

Faculty Senate

Meeting Minutes

November 2, 2022 / STEM 2101 & Zoom / 1:00-3:00 p.m.

Senators

Present: Anne Anders, Sheila Baker, Yvette Bendeck, Amber Brown, Christina Cedillo, Stephen Cotten, Soma Datta, Kimberly Dodson, Anton Dubrovskiy Neal Dugre, Leticia French, Kathleen Garland, Shanna Graves, Vicky Gu, Youssef Hamidi, Rebecca Huss-Keeler, Daniel Imrecke, Preeti Jain, Lorie Jacobs, Angela Kelling, Dorothy Kirkman, Isabelle Kusters, Renée Lastrapes, Timothy Michael, Jeff Mountain, Janice Newsum, Leroy Robinson, Larry Rohde, Nicholas Shaman, Gene Shan, Ishaq Unwala, Christine Walther, Omah Williams-Duncan, Paul Withey, Michael Wu

Absent: 0

Administrative Guests: Robert Bartsch, David Brittain, David Garrison, LeeBrian Gaskins, Kara Hadley-Shakya, Heather Kanenberg, Kathryn Matthew, Christopher Maynard, Vivienne McClendon, Yolanda Nimmer-Williams, Veronica Ortiz, Joan Pedro, Tim Richardson, Roberta Raymond, Glenn Sanford, Terry Sheppard, Edward Waller, Brice Yates

Next meeting: December 7, 2022 / Zoom or B2311

Call to Order – Dr. Walther

1:00 p.m.

Approval of Faculty Senate minutes – Dr. Walther

Minutes were approved as distributed.

Provost's Office Report – Dr. Maynard

President's Speaker Series – Will be on Friday, November 4, 2022. This will be an opportunity for the university to see where we can grow on diversity, equity, and inclusion. Everyone is encouraged to attend in person.

Canvas update – UTAC has made its recommendation. UH System has been contacted about making the change.

Dr. Gaskins and Dr. Willis-Opalenik presented a transition overview timeline and available resources, including a UHCL Canvas faculty support web page.

Questions and discussions covered student support, earlier adopters, and support for current adoption methods, software, and programs.

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

Senate Committee Report – Teaching & Research – Dr. Dubrovskiy

A review of the report was provided. Senators voted on the student evaluation amendments and webpage that were tabled for faculty feedback at the October meeting. Discussion on implementation timeline and concerns that edits will minimize the impact occurred.

Course Evaluation Amendments

Vote: 25 Yea; 1 Nay; 1 Abstain

Course Evaluation webpages

Vote: 28 Yea; 1 Nay; 1 Abstain

A brief presentation on TRC recommendations and future work was added to the committee report. Suggestions were provided to the TRC on the recommendations that were presented. Dr. Yates provided information on training that is being created.

Senate Committee Report – Budget & Facilities – Dr. Brown

A review of the report was provided. Questions on timeline to reach the CUPA range occurred.

Senate Committee Report – Curriculum – Dr. Lastrapes

Votes on LLLS Minors, EDLS Certificates, and AP/CLEP Credit Change occurred.

Clarification question on 4-8 and 7-12 listed on the title occurred

4-8 & 7-12 Minor in Literacy

Vote: 27 Yea; 0 Nay; 0 Abstain

EDLS Certificates

Vote: 30 Yea; 0 Nay; 0 Abstain

AP/CLEP Credit Change

Vote: 27 Yea; 0 Nay; 1 Abstain

Information on the credit bearing certificate was provided.

Senate Committee Report – Faculty Life – Dr. Dugre

A review of the report was provided. Questions, concerns, and discussion about rating and definitions occurred.

Senate Committee Report – Governance – Dr. Withey

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

Shared Governance Reports – Drs. Kelling, Huss-Keeler, and Michael

- University Life – Dr. Kelling

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

- Facilities & Support Services – Dr. Huss-Keeler

They are working on the external wayfinding signage. No questions were asked.

- **Planning and Budget – Dr. Michael**

Nothing to add to the report. The next meeting will be Wednesday, November 16th at noon. No questions were asked.

Center for Faculty Development – Dr. Bartsch

6 announcements were given from the Center.

