

University of Houston Clear Lake

Academic Council Meeting Minutes

Thursday, February 17, 2022

2:00 p.m. – 3:30 p.m. (ZOOM)

Dr. Christopher Maynard, Chair

Approval of December 16, 2021 Minutes- minutes were unanimously approved.

A. Items

1. Faculty Workload Policy (Elizabeth Beavers)

Provost started the discussion, stating the committee will follow Robert Rules of Order for this item; vote on next AC meeting. Mark Denny requested to complete a Financial Analysis to include budget and tracking implications. Item will be added in TEAMS week prior to meeting to allow for review.

S. Costello provided outline of policy progress. The current policy dates to 1997 requiring an update. Normally, Faculty Life develops a policy but former Provost Berberich requested this policy be developed in collaboration with the Provost's Office and different constituencies. The group met several times through August 2021. She pointed out section 5.8 addresses faculty who are asked to create new online courses. Other changes were to Preamble.

E. Beavers requested Deans share discussion points to consider.

Dean Sanford:

- Requirement of TA and Overload re: support of large classes
- No flexibility; states faculty will have a TA
- Class caps
- Policy shows program lead rather than Dean

Dean Pedro:

- Financial implications need to be verified.

Dean Waller:

- He referenced an example of COB numbers and how the DRAFT may impact COB
- Suggestion: may be useful to know why there is a continuous sliding scale rather than brackets.
- History of various numbers in the many drafts, may be useful to review progression from 50 to 40 rather than 60.



S. Costello:

- Sliding scale allows more for attrition of students.
- Tried to incorporate as much flexibility can be taken as course release or paid.
- Class enrollment in class for formula purposes defined in the policy as census date.

Provost recommends census data be noted in all applications.

P. Withey requested that M. Denney's analysis separate the cost of administrative reporting from cost of policy.

Provost will request Mr. Denney separate both analyses.

E. Beaver asked how item will now proceed.

Provost recommended a subgroup of Faculty Senate and the Deans to come together to review for accuracy, clarify intent utilizing the time to discuss non and substantive changes and any inconsistencies. There was no dissent stated to the recommendation.

2. **Centers for Institutes Policy** – A. Dubrovskiy introduced the item (see attachment). Purpose is to establish procedure for centers and institutes both current and creation of new; inspired by UH policy. He stated centers and institutes will be designated by Office of the President, whether college or university-level and require Advisory Councils, and annual and cumulative reports. College level reports reviewed by Deans; university by Provost.

The item was unanimously approved and will move to University Council for the March 2022 agenda.

3. **Writing Requirement** - Becky Huss-Keeler introduced the item (see attachment). Proposal that S. Gladden brought forth (not through HSH), after he noticed in Core Curriculum Committee that the added writing requirement Introduction to Professional writing did not get into the catalog. The requirement has already been approved as a lower level requirement for students to be able to take.

The item was unanimously approved and will move to University Council for the March 2022 agenda.

B. **Discussion** – no discussion.

Guests - None

Next Academic Council is scheduled for March 17, 2022 during Spring Break. Provost will solicit responses on attendance on this date and an alternate availability on a March date.

Next Meeting moved to 3/24/22



ACADEMIC COUNCIL 2021-2022			DATE: February 17, 2022		Present
Title	Member		Alternate		
Interim Snr V.P. for Academic Affairs & Provost (Chair)	Christopher	Maynard	None		
AVP - Academic Affairs	Kathryn	Matthew	Robert	Bartsch	
VP Strategic Enrollment Management	Lee	Young	Bryan	Heard	
AVP - Student Success and Initiatives	Tim	Richardson	Maria	Ramos	
VP - Student Affairs	Aaron	Hart	David	Rachita	
Council of Professors	Laurie	Weaver	Carol	Carman	
Dean - COB	Ed	Waller	Troy	Voelker	
Dean - HSH	Glenn	Sanford	Samuel	Gladden	
Dean - CSE	Miguel	Gonzalez	David	Garrison	
Dean - COE	Joan	Pedro	Felix	Simieou	
Executive Director of the Neumann Library	Vivienne	McClendon	Chloris	Yue	
FSEC - Senator At Large (COB)	Leroy	Robinson	Faiza	Zalila	
FSEC - Chair, Budget & Facilities (CSE)	Ishaq	Unwala	Angela	Kelling	
FSEC - Chair, Curriculum (COE)	Rebecca	Huss-Keeler	Anna	Klyueva	
FSEC - Chair, Faculty Life (HSH)	Sarah	Costello	Neal	Dugre	
FSEC - Chair, Teaching & Research (CSE)	Anton	Dubrovskiy	RJ	Davis	
FSEC - Past President (COE)	Elizabeth	Beavers	Amber	Brown	
FSEC - President (CSE)	Paul	Withey	Gene	Shan	
FSEC - President-Elect (HSH)	Christine	Walther	Beth	Hentges	
FAAF Provost Office	Heather	Kanenberg			
Guest:					
Secretariat: Charise Armstrong x 3004	60% Quorum				

