**FACULTY SENATE**

**April 4, 2018**

**MINUTES**

**Present**: Rashid Bazlur, Elizabeth Beavers, Amber Brown, Carol Carman, Stephen Cherry, Caroline Crawford, Lisa Gossett, Laura Guerrero, Rajib Hasan, Dilani Perera Dilitz, Amanda Johnston, Heather Kanenberg, Nick Kelling, Hakduran Koc, Frank Matthews, Pat McCormack, Mike McMullen, Denise McDonald, Tim Michael, Alex Milam, Shanshan Pan, Alfredo Perez-Davila, Michelle Peters, Thomas Schanding, Cengiz Sisman, Troy Voelker, Brian Stephens, Ishaq Unwala, Christine Walther, Paul Withey

**Absent**: Pradeep Buddharaju, Thomas Garcia, Michelle Kahn, Faiza Zalila

**Others Present**: Robert Bartsch, Darlene Biggers, Samuel Gladden, Glen Houston, Ju Kim, Mark Shermis, Rick Short, Karen Wielhorski

**MINUTES APPROVAL – MAR 7TH MEETING**

Minutes approved as presented.

**PROVOST’S REPORT**

Dr. Houston reported that the search for the VP of Administration and Finance has kicked off. They have met with two external representatives that will be assisting with the search. According to them, this could be a 16-18 week process. The committee is optimistic that the process may move faster, but would like to make sure we get the best applicants that we possibly can. The representatives believe there are many good attributes for UHCL and we will get a good pool of candidates. The job description for the position has been created. There will be a profile and advertisement published once it is approved by the Provost and the President. It will remain posted for 4-6 weeks so that word can properly get out. Dr. Houston and the search committee will be as transparent *as possible* during this process.

Dr. Houston announced that he will be giving Dr. Paul Withey and the Faculty Senate Budget Committee the information they have requested on the CUPA survey.

**FACULTY SENATE COMMITTEE REPORTS**

**Budget Committee**: Dr. Paul Withey shared that they did not have a chance to meet in March due to Spring Break. The committee thanks the Provost and others for taking care of the issue with space utilization in the biology labs during the fall semester (discussed at the 3/7/17 Faculty Senate meeting). Another issue that has come up is that there is a second course during summer for 1/11th. The Budget Committee is working to find out where the money is coming from to pay these salaries. They want to ensure that the university is finding a way for it to come from somewhere else other than the colleges’ budgets since they have already cut so much. Usha Mathews has been invited to the next meeting to help shed some light on this. Each college has approximately $2.8 million in cuts. UHCL has new initiatives being added which total about $2.4 million. Some of this is for faculty lines, but there is other funding that the university has to pay for in addition to the cuts. There seems to be a shift of money moving away from academic areas. More information to come.

**Teaching & Research Committee**: Dr. Elizabeth Beavers presented the FRSF Policy with the recommended changes from the Faculty Senate meeting on 3/7/17. Specifically discussed and changed was clarification on the committee membership section of the policy. It was changed to reflect an 8 member community, instead of 4 members. Clarity was also made to the rotational terms and section 6.2 was deleted since it was no longer applicable. After the Teaching & Research Committee made the edits, it was sent back to Dr. Kathryn Matthew and Nancy Devino (OSP) for another look. Dr. Beavers brought the policy to Faculty Senate for a vote. The policy passed. There was an amendment suggested, which would add “2.3 If you need clarity on allowable expenses, contact OSP.” The amendment did not pass. The count was 8 – FOR, 10 – AGAINST, 2 – ABSTENTIONS.

**Governance Committee:** Dr. Lisa Gossett reported that they will meet after the meeting today. The subject of developing an Ombuds office or ombudsman is still being discussed. The hope is that the Ombuds department will encourage all to follow University Policy before, during, and after policy development stages. This person will address complaints and violations of policy. There are Ombuds offices at other UH campuses that the committee is looking at and is forming ideas of how UHCL should institute theirs. One question brought up is whether there should be a separate ombudsman for staff and faculty. The Shared Governance document is being looked at by Dr. Kathryn Matthew and others to more clearly define the role and process of shared governance and committees. They are also looking at the Substantive Change Policy. If anyone has any knowledge and experience with the SACs and accreditation processes, your input would be appreciated.

