**FACULTY SENATE**

**SEPTEMBER 07, 2016**

**MINUTES**

**Present**: Rob Bartsch, Elizabeth Beavers, Sandra Browning, Carol Carman, Caroline Crawford, Lisa Gossett, Rajib Hasan, Rebecca Huss-Keeler, Heather Kanenberg, Amanda Johnston, Christine Kovic, Lisa Lacher, Samina Masood, Tim Michael, Michelle Peters, Robert Phalen, Leroy Robinson, Cengiz Sisman, Brian Stephens, Ishaq Unwala, Alix Valenti, Radu Vlas,

Troy Voelker, Chris Ward, Jeff Whitworth, Paul Withey, Lei Wu, Christine Walther, Faiza Zalila.

**Absent**:

Matt Brown, Michele Kahn, Bazlur Rashid, Pat McCormack.

**Others Present**: Darlene Biggers, Zbigniew Czajkiewicz, Samuel Gladden, Glen Houston, Mark Shermis, Mrinal Mugdh Varma, Karen Wielhorski.

**Approval of Minutes**

The May 04, 2016 meeting minutes were unanimously approved as presented.

Dr. Lisa Gossett declared the meeting opened. She said due to a calendar conflict, President Staples would not attend the first meeting of the academic year.

**Provost’s Report**

Interim Provost Glen Houston welcomed senators, introduced himself and provided a brief overview of his professional background.

Dr. Houston stated that this year is the third year of the four-year initiative. He added there is a relatively large number of new faculty (118) since the implementation of the four-year initiative.

Provost Houston presented an enrollment headcount (chart) for fall 2010 to fall 2016 (12th class day) which showed increased enrollment at the undergraduate level since the four-year initiative. On the other hand, graduate level enrollment decreased and is projected to decrease further. If this trend continues long-term in this base year, there will be financial implications. The semester credit hours chart showed increase for the same period at the undergraduate level after the four-year initiative. In fall 2016, the undergraduate hours account for 75% of the total credit hours. Again, if this trend continues, there will be implications for formula funding for the next biennium as unfortunately this is a base year. From last year, the domestic graduate headcount has been decreasing (per chart). This semester, 166 admitted international graduate students did not attend as their visas were denied. 71 of those students elected to defer to Spring. This situation is occurring at other institutions with some of our peers reporting a 50% drop in new international student enrollment.

The Texas Higher Education Coordinating Board (THECB) approved school name changes as follows - College of Education, College of Science and Engineering, College of Business and College of Human Sciences and Humanities.

Three new degrees proposals were approved by the UH System Board of Regents (BOR)–BS Early Childhood Care and Education, BS Information Technology, and BS Mechanical Engineering. The program proposals will be submitted to the THECB. The BOR also approved residential housing and the recreation and wellness center. The STEM building design is underway. Dr. Houston ended by thanking senators for serving on the Faculty Senate.

Dr. Chris Ward asked for details about freshman enrollment and retention over the past three years. Dr. Houston responded that applications were up 5%, admitted 4.2%, enrolled 4.3%; Average SAT 1029; Average high school class GPA is 3.3; came from 72 different high schools; 53% entered with college credit or dual credit. Entering class (fall 2014): 234 first time in college (FTIC) students; Fall 2015: 251; Fall 2016: 266.1st year retention 70%; 2nd year retention 57%; 1% graduation rate (2 early college students graduated after two years).

Dr. Gossett commented that enrollment drives the budget. Faculty are impacted by enrollment.

She invited faculty to share ideas on advertising programs in professional organizations and to join in efforts to increase enrollment.

**Faculty Senate Committees Additions from Special Elections**

Dr. Gossett presented the membership list approved at the May meeting with additional positions filled via special elections. Special elected senators are CSE Robert Phalen, BUS Rajib Hasan, BUS Troy Voelker, BUS Faiza Zalila, and CSE Bazlur Rashid. Pat McCormack was added on as he was inadvertently omitted from the list approved last year. Cengiz Sisman and Elizabeth Beavers were moved. There was a motion and second to approve the membership list as presented. The motion passed.

