

**Minutes  
Faculty Senate  
November 02, 2016**

**Present:** Rob Bartsch, Steve Bistricky, Sandra Browning, Caroline Crawford, Lisa Gossett, Rajib Hasan, Christine Kovic, Lisa Lacher, Amanda Johnston, Michelle Kahn, Samina Masood, Pat McCormack, Denise McDonald, Mike McMullen, Tim Michael, Michelle Peters, Robert Phalen, Bazlur Rashid, Leroy Robinson, Brian Stephens, Ishaq Unwala, Alix Valenti, Radu Vlas, Troy Voelker, Christine Walther, Chris Ward, Jeff Whitworth, Paul Withey, Lei Wu, Faiza Zalila, Lisa Lacher, Cengiz Sisman.

**Absent:**

Elizabeth Beavers, Carol Carman, Rebecca Huss-Keeler, Heather Kanenberg.

**Others Present:** Zbigniew Czajkiewicz, Samuel Gladden, Glen Houston, Rick Short, Karen Wielhorski.

**Approval of Minutes – October 5, 2016**

There was a recommendation to revise the minutes to add Dr. Lisa Lacher and Dr. Yvette Bendeck to the list of attendees. On a motion and second, the minutes were approved as amended.

**Provost's Report**

Provost Houston provided updates on the recently attended Texas Council of Chief Academic Officers (TCCAO) Meeting and the Texas Higher Education Coordinating Board (THECB) Quarterly meeting. The primary topic discussed at TCCAO meeting was Marketable Skills. The Council deliberated on a study of identifying marketable skills for the Communication majors which could potentially be a template for other disciplines. Discussion focused on whether the THECB would require using this template for assessment of all programs. The working group will iron out specifics with the THECB and provide a report at a subsequent meeting.

Dr. Houston said he had the opportunity to meet key THECB staff at the THECB meeting but had not met with staff assigned to the BS in Mechanical Engineering proposal as hoped. On return from the meeting, he received confirmation the proposals for BS degrees in Mechanical Engineering, Early Childhood Care and Education, and Information Technology had been sent to THECB.

SACS approved our request to offer the complete Ed.D. Educational Leadership program at the Fort Bend Independent School District Administration Building.

The Deans Council approved the 1st 5-week session, 2nd 4-week session and one 8-week session for the 2017 summer schedule.

**Senate Committee Reports**

**Budget Committee:** Dr. Withey reported the committee held meetings with Provost Houston and VP Finance, Michelle Dotter. Topics discussed were related to the budget shortfall and plans to increase revenue such as increasing domestic graduate enrollment, targeting more countries to increase international graduate enrollment, reviewing graduate tuition rates, advertising UHCL online, hiring graduate recruiters and higher stipends and pay for TAs and IAs. Also discussed were plans to decrease expenses by utilizing university reserves to offset debt service for the STEM and Wellness Buildings, and decreasing expenses by 4%. The committee learned that Human Resources

is having difficulty entering the CIP codes into PeopleSoft in order to continue comparisons with CUPA faculty salary data.

**Curriculum & Teaching (C&T) Committee:** Dr. McDonald commented that a meeting will convene with the COE to discuss the logistics for implementing APA Style Central. A meeting was held with Academic Records to determine how percentages for honors are worked out. C&T continues to review the new online course schedules and the new online course standards for submitting courses and syllabi. Review of 120 hour rules relating to adding minors is still under consideration. C&T created a tracking form to be added as an addendum to new degree proposals. The form list all courses in the proposed degree plan and requires signature approval of rubric faculty, program coordinator, department chair and college dean. The form was developed to increase awareness of and communication across colleges and UHCL programs regarding the courses to be included in the new program curriculum. Dr. Houston asked at what point in the process this form should be added to new program documentation. Drs. Gossett and McDonald responded that it needs to be included as the proposal is being drafted. It should be included in new program proposal documentation submitted for Senate endorsement. On a motion and second, the Senate adopted the form as presented. The form will be passed on to Academic Council.

**Research Committee:** Dr. Walther announced the committee continues to work on updating the Faculty Research database and Faculty Research web page. In addition, there are plans to initiate a monthly focus on faculty research and creative work to highlight faculty activities such as paper presentations, conferences, grants awarded, and scholarly works. Faculty are asked to send such information related to these activities to the Communication Office at [news@uhcl.edu](mailto:news@uhcl.edu), and to Neumann Library at [berrish@uhcl.edu](mailto:berrish@uhcl.edu). Faculty are asked to draw attention to student co-authors on those activities.

**Faculty Life Committee:** Dr. Bartsch stated the Faculty Grievance Policy is still under review. The committee asked that feedback on the policy can be provided to committee members. The goal is to present a draft to Faculty Senate at either December or February meeting.

The committee, Provost and UH System Legal are collaborating on edits to the Promotion and Tenure Policy. The Non-Tenure Track Policy is also under review by Faculty Life Committee, the Provost and the Deans Council.

#### Shared Governance Committee Reports

**Facilities & Support Services Committee (FSSC):** Dr. Valenti shared FSSC received a report on Facilities projects, which are proceeding on schedule. FSSC passed a proposal to increase Van Accessible Only parking spaces. Effective Spring 2017, FSSC will be actively involved in discussion on a new Facilities Master Plan.

Dr. Crawford raised a concern regarding accessibility for individuals using motorized wheel chairs in bad weather conditions. There is need for covered areas in all campus buildings to improve access for those patrons. Dr. Valenti said that this issue is currently being considered. The additional 5 parking spaces for vans only were created to accommodate the need for increased parking spaces for individuals with disabilities.

