

**Faculty Senate
April 4, 2013
Minutes (Approved)**

Members Present: Magdy Akladios, Leo Chan, George Collins, Kent Divoll, David Garrison, Lisa Gossett, Shanna Graves, Bettye Grigsby, William Hoston, Stuart Larson, Kathryn Ley, Samina Masood, Frank Matthews, Scott McIntyre, Tim Michael, Camille Peres, Alfredo Perez-Davila, Michelle Peters, Rick Puzdrowski, Bazlur Rashid, Leroy Robinson, Felix Simieou, L. Jean Walker, Chris Ward, Jana Willis, Pat McCormack.

Members Absent: Sandra Browning, Ron Mills, Tonya Hammer, William Norwood, Keith Parsons, Haeyoung Shin, Mary Short.

Others Present: Samuel Gladden, Glen Houston, Rick Short, Ted Cummings, Kathy Matthew, Yvette Bendeck, Darlene Biggers, Mrinal Mugdh Varma, Carl Stockton, Karen Wielhorski, Zbigniew Czajkiewicz.

Approval of Minutes

The minutes of the March 06, 2013 meeting were approved as presented.

Provost Report

Dr. Stockton apologized for being absent at the last Faculty Senate meeting. He was in Austin attending meetings with State legislators at the time. Dr. Stockton, several other UHCL administrators and teams from Clear Creek ISD and the Bay Area Houston Economic Partners (BAHEP) attended the meetings. The teams met with various State legislators and State office staff. Provost Stockton reported that the climate at the State capitol is much better than it was two years ago primarily because sales tax revenue has increased. The State has more money but legislators are still being cautious. Generally, State office staff members were positive about Tuition Revenue Bonds (TRBs). UHCL has been asked to select a priority out of the two TRB requests submitted. The TRB for the Science and Academic building has been selected as the priority. It seems that UHCL has a chance to get one TRB.

Dr Stockton added that there was discussion on restoring some of the formula funding cut 2 years ago. However, it will be impossible to replace 100% of funds cut. There is a possibility that approximately 25% of the cut may be replaced. The amount replaced will depend on what is left over from the budget. A set amount will be allocated for new special items funding. Institutions will decide how the money will be spent on new special items. This issue is still being negotiated.

Provost Stockton met with Congressman Greg Bonnen to discuss start-up money for the 4-year Initiative. A rider was filed to the House Appropriations budget to add start-up money to the base budget for UHCL's 4-Year Initiative Project. The request is added to the base budget by Article 11 submission. However, it has not been approved. President Staples has spoken to several legislators and Chancellor Khator regarding start-up funds for the 4-Year Initiative.

The Curriculum and Instruction doctoral program was approved by Provost Council. It will be forwarded to UH System Board of Regents for approval.

HSH has requested a practitioner base doctorate program. It has been sent to THECB for preliminary planning authority. Following THECB approval, HSH will write a formal proposal. It will then go through shared governance for approval.

Provost Stockton addressed the issue of Minors and the 120 Hour rule. Dr. Stockton distributed a copy of the THECB 120 Hour Statute and read Item 61.0515 Semester Credit Hours Required for Baccalaureate Degree which states that -

*“a student may not be required by a general academic teaching institution to complete more than the minimum number of semester credit hours required for the degree by the Southern Association of Colleges and Schools or its successor unless the institution determines that there is a **compelling academic reason for requiring completion of additional semester credit hours for the degree**” (Texas Education Code 61, C).*

Dr. Stockton noted that the THECB defined “compelling academic reasons” to be accreditation, certification and licensure requirements. Dr. Stockton continued that examples of UHCL programs are SOE Teacher Education Certifications – 127 hours (licensure); ABET programs (accreditation). Dr. Stockton referred to Statute 54.014 Tuition for Repeated or Excessive Undergraduate Hours which states that if a student takes more than 30 hours above the required credit hours for the degree, the institution will lose formula funding. The institution can then charge additional tuition higher than the in-state resident tuition to compensate for the loss of formula funding. The Statute also states that *“an undergraduate student who is not enrolled in a degree program is considered to be enrolled in a degree program or programs requiring a minimum of 120 semester credit hours, including minors and double majors.....”* Provost Stockton stressed that 120 hours must include the minor. The THECB will not approve and consider a degree program well over 120 hours including the minor as a *“compelling circumstance”*. Dr. Stockton stated other issues to consider include slow degree completion rates and low graduation rates because of additional semester credit hours over 120 hours. Low degree completion and graduation rates affect formula funding. If graduation rates are below the State average, THECB approval for new programs such as doctoral programs is affected. Dr. Garrison stated that more clarification is needed from the THECB on how double majors and graduation rates are affected by the 54.014 statute. Dr. Garrison said he is unaware of any student completing a double major in 120 hours. These rules could be interpreted that THECB prefers that students not do double majors and minor degrees. Dr. Mugdh responded that the THECB’s focus is on graduation rates. If a degree program is approved at 150 hours e.g. Accounting it is because of the certification requirement. If an institution does not have a good six-year graduate rate, requests for new programs are difficult to justify.

