

Faculty Senate

Meeting Minutes

March 6, 2024 / Bayou 2524 & Teams / 1:00-3:00 p.m.

Senators

Present: Jennifer Arney Cuevas, Sheila Baker, Yvette Bendeck, Amber Brown, Nelson Carter, Christina Cedillo, Stephen Cotten, Kathleen Garland, Michelle Giles, Jennifer Grace, Vicky Gu, Rebecca Huss-Keeler, Daniel Imrecke, Lorie Jacobs, Preeti Jain, Angela Kelling, Nicholas Kelling, Dorothy Kirkman, Isabelle Kusters, Renée Lastrapes, Timothy Michael, Larry Rohde, Nicholas Shaman, Gene Shan, Ishaq Unwala, Christine Walther, Michael Wu, Lin Yi, Se-Hyoung Yi

Absent: 4

Administrative Guests: Matthew Aschenbrener, Mark Denney, Linsey Ford, David Garrison, LeeBrian Gaskins, Allison Gillespie, Youseff Hamidi, Kathryn Matthew, Christopher Maynard, Veronica Ortiz, Joan Pedro, Robert Phalen, Tina Powellson, Tim Richardson, Glenn Sanford, Shreerekha Subramanian, Richard Walker, Edward Waller, Jana Willis, Stacy Zellner

Next meeting: April 3, 2024 / Bayou 2524 & Teams / 1:00-3:00 p.m.

Call to Order – Dr. Cotten

1:00

Approval of Faculty Senate minutes – Dr. Cotten

Minutes approved as submitted.

Provost's Office Report – Dr. Maynard

Recaps – a recap of the policies currently moving through the Provost Office were provided.

Policies – The three policies approved at the last Faculty Senate meeting have been approved by University Council. They are being finalized and will be posted on the website.

Bayou renovations updates on phases were provided

Budget – Work is being completed on the new budget for the next Board of Regents meeting. Focus is being given to enrollment. The goal is to ensure that applications are completed, reviewed, and students are being contacted through the process.

Marketing – University marketing is being rolled out.

TMC Video – Video for TMC is complete and will be available on the web. The link will also be provided in the next Academic Affairs Updates.

AI – Questions have been received about available AI products on campus. Dr. Maynard will follow up with Dr. Gaskins and will provide the information in the Academic Affairs Update. He mentioned that the university has Copilot which is part of the MS suite.

Library (Open Educational Resources) – Linsey Ford

Information on the Pilot OER Grant was provided. Funds and deadlines were covered in the presentation.

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

Senate Committee Report – Teaching & Research – Dr. Shan

A review of the report including additional information on student evaluation data and suggested updates to include AI language to the Honesty Policy was provided.

Discussion on how AI is affecting the teaching, creating guidelines, FERPA requirements, various AI events, resources available for faculty, and possible recommendations to the Honesty Policy were discussed.

Discussion on College Textbook Access Program and emails that have been sent to faculty were discussed. Dr. Matthew and Dr. Maynard were not aware of the emails and requested faculty forward a copy to them for further investigation.

Senate Committee Report – Budget & Facilities – Dr. Pavlova-Stout

A review of the report was provided. No questions were asked.

Senate Committee Report – Curriculum – Dr. Baker

A review of the report was provided. No questions were asked.

Senate Committee Report – Faculty Life – Dr. Imrecke

A review of the report was provided. Changes to the Emeritus policy and the creation of a Distinguished Emeritus Policy were highlighted. Discussion on applying for emeritus, faculty ranks, retaining UHCL emails, emeritus privileges, reviewing emeritus faculty to become Distinguished Emeritus occurred.

Recommendations to changes, clarifications, and creating guidelines/suggestions were discussed.

Motion to combined the both policies for one vote was submitted.

Emeritus & Distinguished Emeritus Policy

Vote: 26 Yea; 0 Nay; 0 Abstain

Discussion on the Faculty Dismissal information presented covered rational, including Legal in the policy, and clarification over medical-causes for dismissal.

Discussion on the Summer Workload information presented covered examples of major service, state law requirements, class loads, class availability, college expectations, tracking the workload, and the policy effective date.

Senate Committee Report – Governance – Dr. Walther

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

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

- University Life – Dr. A. Kelling
Nothing to add to the report. No questions were asked.
- Facilities & Support Services – Dr. Huss-Keeler
A review of the report was provided. Information and rationale for moves was provided. Clarification on the creation of the Environmental Health and Safety subcommittee, the recruitment of the representatives and need to add a staff lab supervisor to the committee, and items being discussed on the committee occurred.
- Planning and Budget – Dr. N. Kelling
Nothing to add to the report. No questions were asked.

