

Faculty Senate

Meeting Minutes

March 1, 2023 / Bayou 1313 & 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, 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, Christine Walther, Omah Williams-Duncan, Paul Withey, Michael Wu, Lin Yi

Absent: 1

Administrative Guests: David Brittain, David Garrison, LeeBrian Gaskins, Kara Hadley-Shakya, Kathryn Matthew, Christopher Maynard, Veronica Ortiz, Joan Pedro, Tina Powellson, Tim Richardson, Glenn Sanford, Terry Sheppard, Richard Walker, Brice Yates

Next meeting: April 5, 2023 / Zoom or B1313

Call to Order – Dr. Walther

1:00

Approval of Faculty Senate minutes – Dr. Walther

Minutes were approved with one correction on attendance. Omah Williams-Duncan was present at the previous meeting but forgot to sign in.

Provost's Office Report – Dr. Maynard

Legislative updates – Senior leadership have made multiple trips to Austin. Dr. Walker has testified to the Senate and House Appropriation Committees with UHCL funding requests. Additional meetings and activities are lined up with legislators to continue advocating for UHCL.

Legislative Bills – Information about possible bills filed by Legislators were shared. It is too early to speculate about the impact on higher education until they are formally passed. Discussions are occurring with the UH System Government Relations Specialists, who are monitoring the bills and how they may impact higher education.

The floor was opened to questions. No questions were asked.

First Read of Admissions Recommendations – Dr. Maynard

The Admission recommendations are coming from the committee that reviewed the policy that was put in place during the pandemic. A brief recap on the background, current process, and rationale for the suggestions provided by the committee was provided.

Discussion on impact, cost, timelines, financial impact, and sustainability of the recommendations occurred.

Senators were encouraged to share the recommendations with faculty in their colleges.

23-24 Academic Affairs Administration Calendar Draft – Dr. Walther

Feedback has been received about items to add, inconsistent dates, and listed items causing confusion.

The floor was opened for additional feedback. Grade due dates were also discussed. Feedback is due by Friday.

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

Senate Committee Report – Teaching & Research – Dr. Shan

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

Senate Committee Report – Budget & Facilities – Dr. Brown

A review of the report was provided. Questions and clarification about equity, percentage, and pay timeline occurred. Senators are encouraged to share the revisions with the faculty in their colleges.

Senate Committee Report – Curriculum – Dr. Lastrapes

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

Senate Committee Report – Faculty Life – Dr. Dugre

Post-Tenure Review Policy was passed by the Board of Regents. Dr. Walther thanked Dr. Dugre and the committee for their work on the policy.

A review of the report was provided with major edits to the P&T Policy being highlighted. Questions and concerns covering verbiage and needed provisions to address unavailable evaluations or faculty that are hired at the Associate Professor rank occurred.

Senators are encouraged to share the revisions with the faculty in their colleges.

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
 - An update on the report was provided. Committee met on Monday and voted and endorsed:
 - Approved the Policy on Policies
 - Retired duplicated SAMs policies, which covered Employee and Independent Contractors (02.A.24), Equal Opportunity and Non-Discrimination Statement (01.D.05), Group Insurance (02.C.08), Overtime and Compensatory time for non-exempt staff (02.B.02), Staff Service and Performance Awards (02.E.07), UHCL Staff Compensation (02.B.04), and UHCL Training Program (02.A.26).

- Approved: Non-substantial changes (title change or format change) to Drug and Alcohol Abuse Prevention (01.A.10), Employee Relations Grievance and Appeal (02.A.05), Hours of Work (02.A.20), and Tobacco-Free Campus (01.A.08).

The committee also completed a first read for renewing the Campus Carry Policy.

No questions were asked.

- Facilities & Support Services – Dr. Huss-Keeler
A review of the report was provided. No questions were asked.
- Planning and Budget – Dr. Michael
Thanked Ms. Sero and Mr. Denney for putting things together.

The committee is working on a mid-cycle tuition and fees request.

Questions about the content of the Cell Phone Policy occurred.

Center for Faculty Development – Dr. Bartsch

Congratulations were given to the faculty that completed the February Writing Challenge.

A New Faculty session will be held tomorrow covering Service.

A Council of Professors session for Associate Professors who are interested in going up to Full Professor will be occurring next week.

Dr. Maynard provided an update on the Executive Director Search. The top candidate declined the position and the position will be reposted.

New Business

A request for a return of Convocation was brought to the group. It was requested to hold yearly discussion for faculty to address student interactions, opportunities, and concerns. It was suggested that one possible solution would be for offices to hold Open Houses for student facing services. The request will be discussed at FSEC.

An update on the employee pictorial directory was addressed.

Late registration dates were discussed. The dates are the same regardless of session, which is problematic because students are allowed to enroll after missing several classes in the 8-week session. Faculty are requesting different dates based on the session. Faculty also expressed concerns about students being added to classes after late registration.

Announcements – Dr. Walther

Faculty Assembly –March 29 from 11:30-12:30 – announcement will be sent shortly.

Speakers will include President Walker, representatives from OIT, and Provost Maynard

President's Distinguished Faculty nominations are due Friday. At this time no nominations have been received. Faculty are encouraged to send nominations to Charise Armstrong.

VP Strategic Enrollment Management will be starting on May 1st. They will likely be leading the Strategic Enrollment Management Framework retreat in the spring.

VP of Student Affairs – the last candidate will be presenting tomorrow. Faculty are encouraged to submit their feedback for all the candidates.