**Curriculum Committee:** Dr. Amanda Johnston reported that they met in March to discuss three items. Billy Satterfield forwarded comments on the proposal for Latin Honors that Dr. Houston had sent. They are still awaiting feedback on the Minor in Latin Honors program related to the proposal that the Curriculum Committee put forward. They discussed other alternatives for Latin Honors such as GPA requirements for each college being determined based on previous years’ graduations and updated on a periodic basis. The Committee has heard from Dr. Bendeck that it is too late in the semester to make changes to Latin Honors for this year’s graduation. Discussion will continue for the next year. Also discussed, were proposed changes coming out of Dr. Bendeck’s office for proposed admission requirements. Separate requirements for “adult freshmen admissions” are being suggested for students who are over 21 years of age and have been out of school for 3+ years. The Committee is awaiting more detailed information from Dr. Bendeck to address some of their concerns. Third item discussed is the proposal for the 5-year B.S. and M.S. in Computer Engineering. They are awaiting this information for discussion at the next meeting and hope to bring it to Senate at the May meeting. Dr. Koc posed the question of whether or not the program proposal needs to go through shared governance, as Dr. Kathryn Matthew had mentioned it does not need to go through the Faculty Senate Curriculum Committee. Dr. Withey elaborated that the question brought up whether 5-year programs need to go through the committee if there is no true change in hours. Many members of Faculty Senate had the feeling that the proposal should still go through Faculty Senate so that there is consistency. There was also discussion as to whether or not catalog language should go through shared governance if we consider it policy. Faculty members have been told in the past that “if it is in the catalog, it is policy”. Dr. Gossett shared that it is her feeling that we should have clear UHCL policies on these concerns, especially since she and others are concerned about the credit hour counts on programs. Unless we can point to a clear university policy addressing these questions, then it needs to go through shared governance. We also need to keep communication consistent between colleges. The Curriculum Committee will invite Dr. Matthew to discuss this at their next meeting for more clarification.

**Faculty Life Committee**: Dr. Heather Kanenberg shared that the Non-Tenure Track and Promotion and Tenure policies will be at Academic Council tomorrow. The Teaching Relief policy, which has been through several stages of shared governance, will be at University Council in two weeks. FLC did not meet last month, but will meet on Friday. They will be finishing the revisions to the Grievance Policy. This policy will be distributed prior to the May Senate meeting for comment. Something that has come up in the past two weeks is that our campus is the only campus that does not have the Voluntary Modification of Employment clause added to our policies. Human Resources will be involved in the discussion of this policy, as well as Legal. Dr. Michael mentioned that the issue in the past is that people have been actively discouraged from applying for this benefit, but we need to clarify if it is applied equally and equitably at UHCL.

**SHARED GOVERNANCE COMMITTEE REPORTS**

**University Life Committee (ULC)**: Dr. Carol Carman reported that ULC met at the end of March to go through some old items. The Smoking Cessation Campaign proposal has gone to Dr. Biggers for budgeting contributions. She responded that her office is taking care of half of the cost. They are waiting on comment from the President and Provost’s offices to see how much they will contribute to the budget for the campaign. Jennifer in Human Resources has been communicating with ULC on ways to adopt the Teaching Relief Policy. Many FSSC-related issues have been coming to ULC lately (smells in the building, maintenance, etc.). Dr. Carman will be forwarding these issues to FSSC to make them aware, but ULC asks that you remember to forward these concerns to the proper committee. Dr. Walther asked if we have heard anything about the mismatch between our calendar and the local ISD calendars for Spring Break next year. HSH’s Dean Short has forwarded this concern to the Provost. Senate is assuming it will be brought up at Academic Council tomorrow, however, if it is not addressed, Faculty Senate will begin discussion.

**Facilities & Support Services Committee (FSSC)**: Dr. Rashid reported that the construction projects are on schedule. The STEM and Fitness & Recreation buildings are slated for opening in Fall 2018. The new student housing will open in Summer 2019. The Pearland Health and Science building construction will complete in January 2019. Building and street lights, old and new, will be LED. Parking kiosks are still under construction. They are in the first phase of updating and adding campus signage. They are awaiting signage survey results from consultants for the committee to discuss. Campus Police is moving into a new building in a couple of weeks. The building smell issue was forwarded to FSSC, however, they only discuss building complaints that are considered ‘big’ issues. They will be discussing the new phone chargers being added to buildings soon.

**Planning & Budgeting Committee (PBC):** Dr. Tim Michael shared that they met on March 29th. The task at this meeting was to hear the summary from the Provost Office of the FY19 budget. PBC is waiting on something in writing from the President’s Office to shed more light on questions they have about the budget. Dr. Michael presented the FY19 Budget Reduction Plan to the Senate (also presented at the 2018 Spring Faculty Assembly). This is a formal list of University base commitments, which are things that get priority-funded. Most things on the list are considered University initiatives, which are being declared as base commitments. There are items on the list that we all expect like facilities and maintenance. EAB is also listed on this document. This is a separate consultant company that is also providing a package/application for students to track steps of their admission process on their phones and desktops. The whole system is purchasing this application and the document shows our portion to contribute. There is a presentation on this tomorrow, 4/5/18 at 11:00A, in the Bayou Theatre. On the matter of the recruiters for international students, no money will be paid to agents until the international students are successfully recruited and admitted ($410,000 is the maximum that has been budgeted). Although there is not a sense as to whether or not this is a good value for our money, the fact is that if we do not recruit those students, another campus will. If we do not get enrollment in a base year, we are perpetually behind. In regards to other items on the document, there is a “systems service charge” also listed, which has been explained to PBC. The scholarships are listed for undergraduate students. As long as they stay here, those scholarships pay for themselves. We are offering classes during the summer; however, we need to develop a minimum class enrollment size for the classes to make. Many departments are not filling positions. If enrollments go down, moving forward, UHCL will have to make more cuts. At this point, UHCL is working hard to make sure we get the enrollment numbers. PBC will meet again on April 11th. They will be looking at summer budgeting models and they do not anticipate taking a break over the summer. They consider themselves more of a “taskforce” at this point, especially since the focus of President Blake is investment (what to target and put money towards).

