

Faculty Senate

Meeting Minutes

May 1, 2024 / Bayou 2524 & Teams / 1:00-3:00 p.m.

**Senators**

**Present:** Jennifer Arney Cuevas, Sheila Baker, Amber Brown, Nelson Carter, Christina Cedillo, Stephen Cotten, Soma Datta, Kathleen Garland, Michelle Giles, Jennifer Grace, Vicky Gu, Rebecca Huss-Keeler, Daniel Imrecke, Lorie Jacobs, Preeti Jain, Angela Kelling, Nicholas Kelling, Isabelle Kusters, Renée Lastrapes, Timothy Michael, Ivelina Pavlova-Stout, Roberta Raymond, Larry Rohde, Nicholas Shaman, Gene Shan, Ishaq Unwala, Christine Walther, Omah Williams-Duncan, Michael Wu, Lin Yi, Se-Hyoung Yi

**Absent:** 3

**Guest Senators**

Anne Anders, Mohsen Daghooghi, Zohrab Mustafaev, Leroy Robinson, Lisa Sublett, L. Jean Walker:

**Administrative Guests:** Matthew Aschenbrener, David Brittain, David Garrison, LeeBrian Gaskins, Allison Gillespie, Youssef Hamidi, Beth Lewis, Kathryn Matthew, Christopher Maynard, Marci McMahon, Yolanda Nimmer-Williams, Veronica Ortiz, Joan Pedro, Robert Phalen, Tim Richardson, Glenn Sanford, Shreerekha Subramanian, Richard Walker, Edward Waller, Jana Willis, Stacy Zellner

Next meeting: September 4, 2024 / TBA / 1:00-3:00 p.m.

**Call to Order – Dr. Cotten**

1:01

**Approval of Faculty Senate minutes – Dr. Cotten**

Minutes approved as submitted.

**Provost's Office Report – Dr. Maynard**

CSE Dean Search – updates on the search was provided. Information on campus presentations will be sent campus wide.

NASA visit – JSC administration visited campus and have agreed to continuing building and nurturing the relationship between NASA and UHCL by meeting quarterly.

Summer schedule – Information on summer school was provided. Discussion on enrollment, class sizes, and budget occurred.

Student conference – Dr. Hamidi was acknowledged for the success of the student conference. Discussion on the quality of work presented by the students occurred.

**2024-2025 Committees – Dr. Lastrapes**

The proposed committee appointments was displayed for review and a vote.

Vote: 26 Yea; 0 Nay; 0 Abstain

Committee Reports are attached. There was discussion about the committee reports as follows:

**Senate Committee Report – Faculty Life – Dr. Imrecke**

A review of the Summer Workload suggested revisions was provided. Questions, discussion, and clarification questions on the changes and process occurred.

Vote: 24 Yea; 2 Nay; 0 Abstain

**Senate Committee Report – Teaching & Research – Dr. Shan**

A review of items up for votes was provided.

ORSP Policy – Discussion over timelines, policy vs guidelines, faculty ranks, and exceptions occurred. A friendly amendment to revise verbiage listing Non-tenure track full time faculty.

Motion to approve as guidelines.

Vote: 26 Yea; 1 Nay; 0 Abstain

Data Management Policy – Clarification and discussion over data collection requirements, responsibilities, type of data being collected, and providing guidelines occurred.

Vote: 0 Yea; 18 Nay; 7 Abstain

Faculty Development Leave Policy – Deans responded to questions listed on the policy which proceeded to discussion. Discussion on submission requirements and post reports occurred.

Friendly amendment to add a 2000-word count to the submission.

Vote: 25 Yea; 0 Nay; 0 Abstain

Minnie Stevens Piper – No discussions on reviews

Vote: 24 Yea; 0 Nay; 0 Abstain

Academic Appeals – A review of the changes was provided. Discussion on regrading and policy verbiage occurred.

Vote: 22 Yea; 0 Nay; 1 Abstain

Course Modalities – A review of the edits requested at the previous Faculty Senate meeting was provided. Discussion on the names of the modalities, ways to avoid confusions, and timelines occurred.

