**FACULTY SENATE**

**APRIL 01, 2015**

**MINUTES**

**Members Present**: Magdy Akladios, Carol Carman, Stephen Cotten, Chloe Diepenbrock, Kent Divoll, Jennifer Fritz, David Garrison, Lisa Gossett, Bettye Grigsby, Beth Hentges, Amanda Johnston, Sarah Lechago, Pat McCormack, Scott McIntyre, Tim Michael, Joy Bechtold Moss, Ivelina Pavlova, Alfredo Perez-Davila, Leroy Robinson, Cheryl Sawyer, Lie June Shiau, Debra Shulsky, Felix Simieou, Jill Smith, Brian Stephens, Alix Valenti, Chris Ward, Jana Willis, Paul Withey, Lei Wu

**Members Absent**: Rick Puzdrowski, Tom Fox, Mohammad Rob, Mary Short

**In Attendance:** Darlene Biggers, Mark Shermis, Karen Wielhorski, Yvette Bendeck,

Mrinal Mugdh Varma

**MINUTES APPROVAL – MARCH 04, 2015**

Page 3 – Academic Integrity Adhoc Committee Report line 6 was revised as follows - ‘We will seek feedback on the need for a permanent subcommittee that will not preside over hearings, but will review data and application of the policy on a semester basis.

Page 2 – Research Committee Report line 1 should read “Dr. Carman communicated that subcommittees were formed to examine faculty needs for research and statistical support and to plan the research brown bag group.

The minutes were approved as amended.

**SENATE COMMITTEE REPORTS**

**Budget Committee**: Dr. Sawyer reported that the Budget Committee will meet with Dr. Glen Houston on April 9 to discuss findings of the faculty salary research study.

**Research Committee**: Dr. Carman indicated Research committee will address software needs for faculty research and support for at the next meeting.

**Curriculum & Teaching Committee**: Dr. Michael presented the Mandatory Academic Advising Policy, Mandatory Transfer Advising Policy and the Requirements for Transfer Applicants for consideration. **The Senate approved the policies as presented.**

Dr. Michael added that C&T Committee expects to receive the Interdisciplinary Studies Public Service Leadership track in the near future. The committee met with Dr. Bendeck to address calendar issues. The last class drop date is currently 8-10 days behind other system institutions and institutions around the State. The other issue relates to the grades due deadline which falls on the Tuesday after the last final is given on Saturday. There are concerns that more time is needed for faculty to grade papers. Dr. Bendeck said this deadline allows Enrollment Management to complete all processes to close out the semester cost effectively. Dr. Michael said that Dr. Bendeck will refer the request to extend the deadline to Dr. Stockton for a final decision. C&T reviewed the revised Bachelor in Counselling proposal. There were concerns that there was no demand analysis in the proposal. Dr. Mary Short will draft a list of concerns relating to the proposal to share with the program committee.

**Faculty Life Committee**: Dr. Divoll announced that the committee is addressing Faculty Development Leave Policy. The committee plans to meet with Provost Stockton to discuss the Faculty Grievance Policy and other policies.

**SHARED GOVERNANCE COMMITTEE REPORTS**

**Facilities & Support Services Committee (FSSC)**: Dr. Valenti reported that FSSC Ad hoc By-laws Amendment Committee is considering committee membership and specifically whether the Police Chief should remain an ex-officio non-voting member, become a voting member or be eliminated as a member. In addition, there was discussion on facilities projects relating to water quality on campus and the lack of hot water in the restrooms. The Parking Subcommittee revised a list of frequently asked questions that will be posted online. The Parking Department has additional staff to expedite responses to phone calls and emails. The Parking Subcommittee will consider whether it is appropriate for students to be Hawk Patrol members. There is concern that students may not issue citations to faculty out of fear of retaliation. Additional concerns expressed were that better directions and instructions are needed for visitors. The problem of lack of clear directions and instructions for visitor parking will be addressed with the new kiosks in place. There is a committee that is looking at creating more parking for faculty. Dr. Diepenbrock confirmed that the Parking Committee approved a proposal for increasing parking for faculty and staff. The proposal has been sent to AVP for Facilities and the Parking Coordinator. She added that all employees will receive email describing recent parking changes. Two kiosks have been ordered—one will be placed in Lot D and the other in the Visitor Lot R. The Parking Committee is also reviewing parking regulations.

