**FACULTY SENATE**

**February 7, 2018**

**MINUTES**

**Present**: Rashid Bazlur, Elizabeth Beavers, Amber Brown, Carol Carman, Stephen Cherry, Caroline Crawford, Thomas Garcia, Lisa Gossett, Laura Guerrero, Rajib Hasan, Dilani Perera Dilitz, Amanda Johnston, Michelle Kahn, Heather Kanenberg, Nick Kelling, Hakduran Koc, Frank Matthews, Mike McMullen, Pat McCormack, Denise McDonald, Tim Michael, Alex Milam, Shanshan Pan, Michelle Peters, Thomas Schanding, Cengiz Sisman, Troy Voelker, Brian Stephens, Christine Walther, Paul Withey, Faiza Zalila

**Absent**: Pradeep Buddharaju, Alfredo Perez-Davila, Ishaq Unwala

**Others Present**: Robert Bartsch, Yvette Bendeck, Darlene Biggers, Samuel Gladden, Glen Houston, Ju Kim, Joan Pedro, Rick Short, Kathryn Matthew, Karen Wielhorski

**MINUTES APPROVAL – NOV 8 MEETING**

to the list of present members. Minutes were approved with edits.

**PROVOST’S REPORT**

Dr. Houston welcomed the faculty back and shared that he, Dr. Kathy Matthew and Dr. Jeffrey Mountain attended the THECB meeting on January 25th , and the B.S. in Mechanical Engineering was approved. Now, it has been submitted for SACS approval and we are full steam ahead. The College of Science and Engineering already has eighty-three applications for 2 faculty positions to be filled for the Fall 2018 semester for this program.

Provost Council will meet on February 22nd. UHCL will have three items on the agenda. Final approval will, hopefully, be given for the B.S. and M.S. in Occupational Safety and Health (CSE), then be forwarded to the Board of Regents meeting on March 8th. Depending on what happens at University Council tomorrow, the M.S. in Mental Health Counseling will also be passed along for final approval. Thirdly, there is a planning request for the M.S. in Data Science program. Deans Council is currently looking at the B.S. in Gaming and Simulation.

UH System signed a contract with EAB to better aid the Houston Guided Pathways to Success findings. This program will use predictive analytics at the student level to assist with enrollment management (especially with freshman students). We are now in implementation phase of the project after a teleconference held on January 9th.

Dr. Houston asked the Senate what the status is on the FTIC spring graduation academic honors awards. Since this is the first group of our graduating ‘freshmen’, administration is interested in having an approach for our four year and transfer students to celebrate their accomplishments.

Dr. Frank Matthews asked if the colleges are doing away with summer courses to save money? Dr. Houston responded that most are proposing to cut the summer budget. The recommendation to do away with any classes is yet to be determined. Since this is a revenue stream, Dr. Houston stated that he opposes doing away with classes.

Dr. Caroline Crawford asked if there is an updated status on the COACHE survey results. Dr. Houston last remembers that the Faculty Committee was going to look at the data, which they did in June 2017. There have been no new updates given, although, the proposal for the grant was turned in around Fall 2017. He is aware that faculty are eager to see the data analysis and will provide updates as they come.

Faculty Senate asked about Pearson and Academic Partnerships. Dr. Houston says they are looking at the College of Education right now. No decisions have been made. COE faculty have asked to view the contracts before the final signing. Dr. Houston believes that that can be arranged.

Faculty Senate members asked to know if the budget cuts had been turned in. Dr. Houston received the deans’ cut propositions. The president is asking College of Business faculty to be on a budgeting taskforce for future decisions.

Dr. Houston made Faculty Senate aware that there are currently four search committees. He is chairing the search for the VP of Administration and Finance, along with a search firm that has been hired to assist. Yvette Bendeck and Brian Stephens are co-chairing the search committee for the Academic Provost. Ed Waller is chairing the committee for the Marketing and Communications AVP that will report to the president. Jason Smith will be chairing the committee to search for a Governmental, Community, and Corporate Engagement Director.

There was also an email that went out from the president recently that details many of the role changes that have taken place lately.

Dr. Houston closed with wishing the faculty a great semester.

**FACULTY SENATE COMMITTEE REPORTS**

**Faculty Life Committee**: Dr. Heather Kanenberg expressed their appreciation for the feedback received on the Grievance Policy. If there is are any further suggestions or edits, please send them to her as soon as possible because they are meeting on Friday to do a final review before bringing it to Senate. The Non-Tenure Track Faculty Policy is still held up at General Counsel. Dr. Kanenberg is meeting with their representative and hopes to have it ready for Senate to look at next month. In regards to the P&T Policy, it will be coming back to Senate for review, it won’t be presented as a first term, but it will be coming back for a vote. It looks different due to reorganizing, but very little content has changed. FLC hopes to distribute prior to the next meeting and bring it to Senate to vote in March. If anyone has questions about these policies, please contact Dr. Heather Kanenberg. The Workload Policy is on their plate and they will take care of it after these three items are finalized. Faculty Senate thanked FLC and Heather for their fortitude and commitment.

