**FACULTY SENATE**

**MARCH 01, 2017**

**MINUTES**

**Present**: Rob Bartsch, Elizabeth Beavers, Steve Bistricky, Sandra Browning, Carol Carman, Caroline Crawford, Lisa Gossett, Rajib Hasan, Rebecca Huss-Keeler, Amanda Johnston, Michele Kahn, Heather Kanenberg, Christine Kovic, Lisa Lacher, Samina Masood, Pat McCormack, Denise McDonald, Mike McMullen, Tim Michael, Michelle Peters, Robert Phalen, Bazlur Rashid, Leroy Robinson, Cengiz Sisman, Brian Stephens, Alix Valenti, Radu Vlas, Troy Voelker, Christine Walther, Chris Ward,

Jeff Whitworth, Paul Withey.

**Absent**: Michelle Peters, Troy Voelker.

**Others Present**:

Samuel Gladden, Glen Houston, Mark Shermis, Rick Short, Kathy Matthew, Karen Wielhorski,

Zbigniew Czajkiewicz.

**MINUTES APPROVAL-FEBRUARY 01 MEETING**

The minutes were approved as presented.

**PROVOST’S REPORT**

Dr. Houston reported the UH System Board of Regents approved the Master of Arts in Teaching program. Notification of the program has been sent to area universities for concurrence/comments. Following the 30-day comment period, if there are no objections, the program proposal will be forwarded to the Texas Higher Education Coordination Board.

Dr. Houston presented an organizational chart for the Provost Office and announced that Dr. Kathryn Matthew is the interim Associate Vice President for Academic Affairs (AVPAA). The Provost Office was reorganized. The Associate VP for Information Resources position will be eliminated as of FY18. There were some changes to Associate VP direct reports. Office of Institutional Effectiveness and Office of Sponsored Programs (OSP) will remain under the AVPAA. The search for executive director, OSP is ongoing. The Office of E-Learning Services and the Center for Faculty Development will now report to Dr. Matthew. Pearland Campus Operations which was temporarily assigned to the AVPAA will remain there. The Office of International Admissions and Programs was moved to AVP Enrollment Management, Dr. Bendeck. There were no other changes under AVPEM. There were no changes to Dr. Biggers’, AVP Student Services reporting structure.

Dr. Houston presented a chart regarding proposed budget cuts. He said that with the drop in enrollment, base budget fund cut is planned for FY18. The total shortfall is $13.9 million. The planned reduction for Academic Affairs is 7.3% ($3.78 million). Following further review, the decision was made for each college to do a 6% base budget cut instead of 7.3%. The biggest reduction will be in the Provost Office (21%). Environmental Institute of Houston (EIH), University Computing and Telecommunications, and Neumann Library will do 10%. Enrollment Management and Student Services will do 9% each, 9.6% for AVP Academic Affairs.

Provost Houston urged senators to work closely with the deans and department chairs to look at programs and make the right choices. Where does it make sense to use resources? Which programs are growing? Which programs are not growing? Colleges will need to be intentional in making those decisions. Every effort should be made to increase enrollment in the next fiscal year. Administration is seriously considering the Noel Levitz report and other means to diversify international enrollment.

Dr. Houston ended by pointing out that positive things such as the STEM Science Building and the Recreation & Wellness Center are occurring. These initiatives will provide more marketing and recruiting opportunities. The new Omni Update web site will roll out by the end of March. Dr. Bendeck will be launching a huge ad campaign to market at the program level.

Dr. Michael said that Planning and Budgeting Committee will need to meet in March to review the proposed budget cuts numbers. Dr. Houston said that he does not know the exact college budget cut numbers. The deans have been asked to identify how the cuts will be made by April 14. Dr. Houston said the colleges and units will need to determine how the cuts will be made. In addition, there is a hiring freeze. The deans were also asked to provide information on vacant positions. Provost Houston will advise on which positions can be filled based on the budget cut numbers and available resources.

Dr. Kovic thanked Provost Houston for creatively figuring out the 20% cut. However, she asked for higher level cuts in other ways so that colleges would not have to cut classes. Dr. Houston said every effort will be made to not cut classes.

Dr. Ward pointed out there were concerns about the first drafts of program texts for the new website. The language is unprofessional. Dr. Houston said that the program faculty will have the opportunity to review drafts texts. He asked faculty to review and edit the drafts in a timely manner to meet the deadline. Dr. Gossett added said program text needs substance to appeal to graduate students. Students are looking for what courses they need to take, and what types of jobs feed into their program. The text needs to have more substantial information.

**UHCL PRESIDENTIAL SEARCH UPDATE**

Dr. Gossett shared that a large number of candidates applied, but the pool was narrowed down for campus visits. Four candidates will be invited to campus starting end of March or early April. There are strong candidates with good experience. The university community will have opportunities to dialogue with candidates in scheduled open forums and open receptions. She asked senators to attend those events and encourage faculty colleagues to attend. The final decision on who will be the next president will be made by Chancellor Khatur.

