**FACULTY SENATE**

**April 5, 2017**

**MINUTES**

**Present**: Rob Bartsch, Elizabeth Beavers, Steve Bistricky, Sandra Browning, Caroline Crawford, Lisa Gossett, Rajib Hasan, Amanda Johnston, Michele Kahn, Heather Kanenberg, Christine Kovic, Samina Masood, Pat McCormack, Denise McDonald, Mike McMullen, Tim Michael, Michelle Peters, Robert Phalen, Bazlur Rashid, Leroy Robinson, Cengiz Sisman, Brian Stephens, Ishaq Unwala, Radu Vlas, Christine Walther, Chris Ward, Jeff Whitworth, Paul Withey.

**Absent**: Carol Carman, Rebecca Huss-Keeler, Lisa Lacher, Alix Valenti, Troy Voelker, Faiza Zalila

**Others Present**:

Samuel Gladden, Glen Houston, Mark Shermis, Rick Short, Karen Wielhorski, Ju H. Kim

**MINUTES APPROVAL - MARCH 01 MEETING**

The minutes were approved as presented.

**PROVOST’S REPORT**

Dr. Houston reported that the Women’s Studies and Social Work minors that was approved by the Senate will be going before University Council next week.

Dr. Houston will be attending the Texas Higher Education Coordinating Board Quarterly Meeting (April 19-21st). Hopefully, he will be able to find out the status on the B.S. in Mechanical Engineering. He did email to ask for status, however, they are busy with the legislative session and will try to keep us posted as to where we are in the process.

Dr. Houston stated that the Provost Council Meeting, originally scheduled for next week, has been delayed and is expected to be rescheduled by the end of April. Dr. Houston plans to request planning authority for the College of Science and Engineering’s proposal to offer Bachelor’s and Master’s degrees in Industrial Hygiene and Safety. These are currently concentrations in the Environmental Science Program.

Dr. Houston reminded the Senate that we have now heard from two out of the four Presidential candidates in our search via their forums.

Dr. Houston opened the floor for questions at this time.

Dr. Ward presented a departmental concern circulating about our prison programs being cut this summer. Dr. Houston assured everyone that, although he and Jean Carr are currently looking at the funds, the program will remain at UHCL. He went on to explain that we have approximately seventy-two captive audience members in our federally-funded prison program. At this time, it is his plan to make sure that this program will survive budget cuts. He stated that he will be making the recommendation to reinstate any funds that have been ‘swept’ that belong to this program.

Karen Wielhorski asked for clarification on the percentage the Neumann Library’s budget had been cut. Dr. Houston confirmed that it was only 10%.

**UHCL PRESIDENTIAL SEARCH UPDATE**

Final meeting of the Search Committee for the second candidate is at 2:00 pm today. There have now been two candidates that have visited our campus. Each candidate is meeting with Chancellor Khatur and two, or three, members of the Board of Regents. This is about a two-day visit for each candidates. The next candidate will be here for their forum next Tuesday, April 11th.

Elizabeth Beavers wanted to recognize and thank the Senate and UCT for making the forums available on a live internet feed so that those who are not able to make it to the forum can feel a part of it. Dr. Gossett will share this positive feedback with the people who have made it possible.

**UHCL FACULTY AND STAFF AWARD CEREMONY**

The UHCL Faculty and Staff Award Ceremony Luncheon took place earlier this morning. Dr. Gossett recognized those that had received awards for their service to the college. Dr. Gossett hopes we will continue to provide positive feedback and recognition to our peers, as it is something we should always strive to say, ‘Thank you,” to each other more than we do.

**FACULTY SENATE PRESIDENTIAL ELECTION**

Dr. Gossett stated that the ballots for the Faculty Senate President-Elect Election should be going out via email tomorrow.

**EMAILS TO COME**

Dr. Gossett asked Faculty to be on the lookout for an email containing a collection of budget information that was presented at the Faculty Assembly on March 29th.

Dr. Gossett would also like to remind Faculty to be aware of the important eight, or nine, System Administrated Memorandums (SAMs) currently under review. A few topics presently included in the SAMs are the Discrimination Policy, Harassment Policy, and Center Policies. She will be trying to get the email out regarding the SAMs soon so that faculty can receive and offer feedback on these policies.