Motion to table modalities

Vote: 6 Yea; 12 Nay; 4 Abstain

Motion to add “in person” in Hybrid

Vote: 19 Yea; 0 Nay; 0 Abstain

Motion to approve

Vote: 21 Yea; 0 Nay; 0 Abstain

**Senate Committee Report – Curriculum – Dr. Baker**

A review of the report was provided. No questions were asked.

Aerospace Engineering major – A review how the degree aligns with Mechanical Engineering. Questions and discussion on housing location, cost of the program, curriculum, and retention occurred.

Vote: 20 Yea; 0 Nay; 0 Abstain

DuoLingo – Edits to the verbiage were displayed.

Vote: 22 Yea; 1 Nay; 0 Abstain

**Senate Committee Report – Governance – Dr. Walther**

A review of the report and proposed edits was provided.

Voting Eligibility - Questions and discussions on voting eligibility and informing department chairs occurred.

Vote: 14 Yea; 0 Nay; 1 Abstain

Substantive Change Policy – No questions were asked

Vote: 19 Yea; 0 Nay; 1 Abstain

Course Release – Discussion and clarification on edits and implementations occurred.

Vote: 21 Yea; 0 Nay; 0 Abstain

**Senate Committee Report – Budget & Facilities – Dr. Pavlova-Stout**

Nothing to add to the report. No questions were asked.

**Shared Governance Reports – Drs. Kelling, Huss-Keeler, and Michael**

- University Life – Dr. A. Kelling

Nothing to add to the report. No questions were asked.

- Facilities & Support Services – Dr. Huss-Keeler

A review of the report was provided. No questions were asked.

- Planning and Budget – Dr. N. Kelling

Nothing to add to the report. No questions were asked.

**Center for Faculty Development – Dr. McMahon**

In respect for time, no announcements were made.

**New Business – Dr. Cotten**

No new business was presented.

**Call for Adjournment – Dr. Cotten**

3:20

UHCL Faculty Senate  
Committee Reports - May 2024

<b>Faculty Senate Committees</b>
<b>Teaching &amp; Research Committee- Gene Shan, Chair</b>
<b>For May, 2024:</b>
<b>Action items:</b>
<ol style="list-style-type: none"><li><b>1. Approve the following four policies</b><ol style="list-style-type: none"><li>a. Research and Sponsored Programs Admin Policy</li><li>b. UHCL Data Management &amp; Sharing Policy</li><li>c. Faculty Development Leave Guidelines</li><li>d. Minnie Piper Award procedure revisions</li></ol></li><li><b>2. Approve revised Academic Appeal Policy</b></li><li><b>3. Revised teaching modalities</b></li></ol>
<b>Recap of Aug - Apr:</b>
<ol style="list-style-type: none"><li><b>1. Revising Academic Honesty Policy by adding AI language and moving it from Student Affairs to Academic Affairs</b></li><li><b>2. Reviewed College Textbook Access Program (CTAP) and solicited student and faculty feedback</b></li><li><b>3. Analyzed new teaching evaluation surveys and found that it did not change students' ratings of instructor's teaching abilities in HSH and CSE</b></li><li><b>4. Reviewed and edited proposed teaching modalities</b></li></ol>
<b>Budget &amp; Facilities Committee- Ivelina Pavlova-Stout, Chair</b>
<b>For May, 2024:</b>
No additional items.
<b>Recap of Aug - Apr:</b>
Chose comparison universities (with Provost) for faculty market analysis. Revised financial exigency policy. Passed increases to promotion raises (with Faculty Life).
<b>Curriculum Committee- Sheila Baker, Chair</b>
<b>For May, 2024:</b>
<b>Recap of Aug - Apr:</b>
Approved the following curriculum: <ul style="list-style-type: none"><li>• Program Biotechnology Certificate</li><li>• Program Certificate of Engineering Data Analytics (CEDA)</li></ul>

