**FACULTY SENATE**

**MAY 04, 2016**

**MINUTES (Approved)**

**Present**: Rob Bartsch, Elizabeth Beavers, Matt Brown, Stephen Cotten, Caroline Crawford, Kent Divoll, Tom Fox, Jennifer Fritz, David Garrison, Lisa Gossett, Rebecca Huss-Keeler, Heather Kanenberg, Amanda Johnston, Christine Kovic, Lisa Lacher, Scott McIntyre, Scott McIntyre, Tim Michael, Keith Parsons, Bazlur Rashid, Leroy Robinson, Randy Seevers, Debra Shulsky, Brian Stephens, Ishaq Unwala, Alix Valenti, Radu Vlas, Paul Wagner, Chris Ward,

Jeff Whitworth, Paul Withey, Faiza Zalila.

**Absent**:

Sandra Browning, Van Mayes, Pat McCormack, Mohammad Rob, Lei Wu.

**Others Present**: Yvette Bendeck, Zbigniew Czajkiewicz, Glen Houston, Larry Kajs, Carl Stockton, Mrinal Mugdh Varma, Rick Short, Karen Wielhorski, Carol Carman, Denise McDonald, Cengiz Sisman, Michele Kahn.

**Approval of Minutes**

The following amendments were made to the April 06, 2016 meeting minutes

* Page 3 ULC Report: change “recycle bowls” to ”recycle items”
* Page 3 Faculty Workload Committee: 1st sentence should read - Dr. Michael said the committee is working on defining responsibilities.

The minutes were approved as amended.

**Provost’s Report**

Provost Stockton made the following comments:

* New furniture was purchased for the Senate Office.
* The job description for the administrator of the Center for Faculty Development (CFD) was posted as executive director (non- tenured faculty rank).
* A third grant writer position in the Office of Sponsored Programs was approved. It will be posted online shortly.
* At the last Texas Higher Education Coordinating Board meeting, the board approved the release of $4 million for Autism Programs. Dr. Lerman, director of UHCL’s Center for Autism and Developmental Disabilities (CADD) will apply for the grant.

**TaskStream - Pat Cuchens**

Pat Cuchens stated that the Office of Institutional Effectiveness is refocusing attention on assessment. It is apparent that the AIMS Assessment System has become outdated and inadequate to meet growing assessment needs. Core assessment is now required in addition to the standard assessment. Thus, a new system, TaskStream was selected to coordinate growing assessment needs. The system has two platforms. The first platform is the assessment platform, Accountability Management System (AMS). Since fall 2015, AIMS assessment plans have been transitioned into the new AMS platform. 2013-14 and 2014-15 assessment plans will be available in AMS in the Fall. All assessment information will be included in this system. Introduction to TaskStream Sessions will be held for users. AIMS users can log into TaskStream now. Training will be held in Summer and Fall. TaskStream will manage the system, provide training and support. It may be able to assist with academic program accreditation. It may provide learning outcomes for specific fields. The second platform is called Learning Achievement Tools (LAT), which should be compatible with Blackboard. Students will be able to log into LAT. LAT is already being piloted by some HSH faculty. SOE is considering LAT as a replacement for UAS. Ms. Cuchens invited faculty to attend training and to review the system. So far, the system is working well and results have been satisfactory. Dr. Garrison asked senators to share this information with colleagues.

**Marketable Skills-THECB 60x30 Plan - Yvette Bendeck**

Dr. Bendeck shared that all majors over a period of five years have to demonstrate marketable skills have been communicated to students during instruction. Marketable skills need to be identifiable in syllabi and other sources. Students should be able to identify, hone in and express marketing skills when interviewing for employment. Outside classroom activities such as surveys, SGA service, and volunteering can be included in marketing skills. A system to collect information and a systematic way to help students identify those skills are needed. Dr. Huss-Keeler recommended Chuck Crocker, Career Services be included in discussions relating to implementation of the plan. There was a suggestion for Academic Affairs and Student Services to collaborate on meeting these requirements. She added that students usually focus on their major when interviewing. This requirement will help students articulate what they have learned and how knowledge gained both in and outside the classroom will be valuable to employers. Dr. Bendeck encouraged members to attend THECB information presentations scheduled for July in Houston. Dr. Michael said that BUS is already encouraging students to highlight “skills set” in their resumes.