**FACULTY SENATE COMMITTEE REPORTS**

**Budget Committee**: Dr. Withey reported that at the meeting, the committee discussed ideas on how faculty can assist with budget cuts from each area. The strategies that are being implemented are to not re-hire faculty who have retired, and to cut into the summer budget by limiting summer funds. They will do this by putting a limit on the amount of courses faculty member can teach. Two of the colleges are also limiting the amount of pay for the second summer course each faculty member teaches. They are also reducing adjunct budgets and cutting travel. There is a concern amongst committee members that we are cutting revenue-generating areas too much in order to avoid laying off anyone this year. It is the feeling of the Committee that the following year will be the difficult situation if enrollment does not increase and cuts will still have to be made in revenue-generating areas. On a positive note, according to Dr. Houston and the data provided from the CUPA Analysis, we would only need a 1% increase in our budget to bring faculty to the national salary average with other Master’s institutions.

**Research Committee**: Dr. Walther reported that one of the goals for the Research Committee is to utilize the new website to provide monthly highlights for research. If you visit the home page and select the news link, there is a current story about some interesting and current faculty research. Also, Dr. Walther reminded everyone to please remind their constituents to contact Karen Barbier ([Barbier@UHCL.edu](mailto:Barbier@UHCL.edu)) in the Office of Communications when they have any kind of research or creative works that they would like the University and community to be aware of.

**Faculty Life Committee**: Dr. Kanenberg reported that the Committee is bringing two policies to the Senate later in the meeting. One for action with Non-Tenure Track Faculty. The other will be an update on the Grievance Policy.

**Curriculum and Teaching Committee (C&T)**: Dr. McDonald presented the 120-hour rewrite and heard feedback regarding these changes. Dr. Brian Stephens explained that the main concern with the wording that FSEC has been discussing is that they do not want the wording to be interpreted by students as limiting them to 120 hours. It must be made clear that they are able to exceed that 120 hours and still earn their minor. Dr. Chris Ward pointed out that the last sentence of the paragraph in question is unnecessary, Dr. Gossett agreed. Dr. Tim Michael reminded the Senate that the original motivation behind addressing the wording of the policy is that students were being kept from receiving their minors in all four colleges because their minor did not fit in to the 120 hours. It is not the intention of the 120 hour policy and is not applied anywhere else within our System. The wording should enable advisors within each college to interpret this policy only one way. Dr. Ward pointed out that this is another example of why faculty should own the curriculum and advisors should not be creating curricular policy outside of shared governance. Dr. Gossett explained that a prior provost believed the minors had to fit within the 120 hour rule and would not allow students to move forward with their minors if they did not adhere to this. The rule has not been applied this way at any other university in our system. Dr. Ward suggested we get the communication made to the college advisors so that students are not prevented from receiving their minors. Dr. Gossett reasserted the question of removing the last sentence of the proposed revision, or leave the sentence and make it clear to the advisors that they may not limit students to 120 hours to earn their minor. Senate members decided to leave the sentence and make the rule clear to advisors. Dr. Robert Bartsch suggested that the sentence instructing students to “consult the requirements listed in the college section of the catalog”, be changed to lessen confusion. It will now read, “Students should consult the requirements listed in the catalog”. Discussion was closed. Policy was voted on and passed unopposed.

**NON-TENURE TRACK POLICY REVISIONS**

Dr. Kanenberg Non Tenure Track Policy Revisions: The policy was approved one year ago but did not go through the entire shared governance process. Since then, the Deans Council has also provided feedback on the policy. At the March Senate Meeting, there were suggestions to amend the language in Item 2b so that the review process would be open to other faculty within the college or to a committee of faculty. Following discussion, it was decided that the policy would be brought back to Faculty Life committee. The updated language was presented for approval. Those changes include items 2(a-d), 3(d), 4 (c). Dr. Johnston asked if item 2(a) was intended to require 6 years or more as a lecturer, or six years at the University in any teaching role. Dr. Kanenberg agreed that the wording was created as more of an assumption and agreed to modify the wording to read that they must teach full-time for 6 years or more, after hearing suggestions from the Floor. The motion was made to vote. The policy passed with no opposition.