Update on the Executive Director search was provided.

Instructional Innovation award nominations are being accepted.

SoTL COP will be open to all faculty.

Writing Retreat will be in December, after grades are due.

Faculty Development Week is tentatively scheduled for early February

Student conference, led by Youseff Hamidi, will be in the spring (last week of April, 24th – 30th).

New Business

Pictorial Directory – A request for an updated directory was discussed. It was mentioned that the last pictorial directory was done in 2015.

Thank yous were added to the chat for the Faculty Senators' Gifts.

STEM Meeting – This meeting is an opportunity to share STEM related events/projects that need collaborators and supporters in the K-12 sectors.

Announcements – Dr. Walther

Faculty Assembly responses are still being collected and will be posted when available.

Ombuds person is still on schedule to be announced by the end of the semester and in place by January

Call for Adjournment – Dr. Walther

2:18

UHCL Faculty Senate
Committee Reports- November 2022

<i>Faculty Senate Committees</i>
Teaching & Research Committee- Anton Dubrovskiy, Chair
<ul style="list-style-type: none">▪ Webpage on course evaluations that was shared at the October FS meeting is ready to be voted on▪ Package #1 and #2 amendments on course evaluations were tabled at the October FS meeting so that faculty senators could share feedback with the TRC<ul style="list-style-type: none">• Feedback has been incorporated, and the amendments are ready to be voted on<ul style="list-style-type: none">○ Peer evaluation is no longer a part of the amendments○ OIT doesn't administer paper-based evaluations○ Diversity statement was checked with the Chief Diversity and Inclusion Officer○ Proposal to have consistent questions across all the Colleges○ Legal was contacted to check if it's allowed to display only sufficient responses from the students (to administration and students)
Budget & Facilities Committee- Amber Brown, Chair
<ul style="list-style-type: none">▪ Mark Denny met with the committee to answer questions related to merit, equity, and promotion raises<ul style="list-style-type: none">• His office aims to have all faculty at the market median salary for the CUPA CIP codes<ul style="list-style-type: none">○ Needs to check in with Dr. Maynard and Academic Affairs to see where they are with identifying which colleges and universities to use as our CUPA benchmark<ul style="list-style-type: none">▪ After a data set of colleges and universities has been established to determine market median salaries, his office can set a budget and determine amounts devotes to faculty pay<ul style="list-style-type: none">• His goal is to have this complete by January• He emphasized his and President Walker's priorities are to invest in the university's assets, which includes faculty and staff<ul style="list-style-type: none">○ His goal is for the merit pool to be larger than increases in the consumer price index<ul style="list-style-type: none">▪ However, with the unsteady economic changes happening that may be difficult to continue moving forward○ He also expressed concern about the impact of the drop in enrollment on budget priorities, but that no changes are planned yet<ul style="list-style-type: none">▪ The committee will meet November 11th to discuss Mark Denny's comments and continue working on the pay plan<ul style="list-style-type: none">• Plan to present a draft of the pay plan at the December Faculty Senate meeting
Curriculum Committee- Renee Lastrapes, Chair
<ul style="list-style-type: none">▪ Passed two proposed LLLS Minors

- Passed/accepted five EDLS Certificates that have been in place but never went through shared governance
- Associate Dean Garrison and Interim VP Hadley-Shakya discussed using GPA from degree conferring institution for graduate admissions instead of last 60 hours
 - Decision was made that more information about how this impacts the university and students is needed and will be presented at the November meeting
- AVP Richardson discussed a proposal to change the number of AP and CLEP credits UHCL accepts
 - Decision was made to make the change to accept more than 30 AP and/or CLEP credits without any extra review (aligns with UH)
- Credit bearing certificate subcommittee update
 - Need to identify what credit bearing certificates we have on record
 - Identify courses within each certificate, which certificates (if any) do not meet course hour requirements (work with Associate Deans to modify the hours for these certificates), which certificates are no longer valid/awarded by programs, and which certificates are listed in the catalog
 - Verify that all these certificates have been approved through shared governance
 - Need to identify where information about students who have earned a certificate is stored and create a process to share this information with the Registrar
 - List of certificates in the Registrar's Office needs to be updated, along with PeopleSoft designations and transcript information (last updated in 2020)
 - Need to design an application process and award procedures for certificates and have the process/procedures approved through shared governance
 - Need to work with MarComm to ensure all certificate information on the website is updated/accurate
- Received a new catalog policy information item
- May have two meetings in November