Dr. Bendeck stated that review of the Honors Policy is needed prior to graduation of the first freshman class in 2018. She recommended Faculty Senate review of the policy in the near future.

**Senate Constitution – David Garrison**

Dr. Garrison stated that due to time constraints, there would be no discussion or vote on the constitution. It will be addressed in the Fall term.

**2016-17 New Faculty Senate Committees/Chairs**

Dr. Garrison announced his resignation from the Senate (read resignation letter) as of July 30, 2016. Dr. Lisa Gossett will begin term as president on July 31, 2016.

Dr. Garrison presented the Faculty Senate Executive Committee (FSEC) as follows:

Lisa Gossett, President; Brian Stephens, President Elect; Chris Ward, Past President; Sandra Browning, Senator at Large; Paul Withey, Chair Budget Committee; Denise McDonald, Chair, Curriculum & Teaching; Carol Carman, Chair, Research Committee; Heather Kanenberg, Chair, Faculty Life Committee.

FSEC recommendations for Senate Committee structure are as follows:

**Faculty Senate Budget Committee**

Chair-Paul Withey, Lisa Lacher, Michelle Peters, Rebecca Huss-Keeler, Cengiz Sisman, Keith Parsons; Leroy Robinson.

**Faculty Senate Curriculum & Instruction**

Chair-Denise McDonald, Lei Wu, Vacant (special election), Caroline Crawford, Amanda Johnston, Christine Kovic, Tim Michael.

**Faculty Senate Research Committee**

Chair-Carol Carman, Vacant (run-off election), Samina Masood, Michele Kahn, Christine Walther, Matt Brown, Jeff Whitworth, Faiza Zalila.

**Faculty Life Committee**

Chair-Heather Kanenberg, Ishaq Unwala, Radu Vlas, Elizabeth, Beavers,

Sandra Browning, Rob Bartsch, Alix Valenti.

**Shared Governance Committees**

**Facilities & Support Services Committee**

Special Election winner (2), Radu Vlas, Rebecca Huss-Keeler, Matt Brown, Amanda Johnston, Alix Valenti. Alternates—Samina Masood, Cengiz Sisman.

**Planning & Budgeting Committee**

Paul Withey, Michelle Peters, Sandra Browning, Keith Parsons, Tim Michael, Jeff Whitworth. Alternates—Caroline Crawford, Leroy Robinson.

**University Life Committee**

Lisa Lacher, Run-off Winner, Michele Kahn, Rob Bartsch, Christine Kovic, Faiza Zalila. Alternates—Christine Walther, BUS Special Election winner.

Dr. Garrison asked if there were any additional nominations or objections to the proposed membership. With no objections and nominations, the Senate voted and approved 2016-17 Senate membership structure as presented. Subsequently, the Senate committee Chairs were approved as recommended by FSEC.

**Senate Committees Reports**

**Research Committee**: Dr. Shulsky said the committee is working with Ed Puckett, UCT on the new research website. The website will be rolled out and presented to the Senate in Fall 2016.

**Curriculum & Teaching Committee (C&T)**: Dr. Stephens reported C&T reviewed the BS Information Technology (IT) Program at the last meeting. He said there were questions relating to cross-over courses with other programs but the proposal was approved. Dr. Ward was concerned about the number of upper level courses required for the degree. It seems transfer students will be prohibited from declaring this degree. Krishani Abeysekera, IT faculty responded that transfer students can enter the program after one year. She said the BAS IT is in place for transfer students. Dr. Czajkiewicz added that the BS IT was designed to create another path for freshman students who could not enter the BAS IT program. Dr. Mugdh offered that the BS IT is a replica of the existing IT program without the technical courses. The THECB gave strict instructions that the BAS IT was for community college transfer students. Hence this option was created for freshman students to enter the BS IT. Following discussion, the Senate voted to approve changing a three-hour 3000 level course requirement to a lower level course and to articulate courses that accept low level equivalence. The program proposal was approved as amended.