**GRIEVANCE POLICY**

Dr. Kanenberg will email out the most up-to-date version of the Grievance Policy. On our most current Grievance procedure, it came up that General Counsel had some concerns. One particular concern is that, if it is a grievance around and issue of P&T, the timeline can eat up the terminal year. This can result in an individual not having a full terminal year. The past two years have been spent evaluating this policy. Changes are presented in this most recent version and the Committee is asking for feedback from faculty members. Dr. Kanenberg pointed out several significant updates that have been made to the policy. The number of people on the Grievance Panel has been enlarged. There is some clarification around Conflicts of Interest and identifying them early in the process. There is additional language regarding materials that the Grievance Committee can request when reviewing a grievance. The biggest change is that there is a separate timeline for a grievance of P&T matters. It is shorter than other matters and mirrors the U of H policy. All P&T grievances also launches after the letter from the Provost. Please read over and provide feedback to the Committee about this policy. Dr. Kanenberg opened the floor for questions.

Dr. Caroline Crawford asked why there are two different timelines. Dr. Kanenberg explained that the Committee thinks that some matters may not need to be rushed and others will need more time. They have afforded people time to get their materials together by creating two different timelines. Dr. Bartsch & Dr. Beavers reminded everyone that, in the case of many grievances, you may not know that you need to grieve until the event has happened. This is another reason that they are allowing more time for the decision to pursue to grieve. Dr. Kanenberg thanked Dr. Crawford for the feedback and stated the Committee will discuss the suggestion.

Dr. Houston suggested that, on the P&T, we call grievances ‘appeals’. Dr. Kanenberg agrees and says they will continue to look at that idea. She also informed members that it is a consideration to separate out the two into completely distinct policies. They Committee will continue discussion on this issue.

Dr. Michael asked for clarification on the number of members on the grievance panel. Dr. Kanenberg stated that there are 6 members per college, so a total of 24 members.

Dr. Kanenberg says the Committee is hoping to have the policy completed by May.

**SHARED GOVERNANCE COMMITTEE REPORTS**

**Facilities & Support Services Committee (FSSC)**: Dr. Johnston reported that they did not meet in March, due to Spring Break. The meeting will take place in April. The Parking and Traffic Safety subcommittee is currently working on a number of parking related issues.

**Planning & Budgeting Committee** (PBC): Dr. Michael recognized Dr. Houston and the Deans for the excellent and informative meeting with them to go over the budget cuts. Dr. Michael said that he will have notes for everyone at the next Senate Meeting.

**University Life Committee (ULC)**: Dr. Bartsch commented that the Smoking Policy was approved 9-2-1. This policy to make UHCL a non-smoking campus will now be presented to University Council next week. In the matter of Transportation, ULC recognizes Dr. Kovic and her team for coming up with an initial plan for some highlights on transportation. Dr. Kovic elaborated that transportation to campus is mainly the focus of the plan. ULC brought the plan to constituents and will email the notes out to Faculty Senate. In terms of Child Care, ULC is currently working on a report to show how UHCL stands. They are hoping to make considerable progress on this before the end of the summer. Dr. Bartsch is currently awaiting confirmation from FMC that the recycling change will actually be occurring in the Bayou Building classrooms, before signs are placed to advertise the update.

**SENATE AD HOC COMMITTEE REPORTS**

**Faculty Workload Committee**: Dr. Kanenberg said they are finalizing the cover letter to go on the Policy to be brought to Faculty Senate and forwarded to the Faculty Life Committee. Dr. Gossett and Dr. Kanenberg recognized Drs. Michaels, Masood, and Ley for all their work to finalize this policy over the past three months. Dr. Ley will bring it to Senate in the May meeting.

**QLT UPDATE**

Dr. Browning advised that all training has been completed for Cohort 5. There are three more QLT meetings coming up this semester.

**ANNOUNCEMENTS**

Dr. Bartsch invited the Senate to join the Center for Faculty Development’s 1st Learning Innovators Meeting next Monday, April 10th 11:30-1:00P in the Faculty Club. There will be a buffet lunch served and the first topic is ‘Pick a Topic’. Next meetings will take place April 25th and May 9th.

The meeting adjourned at 1:57P.