Center for Faculty Development – Veronica Ortiz

New Faculty Support Session – 1st and 2nd year faculty have been invited to speak with a panel of faculty that will share Tips, Tricks, and Resources for Navigating their faculty career.

Learning Innovators – March 28th

AI Event – Collaboration between HSH and Library will be on April 4th in the Hawk's Overlook. UHCL Alumn Lindsey Everette will be the guest speaker.

Path to Full Professor – Collaboration with Council of Professors to support Associate Professors with information, resources, and advice on April 17th

New Business

Bayou renovation – A question was raised over the inclusion of elevator updates in the renovations. Discussion on previous updates and upgrades to the existing elevators occurred.

Phishing emails – Emails are being received that seem legitimate.

Safety issue – Signs being stored next to the restroom are easily accessed. It was requested that custodial staff secure the signs. Rational for easily accessing the signs occurred.

Scantron – Faculty using scantrons will need training on using the machine in the library. An email has been sent with complete instructions. Library staff are also trained on the machine and will be able to assist faculty.

Registering for 2nd 8 weeks – Discussion on status and updates over 2nd 8 week requestion occurred. It has been requested that 2nd 8 week registration be listed on the calendar.

Convocation – A request to bring back Convocation and the benefits was presented. Discussion on previous convocation occurred.

Announcements – Dr. Cotten

Dr. Matt Aschenbrener will present during Faculty Assembly on March 20th and will share how everyone can help with enrollment.

Call for Adjournment – Dr. Cotten

3:02

UHCL Faculty Senate
Committee Reports- March 2024

<i>Faculty Senate Committees</i>
Teaching & Research Committee- Gene Shan, Chair
<ul style="list-style-type: none">• Met on March 4th to revise Academic Honesty Enforcement policy• Revised draft teaching modalities with Dr. Kathy Matthew• Gathering feedback from faculty and students about College Textbook Access Program (CTAP)
Budget & Facilities Committee- Ivelina Pavlova-Stout, Chair
Met on 2/27/23 and discussed the financial exigency policy. Will continue working on it during the next meeting on 3/26/24.
Curriculum Committee- Sheila Baker, Chair
Faculty Life Committee- Daniel Imrecke, Chair
Action Items <ul style="list-style-type: none">• Emeritus Policy• Distinguished Emeritus Policy<ul style="list-style-type: none">○ Key points:<ul style="list-style-type: none">▪ New title of Distinguished Emeritus available▪ New Emeritus Committee appointed by Faculty Senate reviews all applications and approves for Emeritus status▪ Distinguished Emeritus committee organized by Council of Professors and approves for Emeritus Status
Information Items <ul style="list-style-type: none">• Faculty Dismissal Policy – Pending a committee vote<ul style="list-style-type: none">○ Key points:<ul style="list-style-type: none">▪ Four categories of involuntary separation of employment (revocation of tenure, non-reappointment, dismissal, summary dismissal)▪ Creates a tenure advisory committee for purposes of reviewing tenure revocation▪ Defines adequate cause for revocation of tenure and process of revocation proceedings▪ Defines conditions and procedures for summary dismissal▪ Defines due-process for cases of non-reappointment and dismissal of non-tenured faculty▪ Addresses cases of medical-cause of dismissal• Summer Workload Policy – Draft complete. Pending committee discussion

- Pay at 1/10th salary for summer courses
- Provides for conditions of summer service-related pay
 - Two tiers of summer service: “Major” and “Standard” service activities
 - “Major” service activities cannot be paid concurrent with summer teaching salaries. This service consists of full-time summer work.
 - “Standard” service activities are typical activities classified as service in the normal 9-month contract term. Examples might be search committees or workgroups that need to meet during the summer. Stipends are provided for this summer service.

Governance Committee- Christine Walther, Chair

- The committee met on 2/12
 - Finalized language for changing course releases for members of FSEC in the Faculty Senate Constitution
 - Working on language to change voting eligibility so new faculty will be able to vote in Faculty Senate elections
 - Updated a list of policies needing review, which will be shared with the appropriate Faculty Senate committees

Shared Governance Committees

University Life Committee- TBD, Angela Kelling

Facilities & Support Services Committee-Information Items Rebecca Huss-Keeler

SAUS- UHCL Bookstore and OIT Computer Services Area Renovations Pros and Cons were discussed and voted on. The proposal was approved and will move on to University Council for the February 29 meeting.