Call for Adjournment – Dr. Walther

2:32

UHCL Faculty Senate
Committee Reports- March 2023

| <i>Faculty Senate Committees</i> |
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| Teaching & Research Committee- Gene Shan, Chair |
| <ul style="list-style-type: none">▪ Working with OIT to implement the updated course evaluation questions<ul style="list-style-type: none">• The course evaluation website will allow users to see graphs/reports for both previous questions and new questions• The committee has been asked if the graphs provided on the evaluation website should continue to be provided<ul style="list-style-type: none">○ Bar graphs for students and box and whisker plots for faculty▪ Met with representatives from the Office of Global Learning and Strategy and faculty involved in study abroad programs to discuss the current process and identify potential improvements<ul style="list-style-type: none">• There may be room for improvement in the current process, but the bigger issue seems to be that faculty need more support from administration for these programs▪ Continuing to investigate options to change the scheduling grid so that there would no longer be classes on Fridays in some colleges based on academic program needs |
| Budget & Facilities Committee- Amber Brown, Chair |
| <ul style="list-style-type: none">▪ Discussed feedback from faculty about the Faculty Pay Plan<ul style="list-style-type: none">• Concerns expressed by faculty about those who were promoted in the past few years receiving less than those coming up for promotion under the plan<ul style="list-style-type: none">○ Committee decided there will always be a cut off where those who were previously promoted will receive less than new promotions<ul style="list-style-type: none">▪ Compression caused by the increase in promotion pay can be addressed through the Internal Compression Review Process• Another concern was the timeframe for Internal Equity Review, which was tied to review periods<ul style="list-style-type: none">○ The committee changed this wording to state that a review must occur a minimum of every five years• There was also a concern about the frequency with which faculty can request an Internal Equity Review<ul style="list-style-type: none">○ The committee added a statement to limit the frequency of these requests to once in a 24-month period▪ Reviewed the Summer Pay Policy<ul style="list-style-type: none">• The committee recommends that faculty summer pay be equivalent to 1/10th of their 9-month salary per course for up to three courses<ul style="list-style-type: none">○ Aligns summer pay with the percentage approved for Faculty Overload in the Workload Policy |
| Curriculum Committee- Renee Lastrapes, Chair |
| <ul style="list-style-type: none">▪ Continuing to make progress on credit-bearing certificate procedures |

- Still need to determine fees, adding certificates to transcripts, options for non-degree seeking students who want to earn a certificate, and financial aid
- Mechanical engineering admission criteria, which were originally approved in Faculty Senate in 2019, are being revisited
 - Approved at the February Academic Council meeting and will be discussed at the March University Council meeting
- Dr. Gaskins will be attending college meetings to explain the new Quality Matters training for online courses

Faculty Life Committee- Neal Dugre, Chair

- Worked with Heather Kanenberg to address procedural issues in the P&T Policy
 - Presenting the policy edits for a first read at the March Faculty Senate meeting

Governance Committee- Paul Withey, Chair

- Beginning to work on updating the Adjunct Faculty Handbook

Shared Governance Committees

University Life Committee- Angela Kelling, Chair

- Meeting on 2/27 and planning to vote on the policy on policies
- May review HR policies for minor changes
 - Some policies may be sunset because they are addressed by a UH System policy

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

- The Parking and Transportation subcommittee considered several items brought forward from the January meeting
- The Space Allocation and Utilization subcommittee did not meet in February
 - Will meet in March to consider potential space issues with the projected Enrollment Management relocation
- Mr. Denney reviewed areas of the master plan and updated the committee about differences between the original plan and current work taking place on campus, including space needs and programming
 - Planning principles include celebrating the natural environment, employing compact development strategies, emphasizing campus identity and visibility at entrances, and reinforcing coherent land use and development frameworks
- Dr. Angela Kelling gave a recap of the work of the previous Internal Wayfinding Committee, such as using color coding and improved signage
 - Mr. Denney suggested that the current subcommittee use the previous committee's work as a starting point
- Mr. Denney is meeting with a university committee to discuss the programming and project management bid using CCAP funds
 - Discussed using a Charles Edison System
- The irrigation system for the sports field is being updated/upgraded
- Generator replacement at Hunter Hall should be done by March 31st
- The external wayfinding project is substantially complete at the main UHCL campus
 - Starting work on signage at Pearland

- Lab hood vents and the building envelope have been completed for the energy savings project
 - Planning water savings at Pearland, making progress on installing LED lights in all buildings, and currently working on lighting replacements and building automation system updates in SSCB
- No specific solution for EIH Building yet
 - Anticipate having a full plan and executing it within 2 years
 - May use HEAF funds
- Construction on the enrollment services refresh is beginning and will take about 5 months
- Attempting to find space for SEM leadership, Planning and Assessment, the expansion of Student Affairs staff, Strategic Partnerships, and the Registrar's Office as part of the Enrollment Management relocation

Planning & Budget Committee- Tim Michael, Chair

- Met 2/24 and recommended 2 new policies by vote, which will go to UC soon
 - MAP 01.A.01 Administrative Policy Creation, Revision and Retirement Procedures or "Policy on Policies" and P-Card Policy
- Mr. Denney took questions about/from the Financial State of the University presentations
- Ms. Deja Sero let the committee know that our 2024 budget initiatives were available (in preliminary form) for the committee to review and share with others
 - Provided a comprehensive spreadsheet that contains all of the information for each proposed initiative
 - Expect to see final versions in March, after which the committee will have several weeks to consider and discuss before a vote in PBC
 - Also expecting presentation from each of the VPs regarding their new spending ideas, and those should happen in early March
- Committee was given 4 new policies for a first read that will be voted on after discussion in a future meeting
 - Student Financial Responsibility Policy (draft), Cell Phone Policy (draft), Payroll Check Policy (draft), and Contracts (draft)
- Next meeting will be 3/22, and it is likely Tuition and Fees will be discussed

