

Faculty Senate

Meeting Minutes

October 4, 2023 / Bayou 2524 & Teams / 1:00-3:00 p.m.

Senators

Present: Jennifer Arney Cuevas, Sheila Baker, Yvette Bendeck, 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, Larry Rohde, Nicholas Shaman, Gene Shan, Ishaq Unwala, Christine Walther, Michael Wu, Lin Yi, Se-Hyoung Yi

Absent: 4

Administrative Guests: Matthew Aschenbrener, David Brittain, Mark Denney, David Garrison, LeeBrian Gaskins, Allison Gillespie, Lee Hilyer, Kathryn Matthew, Christopher Maynard, Marci McMahon, Yolanda Nimmer-Williams, Veronica Ortiz, Joan Pedro, Tina Powellson, Tim Richardson, Terry Sheppard, Shreerekha Subramanian, Richard Walker, Jana Willis, Jennifer Willis-Opalenik, Stacy Zellner

Next meeting: November 4, 2023 / Bayou 2524 & Teams / 1:00-3:00 p.m.

Call to Order – Dr. Cotten

1:00

Approval of Faculty Senate minutes – Dr. Cotten

Minutes were approved as written.

Provost’s Office Report – Dr. Maynard

Canvas Survey – Survey is to determine who needs training and what type of training is needed.

Pilot Program – Deans will be picking two programs within their colleges to establish program capacity numbers and enrollment goals. The final goal is to have establish capacity numbers and enrollment goals for all university programs during the spring semester. Questions about budgets and evaluations occurred.

Summer Budget – Deans will be working on summer budgets to project the classes offered during the summer. The goal is to have intentionality for class offerings and how offering can grow.

Texas Medical Center – The new location is almost complete, and the goal is to have classes begin by the 2nd 8 week of the semester and to be fully moved in by the end of the semester. An official ribbon cutting will be held sometime in January, more information will be shared when it becomes available.

TDC (Texas Department of Correction) Graduation – Graduation was held at the Ramsey prison unit with 12 graduates receiving their degrees. May Graduation is expected to double the number of graduates.

Space Port – A ribbon cutting was held at the Houston Space Port for Intuitive Machines. UHCL received official recognition from Mayor Sylvester Turner for our contribution to the Space Port. UHCL Alumni help build the moon landers that will land on the moon in November.

The floor was open to questions. Questions and discussions on the Post Tenure review policy and when the new policy will be implemented. The Provost will work with FSEC on clarification language.

Question and discussions on the number of courses faculty teach in the summer and the summer Workload policy, enrollment timelines and processes, and possible reasons Alvin is retreating from Pearland and the opportunities to grow enrollment occurred.

[Committee Reports are attached. There was discussion about the committee reports as follows:](#)

Senate Committee Report – Teaching & Research – Dr. Shan

Nothing new was added to the report. Senators were reminded that student evaluations are live and can be viewed real-time online. No questions were asked.

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

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

Senate Committee Report – Curriculum – Dr. Baker

A review of the report and the certificates requesting approval were discussed. Certificates were voted on as a batch and not individually.

Questions and discussions on the differences between the CSE certificates and SAP Student Recognition Award, if the courses listed are currently being taught, courses that have the same but different rubrics in each college occurred, and the time frame on when the courses should be taken.

CSE Certificate of Engineering Data Analytics (CEDA)
CSE Project Management & Six Sigma Certificate
CSE Supply Chain and Analytics Certificate
SAP Student Recognition Award

Vote: 27 Yea; 0 Nay; 0 Abstain

Conditional Admissions – a review was provided.

Senate Committee Report – Faculty Life – Dr. Imrecke

Senators were encouraged to share insight and knowledge on Clinical Faculty as they work on the non-tenure track policy. Senators are also encouraged to send suggested edits to policy to help lessen the workload of the committee.

Senate Committee Report – Governance – Dr. Walther

A review of the report was provided. 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.

- **Planning and Budget – Dr. N. Kelling**
Nothing to add to the report. No questions were asked.
- **Facilities & Support Services – Dr. Huss-Keeler**
The committee did not meet in September. SAUS met and received a presentation to use an open space that is currently not being utilized.

Sprinkler – The committee will be reviewing the sprinkler system and water leak. Harris County Authority system has been notified about the water leak.

AVP of Facilities – Four candidates will be on campus providing presentations.

Shades – Discussion on upgrades and concerns over the shades being installed occurred. Upgrades are ongoing.

Center for Faculty Development – Dr. McMahon

Upcoming Center for Faculty Development events were shared.

Responding to Distress Students – Brown bag event collaborating with Dean Rachita and Cindy Cook on providing resources to faculty.

P&T and 3rd year review – Two sessions will be held online for tenure track faculty. Robert Bartsch will be leading the session as the new director acclimates to UHCL policies.

Learning Innovators – Upcoming dates were provided.

Faculty are encouraged to review the CFD weekly announcements for information on events.

Discussion on current process, best practices, current resources, and possible intermediate processes for responding to distressed students occurred.

New Business

Pearland space – A suggestion was presented to utilize Pearland space for a certificate program. Dr. Lewis is currently looking at this option.

Dysfunctional programs – A request was submitted to create a policy on how the university handles a dysfunctional unit/program and steps to create the issues.