**Planning & Budgeting Committee (PBC):** Dr. Michael reported PBC met to discuss action plans for current budget situation, and to plan the budget. VP Dotter's Office will provide a summary of the action plan to members. Also discussed, was the Deans Council plan to address enrollment issues prior to the Spring semester. He will provide updates on these issues at the next Senate meeting.

**University Life Committee:** Dr. Bartsch stated ULC plans to address the Smoking Policy, Transportation Shuttle service for students, Recycling and the COACHE Survey.

#### COACHE Survey Results

The Senate received an overview of the survey results (handout distributed) presented by Dr. Lisa Jones, COE and Dr. Sharon Hall, HSH. The Senate expressed appreciation for the important work that went into this project. Among other things, the results show that women and underrepresented minorities view some issues on diversity differently from other faculty members. Emergent themes in the written comments included a top down approach, compensation concerns, and a lack of transparency. Discretion of course content and administrative support rated more highly. In addition, Dr. Gossett thanked university Administration for funding this important initiative. This information will be used to apply for an ADVANCE grant from the National Science Foundation.

#### Ad Hoc Committees

**Online Proctoring & Testing:** Dr. Michael said contact information for individuals in charge of online proctoring as well as online proctoring procedures will be shared soon. He continues to communicate with the vendor ProctorU. ProctorU is a "live" proctoring model. They will start a recording review model that will record proctored sessions. They will be able to inform us of any issues or interruptions that occurred during proctored sessions. The service is cheaper for students, and gives Faculty a record of the session. Students will have their own ProctorU ID. They are also developing their own plagiarism tool. The vendor will hold on-campus sessions in the Spring. The next steps will be to prepare a written summary of information to present to the faculty.

**Faculty Workload Policy:** Dr. Michael stated editing of the policy continues.

#### Quality Leadership Team (QLT) Report

Dr. Browning reported QEP professional development workshops were held for senior leadership and support staff on October 6. On October 7, a session for cohort 4 was led by Dr. Troy Voelker. In addition, Dr. Voelker conducted sessions on October 21 and 28.

#### Faculty Senate Constitution Revision

Dr. Gossett opened discussion on the constitution revision by stating there likely is some consensus on certain items based on feedback received so far. A survey summarizing proposed areas of concern in reviewing the constitution was distributed. She stated the results from the survey will not foreclose any discussion of issues. She asked for questions on the summary. One faculty member expressed his concerns about the senators making decisions on proposed process and revisions without input from their constituents. He felt that this information should be presented to the full faculty body. Dr. Gossett asked for feedback from the senators. She said that the draft version of the constitution would be less cumbersome for full faculty review if preliminary questionnaires were conducted with senators. She hoped that by the time the document was sent to all faculty, there would be discussion on the more concrete areas of concern. This survey is not an attempt to preclude faculty consideration of any issues, but to capture the consensus of the elected members of the senate.

A member asked for the purpose of revising the constitution. In response, Dr. Gossett said that the request for updating the constitution came out of the faculty retreat conducted two years ago. Dr. Ward said the Faculty Governance Group at the faculty retreat recommended that we look at UH model of shared governance as a model that was better than our current model. This proposed draft was the result. Another senator reiterated that the proposed process is intended to streamline

discussion and the process for moving forward as well as solidify the real issues so that a less overwhelming document is sent to all faculty. It will also help identify areas of consensus and to adapt the draft used for discussion. Dr. Gossett said the intent is still to have a draft to present for senate and full faculty body review. Transparency is important in this process. If there is consensus of certain issues, the draft will be revised accordingly and presented for open discussion on all items. One senator expressed concern about expressing her views openly about issues in open forums. Dr. Gossett said this concern has been previously expressed. There was a suggestion that the rationale and purpose of the constitution revision be presented to the full faculty body by either the Constitution Review Ad hoc Committee or the Faculty Senate Executive Committee. Following discussion, there was a motion and second on whether to proceed with the anonymous survey of senators to forge a path for revision of the constitution. Results will be non-binding. A vote was conducted resulting in 32 in favor, 2 oppose and 0 abstentions. The motion passed. The survey was conducted.

### Announcements

Dr. Gossett reported on the last Texas Council of Faculty Senates meeting. Some interesting information was shared at the meeting. Most public universities in Texas had increased enrollment. Clearly, we need to address enrollment at UHCL. The other item discussed was "Starving the Beast" documentary which shows that state funding for universities has decreased nationally. This decrease will have implications for faculty. More discussion to follow on this issue. UH System Faculty Senates Council will convene faculty conference on March 31, 2016. Chancellor Khator will visit UHCL on November 08, 2016 as part of the presidential search process. Meetings will be scheduled with senior leadership, and elected leaders of SGA and PASA.

### New Business

Dr. Gossett said there is need for more communication, transparency and information sharing among campus groups. Earlier we heard an agreement was reached on the summer schedule. Although not everyone agreed, there was dialogue in Academic Council and at the Colleges. It was good to learn some of the arguments, reasoning and considerations relating to the decision making. There are issues with inclusion in the decision making. A recent decision was made to move the mail room without the knowledge of FSSC, the committee charged with facilities and space assignments. We need to consider how to develop a culture that encourages dialogue in decision making. There was a suggestion to ask senior leadership to examine and explain how issues occur without shared governance approval. There needs to be accountability for decisions made outside of shared governance. Dr. Stephens stated that senate will be represented on the Master Plan Committee as he was appointed to the committee by Provost Houston.

There was a request for a status update on the Foundation of Excellence recommendations. Dr. Gossett will follow up with Dr. Darlene Biggers for a report.

One senator expressed her view regarding the timeline for campus interviews for the director of the Center for Faculty Development position. She felt that there was inadequate advance notice for the first two interviews whereas the third interviewer had more advance notice. In response, a senator stated that he had every confidence in the search process and that the search committee would carry out their charge appropriately.

The meeting adjourned at 3 p.m.