Senate Committee Reports

Budget: There was no report per Dr. Ward.

Research: Dr. Gossett reported that the committee met with Dr. Paul Meyers, OSP. Apparently faculty concerns such as purchasing practices are not under Dr. Meyers’ purview. Dr. Meyers

shared good news about the increase in grant activities. However, the challenge is limited staff resources to handle increase grant activities as well as inadequate faculty members involved.

Curriculum & Teaching: Dr. Willis presented the shortlist of core curriculum courses that will be offered in fall 2014. She stated that Dr. Mugdh and Kevin Barlow attended the last C&T meeting to answer questions regarding the core curriculum and the process followed to select the courses. The schools were actively involved in selecting those core courses. C&T approved and forwarded the list of core courses to the Faculty Senate. The courses will then be entered into the inventory and syllabi created. Dr. Willis asked if there were any questions about how the list was developed. Dr. Ley said that some faculty members were concerned about the content of the one hour First Year Experience Seminar. Dr. Ley presented an additional list of all courses that will be submitted to the THECB for approval. Dr. Stockton commented that the exhaustive list submitted to the THECB allows flexibility to what we can offer in the first year based on student needs. The shortlist will be offered in the first year for the first three hundred students coming in. Kevin Barlow stated that the shortlist is a subset of the exhaustive list and needs to be adopted and approved by shared governance committees. Dr. Divoll asked two questions – Why is the first year seminar course one and not three credit hours? When will the curriculum content be discussed? Dr. Mugdh responded that the State requires 42 hours of core courses of which 6 hours are optional. Two schools BUS and SOE have specific field of study programs which require three semester credit hours for Speech. Consequently, one of 3-hrs slot had to be used for that purpose. The other 3-hrs slot will be divided into two hours for science practicum and one credit hour for the first year seminar course. The content of the course has not been finalized. Dr. Short stated that the first year seminar committee has developed a draft syllabus that encompasses the competencies. This draft has not been approved. Enrollment management will take care of the scheduling of the course but the exact configuration of the course has not been decided. The senate agreed to vote electronically on the shortlist of core courses.

Faculty Life: Dr. Matthews presented the Faculty Grievance Policy for revision. Amendments include:-

- Define the role of administrative officer, reviewing officer and filing officer under 2.0 Definitions and Clarifications
- Remove the timeline for formal Grievance Procedure and last sentence “the accompanying table describes the timeline for a formal grievance Procedure” – 11 Adherence to timelines.
- 7.2 Documents to the Panel should read- *“The grievant(s) and the respondent(s) will be asked by the chair of the Grievance Hearing Panel to submit to the Chair all documents or exhibits that are to be considered by the Grievance Hearing Panel”.*
- *Add sentence to 4.2 - P&T grievance and appeal letters must be submitted to the filing office within three weeks of the P&T notification letter date.*

A motion was made and seconded to approve the policy as amended. The motion passed unanimously.

Shared Governance Committee Reports

Planning & Budgeting: Dr. Michaels stated that the town hall meetings were well attended. Tuition and Fees presentation to SGA was April 02, 2012. SGA will vote on the fees on April 9, 2013. Academic Affairs Priority presentation will be held Friday, April 5, 2013 at 11 AM.

University Life Committee: The committee will address the recycling project; construction of a smoking gazebo near the Delta Building and the issue of space allocated to ELS in light of increased space needs for the 4-Year Initiative

QEP Report

Dr. Walker reported that two subcommittees have been working on criteria for courses which will be included in the QEP assessment.

New Business

Dr. Akladios pointed out that the last final exam date in the Academic calendar is December 14, 2013 and grades are due on December 16, 2013. Several senators said the short grading window was inadequate. Dr. Bendeck said 48 hours after the final exam was typical and Enrollment Management had to have time to complete graduation clearances and prepare transcripts in a timely manner.

Dr. Grigsby pointed out that summer class sessions start when school district teachers are still working. This poses a problem for teaching students as summer classes are held during the day. Consequently, they will miss the first week of summer classes. Dr. Grigsby asked that the summer calendar be aligned with school districts work schedule in the future.

Dr. Garrison commented on the draft proposal for minors including the requirement for “a compelling academic reason” to exceed 120 hours for a degree. He wanted to know more details about the process for creating minor degrees. Dr. Stockton responded that the THECB will not approve a degree including a minor that exceeds 120 hours. Discussion will continue on this issue at the next meeting.

