

Faculty Senate

Meeting Minutes

November 6, 2019 / SSCB1100 / 1:00-3:00 p.m.

Present: see attached sign in sheets

Next meeting: December 4, 2019 / SSCB2100

Call to Order – Dr. Kanenberg

1:03

Feedback was provided about using the clickers for voting items. Concerns were raised on voting with clickers and making it a secret ballot. The new voting system will consist of raising hand and then using the clicker to record the vote. Steps will be repeated for yea, nay, abstain

Approval of Faculty Senate minutes – Dr. Kanenberg

Page 2 – second paragraph should read “the first proposal discussed” it should also reflect that Dr. Huss-Keeler made the report and not Dr. Johnston.

The minutes were approved with the two amendments.

Vote: 25 Yea; 0 Nay; 0 Abstain

Provost's Office Report – Dr. Steven Berberich

Strategic Planning – Thanked everyone that was able to attend the 2 day workshop for objective owners. It will now move to the Strategic Management Team.

SPAM email changeover – The first email went out today on the SPAM email change over. For Outlook users they will be using the Junk email filter beginning on the 18th. The change will provide more control on emails that will be received. More information will be provided as we move forward.

Winter Mini Session – We are 5 weeks from finals and will be offering 15 courses in the Winter Mini session. There will be 12 undergraduate and 3 graduate level courses offered (6 from BUS, 3 from HSH, and 6 for COE). He thanked the faculty offering these courses. He has been in contact with those faculty and has had communication on the services that will be provided. The courses are showing in the schedule that students access. Questions about proctoring exams on a Saturday was discussed. Dr. Berberich will look into the dates and services and will communicate with the group teaching.

RFP Trio Program – They are anticipating an RFP for a trio program. The hope is to receive two, one for a regular project and one for a veteran focus trio award. For those not familiar with TRIO programs; they are services for students in the low income first generation. Currently they are trying to form teams and encourage faculty interested to contact Dr. Kathy Matthew. They are trying to be

proactive and will be sending Dr. Matthew and Dr. White to New Orleans in December. They will both bring one proposal where they will receive feedback. A January proposal deadline is expected. They are open to all ideas and looking for unique angles.

Open Educational Resources (OER) – The Coordinating Board has provided information on a grant program in OER. The Legislature has put aside around \$212,000 thousand. The grant will be looking at using OER in a course. OSP will be collecting more information about the grant. They encourage faculty who would be interested in a submitted a proposal. Discussion on the definition of OER and the types of materials that qualify as OER occurred. OER could be described as the use of open stacks (open access license) that can use different materials for the course at no cost or a reduced rate. Dr. Berberich would like the institution to address how OER is offered on campus and across the system.

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

Senate committee Report – Governance – Dr. McMullen

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

Senate Committee Report – Budget & Facilities – Dr. Kelling

A proposal for consideration and discussion on Faculty Equity Raise for FY21 was presented. Something must be submitted by January or it will not be considered in the initiative process. This is a one year proposal. The document is a draft what is being requested is to look at the structure. The highlighted numbers are in in negotiations. The structure falls into three major three points (creation of an equity pool, creation of merit pool, and creating access to data). There was discussion about years that equity was not received and how the committee came up with 110% CUPA limit for merit. Senators are encouraged to take the information back to their colleges and peers and contact the committee to address their concerns. Additional discussion will occur and an updated proposal will be provided to the Senate.

Senate Committee Report – Curriculum – Dr. Huss-Keeler

The following items have been submitted previously.

Minor in Addiction Counseling came from COE. Questions that were asked at the last meeting were answered. It was requested that language be added that courses will not be eligible for licensures.

Vote: 26 Yea; 1 Nay; 1 Abstain with a friendly amendment.

Double Major Policy – edits were made based on discussion from the previous meeting. The two policies have been merged. After discussion it was recommended that #5 and #7 be removed from the policy.

Vote: 29 Yea; 0 Nay; 1 Abstain with friendly amendments.

Double Degree Policy – This policy came from the committee without revisions

Vote: 25 Yea; 0 Nay; 1 Abstain

Additional Degree Policy – The revised document was provided. This is for students who receive a second Bachelor degree.

Vote: 29 Yea; 0 Nay; 0 Abstain

The committee will be reviewing the MS in Assessment and Measure from COE and the Software Engineering Minor at their next meeting.