- Program Project Management & Six Sigma Certificate
- Program Supply Chain and Analytics Certificate
- SAP Student Recognition Award
- Engineering Management Minor
- CSE's Aerospace Engineering degree

Approved catalog verbiage for Duolingo

Advised on Conditional Admissions and Learning Frameworks course

Currently updating:

- Program Discontinuance Policy & Procedures in collaboration with the Provost & Deans' Council

**Faculty Life Committee- Daniel Imrecke, Chair**

**For May, 2024:**

- Action item: Summer Workload
- Information: Non-Tenure Track Policy Updates
- Information: Faculty Dismissal Policy

**Recap of Aug - Apr:**

- Passed Promotion and Tenure Policy (Faculty Salary Increases)
- Passed Promotion and Tenure Policy (Expedited Tenure Review)
- Passed Annual Review Policy (Updates for SB 18)
- Passed Post-Tenure Review Policy (Updates for SB 18)
- Passed Emeritus Policy
- Passed Distinguished Emeritus Policy
- Passed Summer Workload Policy
- Continued work on Non-Tenure Track Policy
- Continued work on Faculty Dismissal Policy

**Governance Committee- Christine Walther, Chair**

**For May, 2024:** The committee passed the SACSCOC Substantive Change Policy, edits to voting eligibility and FSEC course releases in the Faculty Senate Constitution, and the Faculty Senate Executive Committee Course Release Policy

**Recap of Aug - Apr:**

- Completed revisions to the Adjunct Faculty Handbook

- Worked with Academic Communications to post the updated Faculty Handbook and Adjunct Faculty Handbook on the Academic Affairs website
- Approved the SACSCOC Substantive Change Policy
- Approved voting eligibility and FSEC course release edits in the Faculty Senate Constitution
- Approved the Faculty Senate Executive Committee Course Release Policy
- Updated the list of policies in the Faculty Handbook that need to be reviewed

### *Shared Governance Committees*

University Life Committee- TBD, Angela Kelling

**For May, 2024:** ULC met 4/10 to discuss and pass updated bylaws that reflect the changes to the shared governance policy.

**Recap of Aug - Apr:** ULC had a busy year getting policies retired if not needed, renewed/revised, and passing new policies. A huge thank you to all committee members who helped us move smoothly through many packed agendas. We also updated our by-laws.

Here is a recap of all the policies:

#### Retired HR Policies

- A. Map 01.D.04 Affirmative Action Plan
- Map 02.A.45 Workplace Violence
- Map 02.F.03 Employee Time and Effort Reporting
- B. MAP 02.A.21 Nepotism

#### Retired OIT Policies

- A. MAP 07.A.11 Incident Response Policy and Procedures
- MAP 07.A.10 Information Security Program
- MAP 07.A.15 Acceptable Use Policy for UHCL Information Systems
- MAP 07.A.16 Acceptable Use Policy for UHCL Public Computers and Networks

#### Revised/Renewed HR Policies

- MAP 01.A.08 Tobacco Smoke and Vape Free Campus
- MAP 02.A.13 - Recruitment Job Posting and Selection of Staff Employees
- MAP 02.D.06 - Family and Medical Leave
- MAP 02.A.04 – Discipline and Dismissal of Regular Staff
- A. MAP 02.A.13 – Recruitment, Job Posting and Selection of Staff Employees
- B. MAP 02.A.14 – Promotion and Transfer of Staff
- C. MAP 02.A.20 – Hours of Work
- D. MAP 02.A.31 – Public Access to Personnel Files
- E. MAP 02.A.33- Employing of Foreign Nationals
- F. MAP 02.A.40 - Staff Attendance and Punctuality
- G. MAP 02.B.07 – Fair Labor Standards Act
- H. MAP 02.B.13 - Additional Compensation – Exempt Staff

- I. MAP 02.D.04 – Types of Employee Leave
- J. MAP 02.D.08 – Parental Leave
- K. MAP 01.A.01 - Administrative Policy Creation, Revision and Retirement Procedures