**Faculty Life Committee**: Dr. Kanenberg presented the updated Promotion and Tenure Policy version post Deans Council meeting of 4-20-16. She stated that the committee recognized that additional revisions were needed following Senate approval on March 02, 2016 and prior to Academic Council meeting. Consequently, Faculty Life Committee met with the Deans Council to iron out enduring concerns with the policy. Following discussions, Faculty Life Committee met and proposed the following major amendments:

* Additions to Item 1.3: *Please see Faculty Handbook Section 3.1 for discussion of Tenure Track Academic Ranks and Section 3.3 regarding Guidelines for Faculty Appointments*.

*Please see Faculty Handbook Section 3.1 Tenure Track Academic Ranks, item 3.1.2.5 regarding Extension of the Probationary Period.*

* Delete Item 2.4: *No other distinct criteria or capacity shall be assessed independently or as part of the three areas of responsibility described in this section 2.0.*
* Delete Item 2.5: *“Faculty should be provided a full opportunity to engage in teaching, research, and service. However, if the program, school, and/or university requires a faculty member to have an overload or above average responsibility and work in one of the areas of teaching, research, or service, then promotion and tenure ratings described in section 3.0 should take into account the extent to which such faculty member was able to be fully engaged in the other areas.*
* Additions to Item 3.1: *Any deviation from the standard expectations in 2.0 for a candidate must be well-documented in a letter, on university letterhead, that outlines the conditions and expectations and is signed by the dean of the school and the faculty member. This letter is to be placed in the candidate’s school-level personnel file and may be used by the candidate in compiling their Promotion and Tenure materials.*

*No faculty member under review for Associate Professor with Tenure can be penalized for the exceptional circumstance in which they are required to provide repeated overloads in Teaching*”.

Dr. Garrison opened discussion on the proposed amendments. There were suggestions to further amend the sentence “*No faculty member under review for Associate Professor with Tenure can be penalized for the exceptional circumstance in which they are required to provide repeated overloads in Teaching”* to “*No faculty member under review for promotion to Associate Professor with Tenure can be penalized for the exceptional circumstance in which they provide repeated overloads in Teaching”.*

The senate voted and approved the amendments individually. A motion was made and seconded to approve the Promotion and Tenure Policy with all amendments. The motion passed. The policy will be forwarded to the Provost for next Academic Council meeting.

**Shared Governance Committees Reports**

**Facilities & Support Services Committee (FSSC)**: Dr. Valenti conveyed FSSC met on April 14, 2016. FSSC received a report on current facilities projects. The Parking and Safety Committee plan to address bike racks on campus. The Computer Advisory Subcommittee will have a budget to fund new software. Future discussion will include software upgrades; and the scheduling of blackboard upgrades in relation to the short time period between final exams and grades due dates.

**Planning & Budgeting Committee**: Dr. Michael said PBC did not convene.

**University Life Committee (ULC):** Dr. Bartsch indicated there no ULC meeting was held. It is anticipated that at the next meeting, reports on recycling, additional benches on campus, and a recommendation on the Women’s Issues Subcommittee will be received. In the Fall, the childcare on campus project will be revisited.

**Ad Hoc Committees Reports**

Faculty Workload Committee: Dr. Michael said lab hours and contributions are being entered.

Online Proctoring Committee: Dr. Michael reported additional representatives are needed to serve on the committee. The service provider, *ProctorU*, proctured 2529 BUS exams February thru December. There were some Academic Integrity issues. More pilot studies will be conducted.

Dr. Garrison stated that ad hoc committees will need to be reauthorized in the Fall.

**QEP Report**

There was no report.

**Announcements**

There were no announcements or new business items.

The meeting concluded at 3 p.m.