**FACULTY SENATE MEETING**

**DECEMBER 04, 2013**

**MINUTES**

**Members Present**: M. Akladios, W. Amonette, J. Moss Bechtold, C. Diepenbrock, K. Divoll, J. Fritz,

D. Garrison, L. Gossett, S. Graves, A. Johnston, K. Ley, S. Masood, F. Matthews, P. McCormack,

S. McIntyre, T. Michael, I. Pavlova, M. Peters, R. Puzdrowski, B. Rashid, L. Robinson, M. Rob, M. Short,

J. Smith, F. Simieou, B. Stephens, L. Jean Walker, C. Ward, J. Willis, P. Withey, A. Perez-Davila

**Members Absent:** D. Haworth, D. Kirkwood, D. Schmidt

**Others Present**: S. Gladden, G. Houston, K. Matthew, R. Short, C. Stockton, K. Wielhorski, T. Cummings, C. Zbigniew

**Approval of Minutes**

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

**Provost’s Report**

Provost Stockton presented two prospective policies on behalf of the AVP Enrollment Management. The policies are scheduled for implementation with the Four-Year Initiative. The Mandatory Academic Advising Policy promotes student success. It is a best practice in retention of freshman and sophomore students at most State institutions. The policy requires that all incoming freshman and sophomore regularly meet with an Academic Advising Center Advisor. With the completion of 45 hours, students will transition to a school-specific advisor. The other policy, the Interim Grade Reports Policy will help to identify freshman and sophomore students experiencing academic performance issues. Faculty will provide six-weeks grades for students with unsatisfactory performance. This mechanism will identify students needing additional assistance.

**Faculty Survey – Dr. Ley**

Dr. Ley introduced the faculty survey (draft) which had been distributed to senators for comments. She thanked members for suggestions and comments. The survey will be distributed to all faculty via email and will be completed online using Survey Monkey. Survey responses will be used for future policy recommendations. Dr. Ley emphasized anonymity and confidentiality of the survey. Following review, Section A and B will be swapped and headings revised as follows - Section A “*Your School’s Overall Administration Perfor*mance” and Section B “*UHCL Upper Administration Performan*ce”. Survey results will be reported at the spring 2014 faculty assembly. Dr. Garrison asked senators to encourage colleagues to complete the survey.

**UFEC Meeting**

Dr. Garrison reported on the University Faculty Senate Executive Committee (UFEC) meeting held on November 20. UFEC comprises the faculty senate heads of all UH system campuses. The chairman of the UH Board of Regents attended the meeting. The main topic was collaboration with UH and particularly strategic planning at the system level. Issues such as parking on central campus, transfer of credit between campuses, residency requirements at central campus which creates difficulty for students to take classes at UHCL, lack of childcare, program discontinuance policy were discussed. The regent shared that there was no plan for a system-wide program discontinuance policy. The idea is for campuses to create their own policy. Dr. Garrison presented the UH Workload Policy (draft) that UH is currently reviewing. He stated that the document is for information purposes as it would not be applicable to UHCL. UHCL’s faculty workload scenarios are different.

**University Life Committee (ULC)**: Dr. Perez-Davila indicated that ULC was looking into the costs associated with installing hand sanitizers on campus buildings. Other topics discussed were the alumni plaza sidewalk and recycling efforts on campus. The Smoking policy was revised to include e-cigarettes.

**Planning & Budgeting Committee (PBC**): Dr. Simieou stated that the PBC/SGA townhall meetings were well received by students. The students approved tuition and fees increases. The SCE, SOE and HSH academic deans attended PBC meeting to discuss course fees increases and adjustments relating to downward expansion.

**Facilities & Support Services Committee (FSSC**): Dr. Rashid reported that phase one and phase two of the Bayou Building roof replacement is ongoing. The project will be completed in the next two months. The academic advising center, testing center and the distance education center renovations are were completed on schedule.

**QEP Report**: Dr Jean Walker said that the Quality Leadership Team (QLT) activities focused on the use of Supplemental Instructors (SIs) and the Cornell Assessment. SIs are students of a course who sit through the course a second time to assist students outside of class. This allows the SIs to hear exactly how the instructor explained the material in class so they can assist students using the same methods and terminology. Faculty who are teaching critical thinking courses are encouraged to use SIs in the spring semester. Tim Richardson and Blaine Ganter from the Student Success Center can provide more information on SIs. The Cornell Assessment pilot test will be administered between November 15 and December 13. The Office of Institutional Effectiveness will send out the web link via email to all Juniors in Critical Thinking courses. The test will be taken on a computer that is on the UHCL internal network. Dr. Matthews pointed out that the on-campus assessment may be a restriction for online students. Dr. Walker stated that at this point no online courses are currently implementing critical thinking activities. Dr. Ley asked if there were incentives for students to complete the test. Dr. Walker stated that she was unsure if faculty were providing incentives to students.

**Senate Committee Reports**

**Budget Comm**ittee: Dr. Robinson stated that the committee will continue to update that faculty salary analysis. In February, the committee will revisit the Program Support Funds.

**Research Comm**ittee: Research Committee members met with Neumann Library librarians to discuss issues relating to open access journals and journal rate increases.

**Curriculum & Teaching Committee (C&T)**: Dr. Willis presented the Program Review Guide revised by the C&T Committee. She stated that since the review, the committee learned that the State is changing the program review policy. Consequently, additional changes to the Guide may be necessary in the future. There was a comment about whether funds could be identified to pay external reviewers of program reviews. Dr. Stockton stated that the State requires external review. He explained that compensating a colleague from an external institution may create conflict of interest issues. He would seek guidance from THECB on the issue. A motion was made and seconded approving the Program Review Guide as revised.

**Faculty Life Committee (FLC)**:Dr. Matthews reported FLC will continue to review the Faculty Workload Policy.

**Announcements**

Dr. Garrison announced that the next Faculty Senate meeting will be February 5, 2014. He encouraged senate committees to meet prior to the next meeting.

**New Business**

Dr. Garrison reintroduced the Mandatory Academic Advising Policy and the Interim Grade Policy for discussion. Dr. Walker recommended that the C&T committee be given an opportunity to address the policies prior to senate approval. The Senate agreed. Dr. Stockton said that if the policies are addressed at the February Senate meeting, they would meet the deadline for publication in the catalog.

There being no further business, the meeting adjourned.