Faculty Life Committee- Neal Dugre, Chair

- Faculty Life met 10/11 and made progress on edits to the Post-Tenure Review Policy
 - Identified a way to separate research and service in the conditions that trigger a comprehensive review that is acceptable to most of the committee
 - Explored the idea of moving from a 6-year cycle to a rolling cycle in which only repeated unsatisfactory performance would trigger a review
 - Determined some of the terminology in the policy will need to be adjusted to distinguish general post-tenure review from the enhanced performance evaluation process reserved for faculty not meeting expectations
 - Began making edits to the enhanced performance evaluation process to account for ambiguities in timelines, responsibilities, etc.
 - Working to incorporate the committee's feedback into the draft edits and flesh out the process portion of the policy
 - Hope that the committee can review the revisions and vote on the policy at the November meeting

- The committee received suggested P&T Policy revisions from Vice Provost Matthew

Governance Committee- Paul Withey, Chair

- Final revisions have been made to the Faculty Handbook, and it has been forwarded to MarComm to be published on the website
- Vice Provost Matthew has recruited someone to assist with the Adjunct Handbook and will communicate with Faculty Senate as that work proceeds

Shared Governance Committees

University Life Committee- Angela Kelling, Chair

- Met on October 24th and approved updates to the ULC by-laws to reflect the current UHCL structure

Facilities & Support Services Committee, Becky Huss-Keeler, Chair

- Parking Committee – Youssef Hamidi
 - The issue of eliminating a parking fee for parking near the Nature Center on campus was discussed
 - Passed by the Parking Committee but tabled by FSSC because it is under consideration by Legal
 - Parking and FSSC passed a proposal to extend the T2 vendor contract to allow T2 to collect unpaid parking fees from persons who are not UHCL students
 - Vendor is currently under contract to UHCL and utilized for the same reason at other UHCL campuses
 - Currently there are hundreds of dollars of unpaid parking fines from community members who park illegally on the UHCL campus
- SAUS- Daniel Imrecke
 - An overview of the September committee items presented by Mr. Denney was given
- Internal Wayfinding Sub-Committee is being constituted to determine new signage to make it easier to find various offices and spaces in the buildings
 - This subcommittee will be composed of representatives from across campus.
- We are at the five year point in our ten year master plan
 - FSSC was involved in the original master plan
 - At each meeting, Mr. Denney or Mr. Kitchen will go over a different part of the original master plan so the committee can determine what has and has not been accomplished and what, if any, changes are needed
- Two items were brought forward from COE: Parking lot re-striping and the paving of the roadway behind Lot D to Middlebrook
 - It would cost \$450,000 to pave the road to Middlebrook and \$1.5 million to resurface Lot D
 - The money is not available for these items, but they are getting an estimate for restriping
- Mr. Denney and Mr. Kitchen are going to do a walkthrough of the Bayou building on October 28 to determine the types of repairs that need to be done to rooms and offices
 - There is grant money available for repair work to be done on existing structures

- If faculty have specific repairs, they should put in a request with FMC or facilities@uhcl.edu

Planning & Budget Committee- Tim Michael, Chair

- Met at noon on 10/19 and discussed the updated Budget Initiatives process and calendar
 - Budget Office would like to have the calendar be the same every year, and PBC would like to have more time to evaluate budget priorities after they come out of the divisions
 - This year also incorporates Tier II Strategic Planning in the budget for the first time, with assessment outcomes turned in on 10/15
 - The committee discussed a new set of dates that would allow for training and time for PBC to distribute budget initiatives and get comments from the constituencies
 - Nov 9-17th- Training (awaiting final approval from President)
 - Dec 2nd- Departments due to Unit/College
 - Dec 16th- Units/Colleges due to VP
 - Jan 20th- VP to PBC (for distribution, evaluation, and discussion)