**Budget Committee**: Dr. Paul Withey presented the Faculty Senate Resolution coming from the committee to request a 2% salary increase for FY2019. This resolution/request will be sent to the provost and president. This would be an increase of approximately $476,000 (2% of the FY18 budgeted amount for faculty salaries of $23.8 million). The faculty were 1% below last year’s CUPA average for Master’s Large institutions. It was suggested by Dr. Kanenberg that, since University Council did set priority budgets, faculty need to paint the picture that we are willing to help with recruitment. This way, there will be more reflection on how UHCL improves as a whole. Dr. Tim Michael agrees that pushing this request will bring faculty salary increases closer to being a university initiative each year. Dr. Michael also suggested that the 2nd and 3rd bullet points in the resolution read untrue to him because they do not apply across the university. Dr. Gossett suggested to edit the second point to read, “That the current number of ~~student to~~ faculty ~~ratio~~ is not unreasonable for a university like ours”, and to simply remove the third point, “~~That the average class size is also currently not unreasonable for a university like ours~~”. The resolution passed as amended.

**Curriculum Committee:** Dr. Amanda Johnston presented one action item to Faculty Senate, which passed with no proposed changes.

1. Name Change Only: Change the title of program to Criminal Justice and Criminology
	1. There was concern from the Senate that if there are new courses added to reflect a more “Criminal Justice/practitioner-based” program, that SACS may become involved. It was expressed by HSH Dean Samuel Gladden and Dr. Johnston that this is purely a name change to make the program more marketable to students in the Houston area. It is the hope the change will help boost enrollment for the program.

**Teaching & Research Committee**: Dr. Elizabeth Beavers reported that the Committee is working closely with Dr. Bartsch and the Center for Faculty Development on a few initiatives. One item is to provide more awards for faculty achievements and milestones to fulfill the missing requirements determined in the COACHE survey. The other thing they are looking at is student evaluations of teaching. T&R Committee members performed in-depth analysis of the evaluation instruments and methods over the Holiday Break. It was determined that, across all colleges, there are only two questions that are similar. Many questions are formative (used to improve teaching), versus evaluative (used to improve evaluation of awarded promotions). Research will continue on this project. The FRSF Policy was presented by Dr. Beavers, which came to them through Dr. Kathy Matthew and Nancy Devino (OSP Director). Faculty Senate has previously been given a copy of the edited version that came to them, which included the scratch outs and additions shown from various UHCL committees. Dr. Beavers went over some of the more noticeable changes. There were questions raised about the term limits in serving on the FRSF Committee. Dr. Matthew expressed that she likes the idea of staggering members’ terms (1, 2, or 4 years were mentioned as options) to provide an opportunity for university service. After discussion from the Senate, it was decided that the Teaching & Research Committee would go back and clarify the terminology on 6.1 and 6.2. The FRSF Policy was tabled until the March meeting when the clarifications could be made. Dr. Beavers will also look into whether or not limitations on fund-use are made for the purpose of travel for conference, research, etc. especially in the case of graduate students to travel with faculty who may, or may not, already have travel funds. (based on a question posed by Dr. Amber Brown requesting justification). The Senate communicated to Dr. Beavers their appreciation for all of her work on these items.

**Governance Committee:** Dr. Lisa Gossett reported that they are still looking at a changed policy that spontaneously appeared on the University website and had not gone through Shared Governance. It will now go through Faculty Senate and Shared Governance process beginning with the Committee. This has to do with policies and changes that are required to go through a Shared Governance process. They will also be seeking to clarify what items should, or shouldn’t go through Curriculum Committee and Faculty Senate. The other thing the Committee is gathering the policies of colleges. Some appear to differ from one another and contradict university policies. There seems to be inconsistent application of policies in colleges, so they will be helping to add clarification to how these policies should be followed. They are also working to clarify the rules of election processes within Faculty Senate. They are now also looking at the Shared Governance Policy Coversheet which is also different in different areas of UHCL. University Life Committee was tasked by President Blake to perform an overhaul of UHCL policies. There is a bit of overlap in their task when compared to Governance Committee’s undertakings. The committees have been working together, but Dr. Gossett brought a vote to Senate to make Dr. Carol Carman an ex-officio member of the Governance Committee, while still keeping her position as ULC Chair. The proposition passed. Dr. Gossett brought up the subject of developing an Ombuds office or ombudsman to be charged with representing the interests of shared governance. The hope is that the ombuds department will encourage all to follow University Policy before, during, and after policy development stages. This person will address complaints and violations of policy. More to come on this as we continue through the year.