Senate Curriculum Committee Chair Election – Dr. Kanenberg

Dr. Anna Klyueva will be replacing Dr. Amanda Johnston in HSH. Senate needs to vote for a new chair of the committee. FSEC nominates Dr. Huss-Keller to replace Dr. Johnston. Dr. Michael was nominated from the floor. The chair of the committee will serve until May.

Vote: 20 Dr. Huss Keller; 7 Dr. Michael; 1 Abstain

Senate Committee Report – Faculty Life – Dr. Cotten

Grievance Policy was presented to the Senate – Key points are:

- Split up the workload by increasing the size of the panel from 16-24
- Selection of the committee will be a random draw by members of the grievance panel not from the college with the grievance to avoid conflict of interest
- Rebuttal can be added to the committee recommendation before it moves forward.
- Separate timeline for P&T decisions

Discussion occurred on the recommendations presented. It was mentioned that the discrimination is on another policy. It was also suggested that the committee look into the informal resolution process, Executive Session, and diversity on the committee. It was suggested including something about informal resolution be added to the preamble.

Senate Committee Report - Teaching & Research – Dr. Baker

There is one correction to the report. They are waiting on word from MarComm not UCT.

Shared Governance Reports – Drs. Ward, Michael, & Gossett

- Facilities & Support Services – Dr. Ward

Please read the report. There are a lot of changes that affect faculty.

Changes to lot B – the first row will be made into reserved spots and will cost the same as Lot A. A gate will be installed and clickers will be needed (at an extra cost) to use Lot B. This was presented to the committee with no opportunity to provide feedback. Senate expressed their concern with decisions being made without input from Shared Governance. Dr. Robinson will obtain more information about these changes and report at the next meeting.

Bayou Shuffle – a lot of changes will happen with office moves. These moves are not going through Shared Governance (SG). SG have been told this is going to happen without the ability to provide feedback.

It was discussed that the purpose of having SG in these processes is to have more eyes and prevent possible problems that may come up. There is a reason for the existing process. Dr. Huss-Keeler informed the Senate that Facilities and Planning will be meeting in B2104 from 10-12 on 11/18 and will be meeting to discuss the office shuffle. Dr. Berberich provided a background of the shuffle and appreciates all the feedback provided.

Senate also discussed the cost of external signage that was listed on the report.

- Planning & Budget – Dr. Withey

Joint meeting (PBC and SGA) will be on 11/12 at 11:30 in SSB1100. They will see the tuition and fees increases.

- University Life – Dr. Gossett

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

Center for Faculty Development - Dr. Bartsch

Dr. Bartsch had a question about FDL. Provost has stated that the deadline would be December 15th. Faculty have contacted him because they had not heard from their college. Have colleges been informed?

Announcements

It has been discovered that UHCL hang tag does not allow us to park at other UH campuses. It is not clear when it was stopped. They have approached Dr. Paula Short about getting it reinstated. Senate believes that reinstating this would encourage collaboration.

A new advisory committee on food services (primarily populated with students) is being created. The new committee is looking for 2 faculty to serve. Please contact Heather Kanenberg if you know of people interested in serving on this committee or email self-nominations. The frequency of meetings is not known at this time. The scope of the committee will be around the services provided.

Please share information on the happenings in Senate to your colleagues.

Call for Adjournment – Dr. Kanenberg

2:34

UHCL Faculty Senate
Committee Reports ~ November 2019

Faculty Senate Committees

Budget & Facilities Committee – Nick Kelling, Chair

- The Faculty Senate Budget Committee is currently working on developing a proposal regarding potential equity and merit adjustments for the next fiscal year. A draft of this proposal should be available for a first read by faculty senate for the November meeting.

Faculty Life Committee – Stephen Cotten, Chair

- The committee has reviewed and unanimously approved The Faculty Grievance Policy and it comes to senate for a first read in November.
- Major changes include:
 - Grievance panel is increased from 16 (4 each college) to 24 (6 each college)
 - Representatives for the grievant and respondent no longer vote.
 - Selection of the committee is now by random draw among members of the grievance panel not in the same college as the grievant or respondent. Each side gets one peremptory strike.
 - A rebuttal may be added to the grievance committee recommendation.
 - There is a separate accelerated timeline for P&T grievances, however
 - The policy is written to no longer be usable for P&T after a P&T appeals policy is passed.
- For such a complicated policy, we assume it will be returned for tweaks. If it is not, however, we will be moving onto workload unless a completed P&T policy is turned over to FL from the P&T Workgroup by our next meeting.
- There will be time for discussion during senate, however, the committee will continue to collect feedback until the December Senate meeting. Please send feedback, questions, comments to the Faculty Life Committee Members: Stephen Cotton (Chair, BUS); Ishaq Unwala & Brian Stephens (CSE); Roberta Raymond & Dilani Perera (COE); Sarah Costello & Chris Ward (HSH); and Randall Xu (BUS).