The meeting adjourned at 3 p.m.

**Faculty Senate
May 01, 2013
Minutes**

Members Present: M. Akladios, L. Chan, G. Collins, D. Garrison, L. Gossett, B. Grigsby, T. Hammer, W. Hoston, S. Larson, S. Masood, F. Matthews, P. McCormack, S. McIntyre, T. Michael, W. Norwood, K. Parsons, C. Peres, A. Perez-Davila, M. Peters, R. Puzdrowski, B. Rashid, L. Robinson, H. Shin, F. Simieou, L. Jean Walker, C. Ward, J. Willis, K. Ley.

Members Absent: K. Divoll, S. Graves, R. Mills, M. Short.

Others Present: D. Biggers, Z. Czajkiewicz, S. Gladden, R. Short, C. Stockton, G. Houston.

Approval of Minutes - April 03, 2013

The minutes were approved as presented.

Provost Report - Dr. Stockton

Provost Stockton reported on the Quarterly Texas Higher Education Coordinating Board (THECB) Meeting. At that meeting, new legislation relating to low-producing program review was proposed. This legislation proposes that the THECB will continue to review low-producing programs, but will not have the authority to close those programs. Following program review, the THECB will forward recommendations to the UH-System Board of Regents (BOR). Dr. Stockton predicted that BOR recommendations would then be forwarded to Chancellor Khator, President Staples and then to the Provost. Any requests to retain low-producing will then be made to the BOR. Approval of this new regulation is still pending. Dr. Stockton said that there was no update on approval of the proposed increased standards for low-producing programs.

The THECB is considering changing the law that requires students 30 years old and under to take the Meningitis Immunization. The proposed age range will now be 22 years and younger.

The THECB has given South Texas College authority to offer a Bachelors of Applied Science in Organizational Leadership. The program's first 90 credit hours will be competency based. Students will be able to take a module and a test and be granted 90 semester hours if they pass. The last 30 hours will be a partnership with A&M Commerce offered face-to-face and online. This will be the institution's second bachelor's degree.

The THECB is also considering new legislation that will allow community colleges with Bachelor of Applied Technology degree granting authority to offer a second similar degree (same CIP code) without seeking THECB authority.

The Houston Community College applied for authority to offer a Bachelor's degree in Nursing. Currently, in Florida, community college systems are authorized to offer bachelor degrees. Hopefully, Texas will not follow this trend. Dr. Stockton emphasized the importance of UHCL's Four-Year Initiative in light of this growing trend.

Beginning fall 2013, the Texas Success Initiative (TSI) Exam will be implemented. Universities will be required to administer the exam to all entering freshman college students who do not meet entrance requirements because of low SAT, STARS and TAKS scores. The state's expectation is that institutions will give those students the TSI exam to differentiate borderline and above competency students from those who score lower. Above borderline competency students will be given refresher courses. Institutions will develop a plan to help those students be successful. Students with below borderline scores will follow the Adult Basic Education. This exam applies only to students who do not meet the standard entrance requirements such as SAT, STARS, Accuplacer exam. UHCL will not offer developmental education. However, according to this new

law, developmental education has changed because of the approved TSI requirement. Dr. Bendeck will provide additional details on TSI to the campus community.

Dr. Stockton announced that campus interviews for the UH Provost position were ongoing. Also, Board of Regents Meetings are scheduled for May 13 & 14, 2013. Agenda items include UCHL's Curriculum and Instruction doctoral program and FY2014 Tuition and Fees.

Senate Committee Reports

Budget Committee: No report.

Research Committee: Dr. Gossett reported that a new staff position was approved in the Office of Sponsored Programs to help expedite grant processing.

Budget Committee/PBC Report: Dr. Michael reported that at the last Planning and Budgeting Committee (PBC) meeting, UHCL's FY2014 priorities were discussed. Although there was considerable discussion about the Four Year Initiative, PBC did not vote to approve the funding request. Dr. Michael indicated that PBC discussed and approved priorities 1-9. Also, PBC reordered several priorities - Priority 9 (Fire Professional Staff) was moved to Priority 8, Priority 8 (Adjunct Pay Increase) was moved to Priority 6, Priority 6 (Director of Emergency Management and M & O support) was moved to Priority 7; Priority 7 and (Major Gift Officer and M & O Support) moved to Priority 9. Dr. Michael asked members to email him for further information about the priorities.

Dr. Michael said that PBC received recommendations for parking fee increases from the Parking Committee. PBC voted and approved the recommendations. However, following discussion, PBC determined that the recommendations had not been presented to the Facilities and Support Services Committee (FSSC) prior to PBC. Parking Committee is a sub-committee of FSSC. It was noted that the proposed fee increases would be addressed at the next FSSC meeting.