**SHARED GOVERNANCE COMMITTEE REPORTS**

**Facilities & Support Services Committee (FSSC)**: Dr. Rashid reported that they will meet on February 21st. Please forward any questions or concerns to rashid@uhcl.edu and he will add them to the agenda to be taken care of.

**Planning & Budgeting Committee (PBC):** Dr. Tim Michael shared the agenda, distribution, and discussion list for the 12/20/17 meeting. The suggestion box process is now underway. There are two, new email addresses for constituents to send their ideas to, 2017suggestionbox@uhcl.edu and doingourpart@uhcl.edu. Dr. Michael assured the Senate that all emails, suggestions, and ideas will remain anonymous. Dr. Michael discussed trends of the budget summaries shown on the tables he provided within the handout, as well as other budget updates and concerns for the upcoming fiscal year. He also presented the Senate with a few of the FY18 budget “remedies” that get brought into the process to try to convey to employees how extreme the budget situation is. Some have already been taken off of the table, however, they may come back up for discussion. Dr. Michael will be emailing out the handout so everyone will have an electronic copy in their possession by next week.

**University Life Committee (ULC)**: Dr. Carol Carman reported that they met with Health Services and Counseling Services to establish what services are available to faculty and staff at UHCL. A few years ago, the students decided to pay a greater amount on their Student Services fees. This is producing a bit of extra funding for staff and faculty to receive these services as well. Dr. Carman distributed a flyer showing the services that are available at the moment. The new hand sanitizers are installed around Bayou Building. ULC will be trying to find out if there will be more installed at the other buildings on campus. If you would like a map of the locations of these units, please email Dr. Carman at carman@uhcl.edu. The UHCL Tobacco-Free Campus policy will go into effect when we have good smoking cessation programs in place for students, faculty, and staff. This policy will cover all tobacco products. The goal is to have the policy in effect next Fall. Dr. Christine Walther has looped in one of the HSH classes into PR to create a campaign for smoking cessation. We should see this campaign roll out a little after spring break. There will also be an evaluation conducted to determine how effective the campaign is. ULC By-Laws group will be meeting to tidy up the by-laws for their committee. The major policies on campus can now be found on the ULC website. ULC Policy Management workgroup has been working with UCT to develop user stories to help develop a system to track where university policies are in the shared governance process. UHCL faculty and staff will be able to use usernames and passwords to login to this system. The Teaching Relief policy just came out of University Council. The staff who were in attendance at the meeting have asked that a policy be created for them as well.

**QLT UPDATE**

Dr. Rob Bartsch reported that the QEP Cohort 6 is almost complete for this year. There are announcements coming soon on how to register for Cohort 7. Most of the trainings this semester are for the Cohort only, however, there are two sessions that are being offered to all faculty, if they are interested:

1. ***Biases of Thinking, Thursday, March 8th from 1:00 to 3:00 pm:*** Students who try to engage in critical thinking can have difficulty doing so. This session focuses on biases students tend to make in their thinking both consciously and unconsciously.   After learning some of these biases, we will brainstorm how to help our students overcome these errors in critical thinking.
2. ***Other Models of Critical Thinking, Thursday, March 22nd from 1:00 to 3:00 pm:*** Please join us for a panel discussion on critical thinking with UHCL faculty who study it as part of their research.  We’ll learn how they define and describe critical thinking, as well as how they get students to engage with critical thinking in their classrooms.

**CENTER FOR FACULTY DEVELOPMENT**

Dr. Bartsch informed the Senate that they are currently hosting spring events and are sending out updated weekly announcements each week. If you would like to receive a Faculty Fellow grant this year, the deadline will be March 19th to apply. Please check your weekly announcement for more information. Friday, April 6th 9:30-3:00P, will be Faculty Development Day. There will be sessions held throughout the conference to do with UHCL faculty development. More information to come soon. Please email facultydevelopment@uhcl.edu if you have questions.

**ANNOUNCEMENTS**

Faculty Assembly will be on March 22nd in the Forest Room 11-1:00P. We will also be taking nominations for Faculty Senate President Elect at this meeting.

Drs. Stephens and McMullen will be attending the Texas Council of Faculty Senates Meeting, February 16-17th in Austin, TX.

Drs. Stephens, McMullen, and Gossett will be meeting with the University of Houston System Faculty Executive Council next Wednesday.

The meeting adjourned at 3:06P. (NEXT SENATE MEETING IS ON MARCH 7, 2018 IN B2512)