**FACULTY SENATE COMMITTEE REPORTS**

**Budget Committee**: Dr. Witheyh reported that at the meeting, the committee discussed ideas on how faculty can assist with enrollment issues. There was a suggestion to create a fund for faculty- driven recruitment activities. The fund could be used for faculty to visit high schools, community colleges, set up booths at conferences and to track students they engage with at events/conferences. The committee acknowledges current budget restraints, but funding is necessary for marketing in order to grow enrollment.

**Research Committee**: Dr. Carman said that Faculty Development Center director, Dr. Bartsch attended the last meeting to discuss ideas about how the center could support faculty research. Nominee for HSH faculty spotlight researcher was received. Nominees from other colleges are still pending.

**Faculty Life Committee**: Dr. Kanenberg reminded the senate that the committee has been working with UH System Legal to review the Promotion and Tenure Policy that was previously approved by the Senate and the Deans and Academic Councils. Faculty Life Committee has completed review of all proposed reviews. The revised policy is now with UH System Legal for a final review. After that review, the policy will be returned to SenateS for final review. It will also be returned to Academic Council and then to University Council.

Faculty Life is continuing to work on the Non Tenure Track Faculty Policy. In addition, the committee has completed review and edit of the Grievance Policy addressing concerns identified by UH System Legal. The policy is now in the final review stages. The revised policy, which will mirror the UH policy, will direct a significant change to the current grievance process.

**Curriculum and Teaching Committee (C&T)**: Dr. McDonald presented the Minor in Social Work and the Minor in Women’s and Gender Studies approved in committee. She said that both minors are examples of faculty efforts across the colleges to review current programs and existing courses to make changes that could potentially increase enrollment. C&T applauds those efforts. Dr. Gossett agreed and commended faculty collaborative efforts to evaluate programs. Following review of the both proposals, the Senate voted and approved unanimously, the Minor in Women’s and Gender Studies and the Minor in Social Work.

Dr. McDonald shared that C&T will be addressing the 120-hour rewrite and streamlining the schedule for approving online programs. Those items will be presented at the April Senate meeting.

**NON-TENURE TRACK POLICY REVISIONS**

Dr. Kanenberg Non Tenure Track Policy Revisions: The policy was approved one year ago but did not go through the entire shared governance process. Since then, the Deans Council has also provided feedback on the policy. Dr. Kanenberg pointed out significant changes made subsequent to previous vote. Those changes include item 2(a-d), 3(d), 4(c). There were suggestions to amend the language in Item2b so that the review process would be open to other faculty within the college or to a committee of faculty. Following discussion, it was decided that the policy would be brought back to Faculty Life committee. She asked members to send additional suggestions for language edits. The updated draft will be returned for Senate and Academic Council approval.

**SHARED GOVERNANCE COMMITTEE REPORTS**

**Facilities & Support Services Committee (FSSC)**: Dr. Valenti reported that discussion at the last meeting focused mainly on facilities projects. The Parking and Traffic Safety subcommittee is currently working on a number of parking related issues.

**Planning & Budgeting Committee** (PBC): Dr. Michael said PBC plans to discuss the proposed funding and budgeting changes at the next meeting.

**University Life Committee (ULC)**: Dr. Bartsch commented that ULC did not convene in February, but subgroups are busy gathering information on a number of items. The Smoking Policy will be voted on at the March meeting.

**SENATE AD HOC COMMITTEE REPORTS**

**Faculty Workload Committee**: Dr. Kanenberg said edits to the Workload Policy will be completed by next Tuesday, March 6. The draft policy will be passed on to the Faculty Life Committee. Following Faculty Life Committee review, senators will have opportunity to provide feedback on the proposed draft.

**Online Proctoring & Testing Committee:** Dr. Michael said that online proctoring vendor; Software Secure would like to visit campus to provide a demonstration. There are also plans to invite Proctor U to return to campus.

**QLT UPDATE**

Dr. Browning advised of two upcoming opportunities for professional development. Cohort 5 Workshop by Dr. Voelker is scheduled for March 3 in the Forest Room. On March 24 in B2132, there will be a QEP syllabus lab to assist faculty with creating a QEP endorsed syllabi.

**BUDGET AND ENROLLMENT DISCUSSION**

Dr. Gossett said there was a request for Senate discussion on the budget issues in light of the current budget situation. The initial proposal was for a straight percentage across the board for units and colleges. FSEC advocated for the faculty and colleges where teaching occurs to not get the biggest cuts. Evidently, based on earlier discussions, further considerations of the cuts are required. Administration and Finance, Facilities and other support departments outside academic affairs still have the same level cuts.