Shared Governance Reports

University Life Committee (ULC): Dr. Perez-Davila stated that Chief Willingham was invited to ULC meeting to discuss parking issues. ULC learned of the infrastructural issues as well as the high cost of repairing the gate arms to parking lot A. Consequently, the gate arms will not be repaired. ULC learned that the entire parking policy will be reviewed.

Faculty Life: Dr. Matthews stated that the Faculty Workload Policy will be reviewed in the fall 2013 semester.

QEP Report

Dr. L. Jean Walker stated that the QLT Committee finalized the criteria to approve syllabi for Applied Critical Thinking courses. Faculty who attended both QEP workshops and would like to develop ACT courses for fall 2013 should contact Kevin Barlow or their faculty leads to get a copy of the criteria. Syllabi could be submitted through Kevin Barlow's office effective April 29th. Faculty who attended the first set of workshops, known as cohort one, will be asked to attend a Professional Development workshop the weekend of November 1st. Faculty who have not attended workshops and are interested in being part of cohort two should mark their calendars for the weekend of September 27th and send an email to Kevin Barlow to sign up for these workshops. At this point, we believe these dates to be firm. Faculty leads for each school are available to work with individual faculty members in developing or refining their syllabi for ACT course approval. Faculty leads: BUS- Ken Black, Trey Voelker; HSH - Rob Bartsch, Shreerekha Subramanian; SCE - Raj Chhikara, Larry Rhode, Larry Kajs and SOE- Randy SeEVERS and Larry Kajs.

Announcements

Dr. Ley announced that based on votes received, the 2013-14 Faculty Senate president-elect is Dr. Chris Ward. Faculty Senate Executive Committee recommendations for FS committee chairpersons are Frank

Matthews (Faculty Life); Lisa Gossett (Research); Jana Willis (Curriculum and Teaching); Leroy Robinson (Budget Committee). On a motion and second the appointments were approved.

New Business

Minor in Latino and Latin American Studies (LLAS) at UHCL. On behalf of the working group, Latino and Latin American Studies, Dr. Daniel Haworth, HSH Associate Professor presented the initiative for the implementation of the minor degree. The working group has designed a 12-semester credit hours degree consisting of courses already in the UHCL undergraduate course inventory. The minor was originally design as a 15 SCH degree, but in its current form it is 12 hours. Dr. Haworth said that there is critical need for the minor because of UHCL's growing Latino enrollment which prompted the US Department designation of Hispanic-Serving Institution. Also, more opportunities to make post-secondary education accessible to Latino students are needed. Additionally, there are 4 federal funding agencies available to Hispanic-serving institutions. The minor is diverse and rigorous and will be open to students from the other academic schools. When and if it is possible, HSH will be ready to expand to 15 or more credit hours as well as to include prerequisites and lower division credit. Some institutions require 18 hours for the minor degree.

The senate discussed the development and implementation of the minor degree extensively. Comments from senators include:

- Comparisons with peer institutions revealed that there are hardly any minors with less than 15 SCHs; there is a lot of diversity regarding the number of hours for a minor; there will be pressure for other disciplines to limit other minor programs to 12 hours
- Standards for minors need to be set regarding the number of hours; UHCL should not be below the standard; Academic rigor need to be maintained
- Implement LLAS as a sub plan or a concentration and roll over to a minor later
- Implement on a temporary basis as an experimental program maybe 5 years and evaluate thereafter
- The minor may make it possible to apply for grants but those grants may not be approved. The minor may not be competitive for grants.
- There is no question of the validity of the minor, but policy guidelines are needed.

Provost Stockton explained that there needs to be university policy guiding development and implementation of minor degrees. Currently, there is no university policy. There is no authority to approve the minor in the absence of policy. The degree cannot be added to the catalog, transcripts or PeopleSoft without policy. Issues such as downward expansion, 120-hour rule, the new core curriculum, posting of minors on transcripts, student transfer hours are to be considered in the development of policy. Furthermore, comparison with other 4-year institutions cannot be made as the submitted proposal is intended for the junior and senior level. Provost Stockton said that he would support development of courses that can be applied to LLAS. Also, he would assist with grant applications. He asked if grants applications were specific to the minor degree or could they presented as a set of courses. We cannot refer to a minor degree without a policy. Dr. Haworth responded that the language of the grant is different to the feedback from agencies. Provost Stockton reiterated support for the development of courses and assistance with grants. A vote to approve the minor as a pilot program failed. There was no senate consensus to approve the initiative.

There being no further business, the meeting adjourned.