**Planning & Budgeting Committee (PBC):** Dr. Simieoushared that Ms. Dotter revealed that UHCL is in good financial standing. Increasing staff support for the Four Year Initiative is necessary because freshman and sophomores enrollment exceeded projections. Consequently, 4.5 faculty positions and 4 staff positions will be added to accommodate actual enrollment of 254 freshman and 360 sophomore students. To address increasing faculty overloads due to enrollment growth, 12 faculty positions and 3 academic advisor positions were created.

PBC important dates: Academic Affairs Priorities Presentation – April 03 at 10 a.m. in Garden Room; Town Hall Meetings April 7 at 6 p.m. in Garden Room and April 8 at 12 p.m. in SSCB Lecture Hall; Combined Priorities Presentation April 16 at 3 p.m. in SSCB Lecture Hall.

**University Life Committee (ULC):** Dr. Hentges stated that the Accessibility Policy will be discussed at the next meeting. ULC intends to approve the policy on hand sanitizers. The childcare survey will be circulated to the university community in the coming week. Chief Willingham attended the last meeting to discuss UHCL Buildings Access Initiative to be implemented in the summer. All buildings will be locked when classes are not in session. The exception will be the Bayou Building when the library is open. All staff, students and faculty will have key access attached to their ID cards. This initiative is necessary to increase campus security. There was a question regarding access to the Bayou Building when the library is closed. Dr. Hentges responded that after-hours events will be entered into the Ad Astra scheduling system which will be accessible to the Police Department (PD). Consequently, the PD will be aware of such events and grant access to buildings. Access to internal labs and locked spaces by students will be granted via student ID cards. Chief Willingham asked for the Chief of Police to be added to ULC membership. ULC will refer to the bylaws and consider this request at a subsequent meeting.

**QEP UPDATE**

Dr. Grigsby reported the next Quality Leadership Team (QLT) meeting will convene on April 02, 2015. QLT will plan Cohort 4 professional development workshops for fall 2015.

**NEW BUSINESS**

**Reauthorization of Senate Ad hoc committees**:

Dr. Gossett reported on the Academic Integrity Ad hoc Committee. At the upcoming meeting, the committee will select the best method to obtain feedback on proposed policy changes. The committee has identified items from other UH System universities’ policies that may be included in UHCL’s policy. The committee will continue to explore creation of a permanent monitoring body.

Dr. Michael stated that sections of the Workload Policy were sent to individuals who needed those specific sections clarified in the policy. One of the sections that still needs to be returned to the Workload Committee for consideration pertains to labs. There are still several sections to be resolved. The committee will combine all sections based on feedback and common practice. Timeline for a draft policy is summer 2015.

Dr. Willis provided the update on the Online Proctoring and Testing Ad hoc Committee. Over the past three years, the committee has been working out issues relating to identifying a vendor and obtaining approval from UH Legal for the contract. The contract with Software Secure was recently approved. Dr. Willis explained that Software Secure worked with UCT to install the free pilot into the test server and in one of her course shells. It is a record and review later product and is built into Blackboard. The committee will participate in a training webinar. The university will make the final decision on what process will be used university-wide. Dr. Michael said that it is unlikely that there will be one solution for the university. He said that addressing online proctoring was instrumental in the School of Business’ recent AASCB reaccreditation.

Following discussion, the senate voted to reauthorize the Academic Integrity Ad hoc Committee, Workload Policy Ad hoc Committee and the Online Proctoring and Testing Ad hoc Committee. The committees were reauthorized for one year.

**ANNOUNCEMENTS**

Dr. Ward mentioned there will be a run-off election between Dr. Tim Michael and Dr. Lisa Gossett for senate president-elect. Elections will be held for new faculty senators in May.

The Hawk Council Committee is seeking faculty representatives. Dr. Ward encouraged senators to serve on the council.

The meeting adjourned at 2 p.m.