She continued that there needs to be serious considerations about the past, present, future. Evidently, some things happened in the past that led to this budget situation as most universities are experiencing enrollment increase. An analysis of the how we got here and how to avoid this situation in the future should be done. Dr. Gossett commented that she inquired whether the budget reductions were roughly proportionate to the anticipated reductions in enrollment. If enrollment does not drop based on the current predictions, extreme budget cuts may not be necessary. This should be clearly communicated to the university community. The budget cut is not state mandated, but driven by reduction in tuition revenue. How do we fix this situation? Dr. Gossett noted that the deadline fordomestic admissions is 5 months away. With systematic changes and initiatives, some change can occur. She advised faculty to look at their programs to determine how programs can be marketed. Dr. Huss Keeler stated that UHCL brandingb restricts faculty marketing efforts. She was told that because of UHCL brandingb, contact information could not be placed on a list of program courses she wanted to distribute at a conference. All communication now has to be approved by brandingb. In the past, her program faculty could send out mass marketing emails and marketing items to child care centers. These activities are no longer allowed because of brandingb. This unintended consequence of brandingb is delaying marketing efforts.

Dr. Gossett added that there should be a clear process for evaluation of academic programs using information from multiple sources. Faculty and alumni know the programs and should be actively involved in making program changes. Dr. Michael pointed out that brandingb has been a concern for the College of Business for a long time. He continued, so far, the ways identified to cut current spending also deters revenue generation. For example, by cutting adjuncts and the summer budget, student credit hours are being cut. Fix costs should be addressed. We should consider the cost of undergraduate student to international student. Six undergraduate students is equivalent to one international graduate student. Enrollment growth cannot be the main means of addressing this situation. Long-term cost must be addressed. Cutting semester credit hours is not a good idea. More cuts to revenue generation activities will not fix anything.

One faculty member talked about a prospective collaboration that could lead to diversifying the international student market. The collaboration could tap into a Middle East student market, but the budget cuts situation occurred. Dr. Gossett pointed out that it is surprising that the Office of International Admission does not have a budget for marketing. We may need to look to other entitiesto provide some funds to initiate activities.

Dr. Kovic suggested an immediate push to generate revenue from developmentd. Dr. Gossett pointed out that UH-Downtown Business School recently received a $10 million naming gift.

Dr. Kovic asked for clarification on how each college was handling the budget cuts. Are the plans similar? Dr. Gossett said that hopefully, more feedback from the colleges may be available at the faculty assembly.

Dr. Huss Keeler shared she was invited by the Houston Community College to attend the State of the College Address. It was an impressive event. HCC has the largest group of international students in the United States. We have a partnership with HCC and should be able to tap into that international student market. However, UHCL was not included in the list of partnering institutions displayed at the event.

Dr. Michael said that in the last two years, the MBA and Masters in Finance programs have been restructured to be more appealing to students but have not been marketed. It is disheartening to the faculty who worked on the restructuring. Faculty are continuously being asked to assist with many activities but what about engaging other campus groups to assist with revenue generating and budget cut activities. It is not fair to put the burden on the revenue generating groups.

Dr. Carman said that since international students bring in more money, there needs to be more activities with international contacts and agencies. The OIAP may be able to assist faculty with establishing relationships with other international regions.

Dr. Masood pointed out that there appears to be a lack of information sharing between departments. Varying information is sometimes communicated to students. There is need to develop a departmental network among departments involved in admitting and enrolling students into programs.

Dr. Crawford communicated that faculty have always been involved in marketing. However, those efforts have not been fully highlighted at the university level.

Dr. Huss Keeler asked if information from the Foundations of Excellence (FOE) report could be used to assist with the current budget situation. Dr. Beaver responded that Dr. Biggers was preparing the FOE report. Dr. Gossett reminded that FOE mainly focused on undergraduate enrollment. She pointed out the need for more faculty and staff participation in institutional decision making.

Dr. Beaver stressed a prevailing theme from several initiatives is the need for a UHCL philosophy and identity. The philosophy and identity should be established before the new president is appointed.

**FACULTY SENATE CONSTITUTION REVISIONS**

Dr. Gossett asked for feedback on the proposed revised version of the constitution (handout).

Additional revisions received include:

* Page 8 The Teaching and Research Committee: First Line – *Change “Research Committee” to* “*Teaching and Research committee”*
* Article X representative to External Entities: Section A, last sentence: *Each representative shall ……*
* Article VIII: Last sentence *- “Remove at its next faculty meeting”*

Dr. Gossett commented that the remaining major changes to the document are to make more explicit, the responsibilities with respect to curriculum and catalog language changes for the Curriculum and Teaching Committee.

Following discussion, Dr. Gossett called for a motion and second to close discussion on the Senate Constitution revisions. The motion passed. She called the question to approve the revised constitution subject to minor edits. The senate voted and approved the proposed revised constitution with 25 in favor, 3 oppose and 1 abstention. The proposed constitution will be sent out for an online vote.

**ANNOUNCEMENTS**

A new date for faculty assembly will be communicated soon.

Dr. Kovic asked all to be aware of Senate Bill 4 that allows for collaboration between police and immigration officials. This collaboration may include university police.

The meeting adjourned at 2:40 p.m.