Teaching & Research Committee – Sheila Baker, Chair

- Student Evaluations: Work is ongoing. We are on track to roll out questions for student evaluations in all four colleges (HB2504) in Spring 2020. A pilot of the questions will happen this semester (Fall 2019).
- Teaching & Research Webpages: Work is ongoing. We are awaiting final word from UCT regarding going live.
- CPHS committee policy: Currently under review.

Curriculum Committee – Becky Huss-Keeler, Interim Chair

The Curriculum committee met and reviewed items from the October Senate meeting. The following items are coming to the Senate for review and approval in the November meeting:

- Double Majors Policy (with revisions)
- Additional Degree Policy (with revisions)
- Double Degree Policy (no revisions)
- Addiction Counseling Minor (no revisions)

The Curriculum Committee will review a minor from CSE in its next meeting and is awaiting an “In Progress Grade” policy and “Academic Suspension” Policy from Academic Affairs.

Governance Committee – Mike McMullen, Chair

The Governance Committee met Monday, Oct 28 and is working on:

- Language to add a Parliamentarian to Faculty Senate Constitution
 - Language to clarify the replacement of Senate Standing Committee chairs (FSEC nominates a replacement with a Senator from that committee who has at least a year of service; Senate ratifies nomination)
 - Language to clarify voting procedures in Senate; “simple majority of the membership of the Senate” means 18 votes to pass
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Shared Governance Committees

University Life Committee – Lisa Gossett, Chair

- Upcoming University Life Committee (ULC) meetings will be held on Nov. 12 and Dec. 3, both Tuesdays, at 10 a.m.
 - Interim policies on grievance and disciplinary processes for staff employees were approved by University Council last spring. The current interim policies, as approved by legal staff, were shared recently with the ULC membership, with the request that they be shared with staff. An ad hoc committee within ULC will conduct the initial review in developing more permanent policies.
 - Vice President Denney is organizing a UHCL Policy Process Working group to work toward consistent format, organization and procedures for UHCL's policies. These policies are now in multiple locations. Membership includes faculty senate leadership, the chairs of the shared governance committees, and more.
 - We expect some proposed human resources policies and revisions to come before the committee fairly soon.
 - Please share any questions, concerns or proposals with any member of the ULC. Faculty representatives to ULC are Lisa Gossett (BUS – Chair), Gene Shan (CSE), Eric Mayes (CSE), Antonio Corrales (COE), Dilani Perera (COE), and Wanalee Romero (HSH).
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Facilities & Support Services Committee – Chris Ward, Chair

- FSSC met Monday, 10/28. We were informed of the status of several campus improvement projects. The new coffee shop is scheduled to be open around the beginning of December. Over the Thanksgiving and Winter breaks, there will be road repairs on Graduate Drive. The common areas on the 2nd floor of the Bayou Building will receive new carpet and furniture (similar to that found in the STEM Building and Hunter Hall). The 1st and 3rd floors of Bayou will be upgraded during the next 2 fiscal years. The old Fitness Zone is being upgraded to be new space for student organizations and should be completed by Spring Semester.
 - Report from Space Allocation and Utilization Subcommittee: Last year, the following was approved. Biology moved into space vacated by chemistry and physics when they moved to the new STEM building. Psychology moved into space vacated by Exercise Science when they moved to the Wellness building and the PsyD program moved into space vacated by psychology which facilitated them receiving accreditation. The Emergency Operations Center received a grant and moved into the old police space under the auditorium. The art storage area was approved, but new arrangements will have to be made because of upcoming changes to the Bayou building.
 - Major changes are coming for offices within the Bayou building (the Bayou Shuffle). Briefly, the Center for Teaching and Learning and Faculty Senate will trade spaces with University Advancement. OIE will consolidate and move into part of International Admissions. Part of International Admissions will move to the 3rd floor. Title IX will move to where OIE is and MarCom will expand.
 - Report from the Parking, Transportation, and Safety Subcommittee: Lot B will get a new gate. The parking spots in Lot B next to SSCB (92 spaces) will be turned into reserved parking spaces and will cost the same as Lot A. Parking for NOA I & II is being upgraded. Lighting has been upgraded in the parking lots and Harris County has proposed extending a bike trail to UHCL.
 - There is currently a >\$1 million bid out for new external signs for campus.
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Planning & Budget Committee – Paul Withey, Chair