**QLT UPDATE**

Dr. Rob Bartsch reported that the QEP Cohort 6 is complete for this year. As of Fall 2017, the previous multi-year model has been changed to a single-year model. Cohort 6 is the first cohort to pilot through it. They have completed the workshops stage and are preparing syllabi to be approved for teaching ACT-approved courses in Fall 2018. The QEP is now recruiting for Cohort 7 (workshops beginning next Fall). They are searching for 15 faculty members. Please talk to your college’s QLT representative for more information (Leroy Robinson – COB, Randy Seevers (to be replaced this year, end of term) – COE, Amy Lucas (QLT Chair) – HSH, Bun Yue – CSE), or email [facultydevelopment@uhcl.edu](mailto:facultydevelopment@uhcl.edu).

**CENTER FOR FACULTY DEVELOPMENT**

Dr. Bartsch informed the Senate that the call for awards from CFD is out and Monday is the deadline. Please encourage your fellow faculty members to apply. Please encourage the new faculty to nominate themselves for one of the awards. If they do not feel comfortable, feel free to alert us as to who it is and we will try to encourage them to step forward. Please check your weekly announcement for more information. Friday, April 6th 9:30-3:00P, will be Faculty Development Day. There will be breakfast and lunch provided in the SSCB Lecture Hall, as well as one-hour workshops to do with UHCL faculty development (teaching, research, university culture, etc.) held throughout the event (held in SSCB 3rd floor classrooms). Please RSVP by email if you would like to attend. You do not have to attend all day, please come to what you can. Updates to be provided on this event in May. Dr. Bartsch asked Senate members what their thoughts are on an opportunity to do a project with UH-Downtown. The Association of College and University Educators (ACUE) has partnered with the American Council on Education (ACE) to provide a product amounting to a course on teaching for university faculty. They are wanting to create a 15-person cohort (ideally, a 30-person) and would like to know if UHCL is interested in participating with UHD. The program is based off of 25 different modules, 1-2 are completed each week. Some examples of topics are designing an effective course and class, establishing productive learning environment, active learning techniques, promoting higher order of thinking and assessing, and covers more in the area of teaching. It is similar to attending a teaching conference, except drawn out over time so that you have a chance to reflect on each topic and even try it out in your classes that semester. Faculty will be able to expose themselves to new techniques, but it also supplies evidence of enhancing your teaching quality (which you can use on your annual reviews for promotion and tenure). It also gives faculty a chance to talk to others about teaching. Dr. Bartsch sees this as a high investment with a potential high reward (directly and indirectly). Dr. McDonald mentioned that you will also get a certificate after completion, which goes straight to your annual review. You also get a chance to examine your own practice, which is a great launching pad in your own research. Dr. Bartsch let everyone know that this would all take place over the course of a year. Texas Women’s University used the model of October-April. After gauging the faculty’s interest by survey and Q&A session, Dr. Bartsch was able to ascertain that faculty were somewhat interested in participating. However, there were concerns with the lessons being online for the majority of the program. One request was made by the Senate for a sample of a module for faculty to look at more closely. Please email [facultydevelopment@uhcl.edu](mailto:facultydevelopment@uhcl.edu) if you have questions.

**ANNOUNCEMENTS**

Dr. Stephens apologized that the ballots for Faculty Senate President Elect have not gone out yet. He will be working on getting them out by tomorrow or Friday. After that, faculty have five business days to vote. He will also be sending out notices to college coordinators about positions terms that will be expiring and elections will need to be held to replace.

Provost WebEx Committee applicants are being looked at. They should come up with names of candidates to be interviewed soon. They hope to have candidates on campus by the end of April. The search committee has scheduled to have recommendations made to Dr. Blake by May 1st. Dr. Stephens thanks everyone who has been serving on the committee. Dr. Gossett also thanked Dr. Stephens and the other faculty representatives on the committee for their work.

There is also a search for a new Executive Director of Human Resources. Dr. Stephens has been contacted about serving on the committee for this search as well.

The meeting adjourned at 2:40P. (NEXT SENATE MEETING IS MAY 2, 2018 IN B2512)