Parking and Traffic Safety-

Status Reports and Information items

- USA parking spots for award winners are in place. Christine Paul will come to FSSC in March to describe the process
- Lot D and Arbor Parking Lot Chains and bollards are in progress to be replaced
- EV Signs for 4 hour parking limits are in place
- Accessible parking in front of SSCB- Only two parking slots are currently in front of SSCB and they need signage. There are two in front of STEM that need signage.
- Members recommended that accessible slots be added to SSCB area and that there be a way for people to know where the accessible parking slots were located, especially for visitors to campus.

- o **FSSC- Addition of an Environmental Health and Safety Sub-Committee** to FSSC. There was a need to add an EHS subcommittee to FSSC to address issues across campus in this area. This motion passed and will be sent to University Council for the Feb. 29 meeting.
- o Representatives will be from:
 - Office of Research and Sponsored Programs,
 - One representative from each college (excluding the Chair) to be selected by the college manager. From that representation at least two must be Faculty Members
 - One undergraduate student representative
 - One graduate student representative
 - One University Staff Association representative
 - One University Life Committee representative
 - AVP for Facilities, Management and Construction or designee
 - This subcommittee has responsibility for Oversight, review, and recommendation to leadership, through the UHCL Shared Governance structure, on laboratory safety and all related matters at the university including all Environmental Health and Safety Policy and Procedures. All actions of the Subcommittee are brought to FSSC as a recommendation. This subcommittee is responsible for widely informing and involving all affected constituents in its deliberations and approved Actions.

- o **New furniture for Common area of the Arbor Building Proposal**
- o Ms. Samantha Pulse from the Center for Educational Programs in Arbor presented a slide show of the furniture in the main hall of the Arbor Building which is in much need of repair and replacement. There was a proposal that was approved prior to the pandemic to replace this furniture but it was never done.
- o The furniture is heavily used and there is not enough furniture or outlets for all the students and others who sit in the hallway between classes. The Arbor Building is 50 years old and so is some of the furniture. That area is used by COE and HSH students ,and parents from the CADD and children’s art program. Mr. Wells will be looking into how we can eventually provide better furniture for that area.
- o Next FSSC meeting – Thursday March 21 at 2:00

Planning & Budget Committee- TBD, Nick Kelling

Faculty Senate Attendance

March 6, 2024

Senators		
Present	First	Last
✓	Jennifer	Arney Cuevas
✓	Sheila	Baker
✓	Yvette	Bendeck
✓	Amber	Brown
✓	Nelson	Carter
✓	Christina	Cedillo
✓	Stephen	Cotten
	Soma	Datta
✓	Kathy	Garland
✓	Michelle	Giles
✓	Jennifer	Grace
✓	Vicky	Gu
✓	Rebecca	Huss-Keeler
✓	Daniel	Imrecke
✓	Lorie	Jacobs
✓	Preeti	Jain
✓	Angela	Kelling
✓	Nicholas	Kelling
✓	Dorothy	Kirkman
✓	Isabelle	Kusters
✓	Renée	Lastrapes
✓	Tim	Michael
	Ivelina	Pavlova-Stout
✓	Roberta	Raymond
✓	Larry	Rohde
✓	Nick	Shaman
✓	Gene	Shan
	Yi	Su
✓	Ishaq	Unwala
✓	Christine	Walther
	Omah	Williams-Duncan
✓	Michael	Wu
✓	Lin	Yi
✓	Se-Hyoung	Yi

Administration		
Present	First	Last
✓	Matthew	Aschenbrener
	David	Brittain
✓	Mark	Denney
✓	David	Garrison
✓	Lee Brian	Gaskin
✓	Allison	Gillespie
	Lee	Hilyer
	Beth	Lewis
✓	Kathryn	Matthew
✓	Christopher	Maynard
	Marci	McMahon
	Yolanda	Nimmer-Williams
✓	Joan	Pedro
✓	Robert	Phalen
✓	Tina	Powellson
✓	Timothy	Richardson
✓	Glenn	Sanford
✓	Terry	Sheppard
✓	Shreerekha	Subramanian
	Troy	Voelker
✓	Richard	Walker
✓	Edward	Waller
	Brice	Yates

Guest		
Present	First	Last
✓	Linsey	Ford
✓	Stacy	Zellner
✓	Jana	Willis
✓	Youseff	Hamidi