Midterm grades – A request to add the dates for midterm grades to the Academic Affairs Calendar was presented.

Faculty Check Out – A request for clarification on the term Faculty Check Out and how it is used on the Academic Affairs Calendar was requested.

Promoted faculty – Discussion on receiving pay increases and merit in a timely manner occurred.

Proctoring Issues – Updates and work arounds for Proctoring issues was provided.

LMS – Consistently adding grades to the LMS would allow automated reports and would alleviate tracking faculty down for student progress, census rosters, midterm grades. It would require full compliance from all faculty.

ASR – Problems with submitting ASR requests, timelines, workarounds, and suggestions for improvement were discussed.

External grants – The rationale for following UH Central MAP on applying for external grants was discussed.

Announcements – Dr. Cotten

Texas Council of Faculty Senate – Renee and Stephen attended the Faculty Senate state conference. All campuses across the state are working to become compliant with the new state laws SB17 & SB18.

Call for Adjournment – Dr. Cotten

2:47

UHCL Faculty Senate
Committee Reports- October 2023

<i>Faculty Senate Committees</i>
Teaching & Research Committee- Gene Shan, Chair
<ul style="list-style-type: none"> ▪ Meetings first Thursday 1-3PM ▪ Updates <ul style="list-style-type: none"> ○ Academic Appeals policy passed University Council (UC) on 9/28 ○ New student evaluation questions started on 9/30 for 1st 8-week session in Fall 2023 ○ Will discuss teaching modalities with Vice Provost Kathy Matthew ○ To revise academic honesty policy and discuss with Mr. David Rachita about the process of moving it from Student Affairs to Academic Affairs
Budget & Facilities Committee- Ivelina Pavlova-Stout, Chair
<ul style="list-style-type: none"> ▪ Meeting on 10/3 Tuesday, 9.30 am. ▪ Summer pay policy changes. ▪ CUPA comparisons review.
Curriculum Committee- Sheila Baker, Chair
<ul style="list-style-type: none"> • Items for approval <ul style="list-style-type: none"> ○ CSE Certificate of Engineering Data Analytics (CEDA) ○ CSE Project Management & Six Sigma Certificate ○ CSE Supply Chain and Analytics Certificate ○ SAP Student Recognition Award • Conditional Admissions • Next meeting Friday 10/13 @ 10am
Faculty Life Committee- Daniel Imrecke, Chair
<ul style="list-style-type: none"> • Meeting on 9/12, next meeting 10/10 • Non-Tenure Track Policy Review and Changes from unfinished 2019-2020 edition <ul style="list-style-type: none"> ▪ Reviewed sections 1-3 (Purpose, definitions, policy) ▪ Feedback from HR and Dr. Matthew regarding requirements/documentation for NTT position eligibility ▪ Soliciting feedback for Clinical Faculty language from faculty knowledgeable these positions. • “Exceptional Cases” clause in P&T policy considerations for removal
Governance Committee- Christine Walther, Chair
<ul style="list-style-type: none"> ▪ The Adjunct Faculty Handbook will be presented at the November Senate meeting

- Formatting/reorganization is finalized, but some office on campus need time to review their descriptions/information, especially if they recently reorganized
- Lexi Herrera is developing a web template to make policies in the Faculty Handbook available on the website
 - Will allow for more efficient updating of policies and make policies more accessible
- The committee is examining voting eligibility and course release allocation for Faculty Senate leadership within the UH System

Shared Governance Committees

University Life Committee- TBD, Angela Kelling

- ULC met on 9/13/23.
 - We retired 3 HR policies based on replacement by a system level policy (Affirmative Action Plan and Employee Time and Effort Reporting) or lack of need for a policy (Workplace Violence).
 - We discussed needed changes to the by-laws, such as changing the title of Chief Diversity officer.
 - We discussed the procedure for campus police to be the 1st responders for both threats and mental health crises. Specifically, we discussed the training the police get, the function of the CARES team, and how certain events would be handled on campus

Facilities & Support Services Committee- TBD, Rebecca Huss-Keeler

-

Planning & Budget Committee- TBD, Nick Kelling

- PBC met on 9/21/23
 - Received details on this year's budget calendar and initiative due dates
 - A reduction in revenue (about \$5.3 million-due to lower enrollments) combined with committed new spending (about \$3.8 million – about 1/3 of that was the merit raises and another big chunk an increase on what UH charges us for services) will result in about \$9.1 million budget deficit. However, cost savings are expected to make up the bulk of this combined with "rainy day" funds filling in the rest. So, we will balance this year with no additional cuts. No reason to panic yet, but time to be thinking strategically for the future. While we cannot use the "rain day" funds forever, we have built these back up and will provide a potential buffer for the next few years with some careful thought. PBC will be examining how we utilize and budget costs and spending.
 - PBC will also be examining its by-laws

-

Faculty Senate Attendance

October 4, 2023

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
✓	Nicholas	Kelling
	Dorothy	Kirkman
✓	Isabelle	Kusters
✓	Renée	Lastrapes
✓	Tim	Michael
✓	Ivelina	Pavlova-Stout
✓	Roberta	Raymond
✓	Larry	Rohde
✓	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
	Miguel	Gonzalez
	Kara Marie	Hadley-Shakya
✓	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
✓	Jennifer	Willis-Opalenik
✓	Jana	Willis
✓	Stacy	Zellner