- PBC met Oct. 10, 2019
 - Charge to the committee within shared governance
 - Director of Planning & Budget, Deja Sero, presented the Planning and Budget Calendar for the year
 - Oct 24: Assessments due, identify whether new funding is needed for FY21
 - Nov 12: Joint SGA/PBC meeting where Tuition & Fee changes are presented
 - Week of Nov 12: Town Hall meetings
 - Nov 19: SGA votes, then PBC convenes immediately following to discuss/vote also
 - Dec 15: Funding requests due to Unit/Dean
 - Week of Jan 27: VPs present to their faculty and/or staff, welcoming feedback
 - Week of Feb 12: VPs present initiatives list to PBC
 - Feb 19: Faculty/Staff pay plan decisions finalized
 - VP & Vice Chair Mark Denney presented on changes to Strategic Hiring Committee process
 - Different processes for i) Operational Level, ii) Managerial, iii) Director & Above, and iv) Faculty Positions
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- A review of all decisions made by the Strategic Hiring Committee since the April 2019 meeting was requested and VP Denney indicated it would be emailed out. PBC is awaiting the report.
- VP & Vice-Chair Mark Denny presented last year's (FY19) (almost-final) budget
 - Revenue was up due mainly to tuition, fees, gifts; and expenses down due to fiscal constraint (i.e. 3% cuts)
 - Overall, >\$6 million returned to reserves which now stand at ~\$39 million

Other Important Updates

UHCL Searches - Various Faculty

Associate Vice President of Student Success and Initiatives - Mike McMullen, Faculty Co-Chair with Dr. Charlotte Tullos.

Assistant Vice President for Information Technology/Chief Information Officer-Chris Ward, Faculty Co-Chair with Mr. Mark Denney.

Director of Accessibility Support Center- Elizabeth Beavers, Thomas Schanding, and Lisa Gossett (members).

Center for Faculty Development - Rob Bartsch

1) Center for Faculty Development Activities:

- Thurs, Nov. 7th - Microaggressions on Campus - 1:00-2:00 - Faculty Club
- Fri, Nov. 8th - UH-Downtown Teaching and Learning Symposium
- Thurs, Nov. 21st - Learning Innovators - 12:00-1:00 - Faculty Club

2) Save the Dates:

- End of Semester Celebration - 11:30-1:00 - December 12th
 - Winter Writing Camp - 9:00-4:00 - December 16th and 17th
 - Faculty Development Day - 9:00-3:30 - January 31st
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SIGN-IN SHEET

EVENT:	FACULTY SENATORS	DATE:	11/6/19
ROOM:	SSCB1000	TIME:	1:00PM – 3:00PM

Name	Signature
Baker, Sheila	Sheila Baker
Beavers, Elizabeth	(Absent)
Corrales, Antonio	(Absent)
Costello, Sarah	Sarah Costello
Cothern, Tom	Tom Cothern
Cotten, Stephen	Stephen Cotten
Curtis, Maria	Maria Curtis
Dubrovskiy, Anton	Anton Dubrovskiy
Giles, Michelle	Michelle Giles
Gossett, Lisa	Lisa Gossett
Hasan, Khondker	K. Hasan
Hasan, Rajib	Rajib Hasan
Huss-Keeler, Rebecca	Rebecca Huss-Keeler
Kanenberg, Heather	Heather Kanenberg
Kelling, Nick	Nick Kelling
Klyueva, Anna	Anna Klyueva
Lastrapes, Renee	Renee Lastrapes
Mayes, Eric	Eric Mayes
McCormack, Pat	Pat McCormack
McMullen, Mike	Mike McMullen
Michael, Tim	Tim Michael
Pavlova-Stout, Ivelina	Ivelina Pavlova-Stout
Perera-Diltz, Dilani	Dilani Perera-Diltz
Raymond, Roberta	Roberta Raymond
Robinson, Leroy	Leroy Robinson
Romero, Wanalee	Wanalee Romero
Shan, Gene	Gene Shan
Sisman, Cengiz	Cengiz Sisman
Stephens, Brian	Brian Stephens
Thompson, Walter	Walter Thompson
Unwala, Ishaq	Ishaq Unwala
Walther, Christine	Christine Walther
Ward, Chris	Chris Ward
Withey, Paul	Paul Withey
Xu, Randall	Randall Xu