Revised/Renewed Student Affairs Policies

- A. MAP 01.D.15 Freedom of Expression

New HR policies

- MAP 02.B.13 - Additional Compensation - Exempt Staff

New OIT Policies

- A. MAP 07.A.01 Acceptable Use Policy for UHCL Information Systems

New Division of Student Affairs Policies

- A. MAP 05.C.08 Hazing
- B. MAP 05.C.11 Alcohol Distribution Policy

**Facilities and Support Services Committee – Rebecca Huss-Keeler -  
Thursday April 11, 2024**

**Parking and Traffic Sub-Committee-Dr. Nelson Carter**

**Information Items:**

- A map for the locations of the USA Spirit Awards Parking Spots in front of the various UHCL buildings was shared. The designated spots are indicated in yellow.
- Parking lot B will be the areas where there will be a probable laydown area when construction begins in Bayou. They will have more details in the fall and plans have not been finalized yet.
- The Parking website will be updated to make people aware of accessible parking for visitors. Four of the eight spots around the traffic circle in front of Bayou will be for “Disabled Visitors”. Parking needs to make sure the electronic T-2 codes will be rolled out in July so people can pay for visitor parking electronically.
- They will try to have better signage in the traffic circle in front of Bayou.
- There was a question as to whether persons using a handicapped sign have to pay for parking

**Action Items:**

- Parking wants to have permanent bollards installed 18” deep in concrete with no chains for Parking Lot D. They will not be wide enough to drive a car through but people can walk through the spaces- Motion approved

**Space Allocation and Utilization Sub-Committee – Dr. Roberta Raymond- No report**

**Environmental Health and Safety Sub-Committee- Dr. Allison Gillespie and Mr. Doug Wells**

- Interim EHS Policy was discussed
- Policy was just sent to Legal



## **Other FSSC Updates- Mr. Doug Wells**

### **Information Item:**

- Outdoor picnic tables will be removed by the Arbor Building because they are deteriorating and are unsafe
- Bayou Elevator Update- Elevators 1 and 2 are fully compliant with code. The repair company is actively looking for an updated control system so they can be put back into service.

**Changing of FSSC Bylaws- Mr. Mark Denney-** These can be done next year and submitted to University Council for approval.

This will be the last meeting of the academic year.

## **For May, 2024: No meeting in May**

### **Recap of Aug - Apr:**

**SAUS-Dr. Roberta Raymond-Chair-** UHCL Spirit Store proposal relocation passed UC

- o Bookstore and OIT area renovation proposal passed UC

### **Parking and Traffic Safety- Dr. Nelson Carter-Chair**

- o EV Charging stations time increased to 4 hours with signage
- o T2 Mobile Pay station for visitors passed
- o USA Sprit Award Parking Spots at each building designated with signage
- o Parking chains and bollards situation in Lot D was reviewed and a segmentation plan proposed
- o Accessibility Parking Capacity in Lot B and near SSCB was reviewed
- o Plan to approve awareness of accessible parking options for visitors was discussed
- o Direction of traffic in the circle in front of Bayou was discussed

### **Environmental Health and Safety-Dr. Allison Gillespie/Mr. Doug Wells -Chairs**

- o Committee formed with representatives from across campus
- o Interim EHS policy was proposed and sent forward to UC

### **UTAC Committee Report**

- o Dr. Jana Willis reported on the migration to Canvas

### **FSSC-Dr. Rebecca Huss-Keeler-Chair/Mr. Mark Denney and Doug Wells Adm. Co-Chairs**

- o Design update to the master plan was reviewed and sent to the Board of Regents for approval

- o Design phase for the renovations to the Bayou Building were done with the design team holding focus groups for faculty and staff to get input
- o Shared Governance Policy which includes FSSC was updated
- o Staff member from the Accessibility Office was added as a voting member
- o New interim head of EHS was added to roster as a non-voting member
- o New Associate Vice President for Facilities and Maintenance, Mr. Doug Wells was hired and started in January. He became the Administrative Co-Chair of FSSC and of the EHS Sub-Committee.
- o CCAP Reports and updates were given on renovations in the Bayou Building, especially to the Labs on the third floor. Projected start date: Summer 2025
- o Issues of needed furniture upgrade for the Arbor Building hallway and removal of deteriorated picnic tables outside of Arbor were discussed
- o Elevator situation in the Bayou Building was discussed
- o Mr. Mark Denney, who has served as an administrative leader for FSSC in the absence of an AVP of FMC will be moving to a new university in Oregon, his home state, and he will be greatly missed. We thank him for his service to making FSSC a more organized and well- functioning committee. We wish him well in his new position!

