is not recognized although they are peer reviewed. In addition, there is the issue of publication printing fees of about $225-$1500 per article in those journals. The lack of funding for printing fees is discouraging to faculty. In addition, new faculty hired for downward expansion will face the challenge of publishing in open access journals without a funding source. There is great need to identify a funding source in light of the growing trend of open access journals and that the majority of publishing is not done under grant.

**Curriculum & Teaching Committee**: Dr. Willis pointed out that C&T noted revisions to two catalog statements–the Mandatory Academic Advising Policy and the Interim Grade Reports. The revised statements are forwarded for the information of the Senate. Dr. Rob asked if all catalog statements revisions are passed through C&T Committee. Dr. Willis explained that only revisions pertaining to curriculum. Dr. Garrison agreed and said that the statements will be forwarded to Academic Council.

**Formation of the Faculty Workload Ad hoc Committee**

Dr. Garrison announced that the Faculty Senate Executive Committee created an ad hoc committee to address the Faculty Workload Policy. The committee’s composition will be Dr. Kathryn Ley, Chair and one faculty member from each school. Faculty members do not have to be senators. The committee was formed because of the need to maintain consistency of members who will remain until the committee achieves its charge. The committee is charged with developing a policy that will:

* Create an updated workload policy for tenured and tenure track faculty members that reflects the changing nature of academics at UHCL
* This policy should represent all aspects of faculty work (i.e., teaching, research, and service)
* This policy should recognize that the teaching of students is not limited to traditional face-to-face lecturing
* While being mindful of the diversity of academic programs, the policy should strive for as much uniformity as possible across all programs in the university
* The committee should research best practices and workload policies at peer institutions
* The policy should provide protection for faculty but also allow faculty flexibility to be innovative in teaching
* The policy should take into account the impact on the summer pay policy

Dr. Ley pointed out that if the committee is approved now, it will be authorized until February 2015. Members would have to be reauthorized in the fall. The committee will meet monthly. Senators were asked to send nominations for committee membership to Dr. Garrison. The Faculty Senate Executive Committee will approve the final membership.

One member asked if the Faculty Life Committee would participate in the review of the policy. Dr. Garrison responded that the policy would return to the Faculty Life Committee following the Adhoc Committee review. In addition, there was a question about the process for transferring the Workload Policy from the Faculty Life Committee. Dr. Garrison explained that FSEC felt that a small committee would be best suited to focus on the policy only and complete its review in a timely manner. Dr. Garrison emphasized that participation is open to the faculty. Input from the Faculty Life Committee is welcomed.

On a motion and a second the Faculty Senate approved the formation of the Ad hoc Committee.

**Announcements**

The Spring Faculty Assembly is scheduled for March 27 at 11:30 a.m. in the Garden Room.

Dr. Garrison announced the “*Upper Level Requirements for Bachelor of Science and Bachelor of Arts”* statement was revised at the University Council meeting. The suggested revision was to add “*The appropriate academic dean may waive any portion of this requirement and only upon petition by a student who has extraordinary reasons”* to the 4th bullet (30 hour residence rule). This revision was presented for the information of the Senate. Dr. Ward explained that University Council (UC) asked for the revised version to be re-circulated to the Faculty Senate and Academic Council prior to UC’s approval. Dr. Michael expressed concern that program faculty would have no input in decision making regarding waivers due to this change. He said that the School of Business has had some problems resulting in some students graduating without taking all the courses in their program of study because faculty had no input in what is waived or substituted. Dr. Ward pointed out there needs to be an option for students with extraordinary circumstances. The additional statement provides flexibility which will allow students to complete requirements. The Faculty Senate received the statement as revised. It will be forwarded to Academic Council.

The faculty survey will be distributed to all faculty members by February 7. Dr. Ley and Dr. Ward will evaluate survey results and provide a report at the Spring Faculty Assembly**.**

As there was no new business, the meeting adjourned.