The Faculty Senate Executive Committee nominated Leroy Robinson, Caroline Crawford and Amanda Johnson for FSEC alternates to Academic Council and University Council. The Senate approved FSEC alternates as presented.

Dr. Gossett pointed out alternates selected for Shared Governance committees. She asked for a vote to approve FSSC alternates Samina Masood and Elizabeth Beavers; PBC alternates Caroline Crawford and Leroy Robinson; ULC alternates Christine Walther and Pat McCormack. There was a motion and second. The motion passed.

**Reauthorization of Ad hoc Committees**

Dr. Gossett stated that the Senate ad hoc committees need to be reauthorized each year. She asked for a motion and second to reauthorize the Faculty Workload Ad hoc Committee and the Online Proctoring and Testing Committee with the same objectives and missions. The Senate approved reauthorization unanimously. Dr. Beavers asked if those committees could include non-senate members. Dr. Gossett replied yes, non-senate faculty as well as staff members can chair ad hoc committees. FSEC confirms membership.

**Faculty Senate Committee Reports**

**Budget Committee**: Dr. Paul Withey said the committee will convene after the Senate meeting. The committee plans to address CUPA data and faculty salaries. A full agenda for the upcoming year will be set at the first meeting.

**Curriculum & Teaching Committee:** Dr. Denise McDonald indicated C&T Committee will discuss issues relating to the impact of 120 hour cap for degrees and its impact on Minors; as well as online courses approval process and accessibility.

**Research** **Committee:** Dr. Carol Carman reported that work continues on the Faculty research web page. She asked for potential topics to address.

**Faculty Life Committee:** Dr. Kanenberg said issues to be addressed include Non-Tenure Track Policy and the Grievance and Appeals Policy. The committee anticipates receiving the Faculty Workload proposal from the ad hoc committee. Faculty Life Committee will continue to follow-up on the Promotion and Tenure policy that was approved last year and is currently being reviewed by UH System Legal.

**Shared Governance Committee Reports**

**Facilities and Support Service Committee (FSSC):** Dr. Valenti said FSSC had not met.

**Planning & Budget Committee (PBC)**: Dr. Tim Michael said there were no PBC meetings in the summer. Meetings will resume this semester.

**University Life Committee (ULC)**: Dr. Robert Bartsch said topics to be addressed include Childcare on Campus, Women’s Issues Council and the Smoking Policy.

**Faculty Senate Constitution**

Dr. Gossett said the constitution was briefly presented at the May 2016 meeting. There will be considerable discussion on the proposed changes. It will eventually be sent to the full faculty body for approval following approval by the Senate. She asked members to review the proposed changes, provide feedback and share the document with faculty colleagues. More discussion will be held at the October meeting. Dr. Michael asked Dr. Gossett to email the redline copy and current policy to all faculty. She agreed. It was agreed that feedback, concerns and questions can be forwarded to FSEC members and Dr. Gossett at gossett@uhcl.edu.

**Senate Ad hoc Committee Reports**

**Online Proctoring and Testing Committee**: Dr. Michael asked for faculty volunteers to serve on the committee. Meetings with various groups and the vendor *Proctor U* have been held. The committee will facilitate review of additional vendors in order to have alternative options for proctoring.

**Faculty Workload Committee**: Dr. Kanenberg said the committee will have a report for the Senate in the next two months.

**QLT Report**

Dr. Browning announced QEP Training as follows: 9/24/16 adjunct faculty and doctoral students; 9/26 & 10/18 General Education faculty; 10/6/16 Workshops for Senior Leadership, Professional and Support Staff; 10/7/16 Cohort 4; 10/23 & 28/16 Cohort 6.

**Announcements**

Faculty Assembly will be held October 12, 11:30 in Forest Room. Topic: Year of Reflection.

FSEC Meetings with President Staples and Provost Houston will be scheduled. The Faculty Senate office is now located in B2506.

Dr. Gossett said she welcomes feedback from faculty concerning any issues, questions and priorities to focus on this academic year.

**Adjournment**

The Senate meeting adjourned at 2 pm. Senate Committees convened following adjournment of the general Faculty Senate meeting.