**Planning & Budget Committee- TBD, Nick Kelling**

**For May, 2024:**

PBC met on May 18<sup>th</sup> with the main items being the retirement of the UHCL asset management policies in favor of system policies and the temporary extension of the interim travel policy until the end of September. The reason for the extension of the interim policy was to finalize details for a new policy reinstating the use of per diem compensation. It was also decided that PBC will be meeting over the summer to keep apprised of FY25 budget development.

**Recap of Aug - Apr:**

Revised Policies

- UHCL MAP 01.C.01 Risk Management Policy
- 

FY25 Budget

- Reviewed and approved student fee increases for FY25 and FY26 including increases of DDT for the colleges of HSH and CSE.
- Was presented information regarding the reasoning and needs for the budget reductions for FY25. While specific cuts were not determined by April and not presented for PBC for review or support, PBC will be receiving these this summer after board approval
- Only two initiatives were supported by the committee for FY25, Equity/Market raises for faculty and staff and reallocation of funds for base funding of Summer term

- Held Financial State of the University Presentation to the campus on 4/16

Other Items

- Updated PBC by-laws to update PBC members and PBC charge to include auditing of initiatives effective Fall 2024
- Received financial detailing of FY23 Advancement efforts

Faculty Senate Attendance

May 1, 2024

Senators		
Present	First	Last
✓	Jennifer	Arney Cuevas
✓	Sheila	Baker
	Yvette	Bendeck
✓	Amber	Brown
✓	Nelson	Carter
✓	Christina	Cedillo
✓	Stephen	Cotten
✓	Soma	Datta
✓	Kathy	Garland
✓	Michelle	Giles
✓	Jennifer	Grace
✓	vicky	Gu
✓	Rebecca	Huss-Keeler
✓	Daniel	Imrecke
✓	Lorie	Jacobs
✓	Preeti	Jain
✓	Angela	Kelling
✓	Nick	Kelling
	Dorothy	Kirkman
✓	Isabelle	Kusters
✓	Reneé	Lastrapes
✓	Tim	Michael
✓	Ivelina	Pavlova-Stout
✓	Roberta	Raymond
✓	Larry	Rhode
✓	Nick	Shaman
✓	Gene	Shan
	Yi	Su
✓	Ishaq	Unwala
✓	Christine	Walther
✓	Omah	Williams-Duncan
✓	Michael	Wu
✓	Lin	Yi
✓	Se-Hyoung	Yi

Administration		
Present	First	Last
✓	Matthew	Aschenbrener
✓	David	Brittain
	Mark	Denney
✓	David	Garrison
✓	Lee Brian	Gaskin
✓	Allison	Gillespie
	Lee	Hilyer
✓	Beth	Lewis
✓	Kathryn	Matthew
✓	Christopher	Maynard
✓	Marci	McMahon
✓	Yolanda	Nimmer-Williams
✓	Joan	Pedro
✓	Robert	Phalen
	Tina	Powellson
✓	Timothy	Richardson
✓	Glenn	Sanford
	Terry	Sheppard
✓	Shreerekha	Subramanian
	Troy	Voelker
✓	Richard	Walker
✓	Edward	Waller
	Brice	Yates

Guest		
Present	First	Last
✓	Youssef	Hamidi
✓	Jana	Willis
✓	Stacy	Zellner

Guest Senators		
Present	First	Last
✓	Anne	Anders
✓	Moshen	Daghooghi
✓	Zohrab	Mustafaev
✓	Leroy	Robinson
✓	Lisa	Sublett
✓	L. Jean	Walker