

**FACULTY SENATE  
MARCH 06, 2013  
MINUTES**

**Members Present:** Magdy Akladios, Sandra Browning, Leo Chan, George Collins, Kent Divoll, David Garrison, Lisa Gossett, Shanna Graves, Bettye Grigsby, Stuart Larson, Kathryn Ley, Samina Masood, Frank Matthews, Pat McCormack, Scott McIntyre, Tim Michael, Ron Mills, William Norwood, Keith Parsons, Alfredo Perez-Davila, Michelle Peters, Rick Puzdrowski, Leroy Robinson, Haeyoung Shin, Mary Short, Felix Simieou, L. Jean Walker, Chris Ward, Jana Willis.

**Members Absent:** Camille Peres, William Hoston, Bazlur Rashid.

**Others Present:** Samuel Gladden, Glen Houston, Rick Short, Ted Cummings, Kathy Matthew.

**Approval of Minutes – February 06, 2013**

The minutes were accepted as presented.

**Shared Governance Committee Report**

**Facilities & Support Services Committee (FSSC):** Dr. Larson reported that a Task Force to work on the Internal Building Use Policy was formed. Dr. Ley asked whether the meditation room will be eliminated. Dr. Houston advised that the meditation room will be used for office space temporarily. The room will be reinstalled when new office space is complete. Dr. Matthews asked if employee parking issues will be addressed as there will be significant parking needs in fall 2014. Dr. Larson indicated that FSSC is discussing visitor parking which has been problematic in the past.

**Planning & Budgeting Committee (PBC):** Dr. Michael reported that the tuition and fee structure will be discussed at the upcoming Town Hall Meetings scheduled for March 26 at 6 p.m. and March 27 at 12 p.m. The fees will first be presented to PBC, and then to Student Government Association at the town hall meetings. Dr. Ley announced that she had received the 2014 Priorities submission form and it was due March 8. The Faculty Senate Executive Committee agreed to submit faculty salaries and a request for funding for a Faculty Senate retreat as 2014 priorities. She asked members to propose additional items to submit as priorities.

**University Life Committee (ULC):** Dr. Perez-Davila mentioned that the ULC selected members for Hugh P Avery Award Selection Committee. President Staples asked ULC to form a sub-committee to address recycling and sustainability. ULC will address recycling efforts. In addition, ULC will be looking at smoking issues near the Delta Building as well as the possibility of constructing a smoking gazebo near Delta. Dr. Willis stressed the importance of this issue as there had been a small fire because of smoking near the Delta Building. Dr. Matthews advised that recycling and sustainability be a joint effort between ULC and FSSC.

**Faculty Senate Committee Reports**

**Budget Committee:** Dr. Ward stated that the committee is developing a proposal for funds to be allocated to support programs that will enhance student recruitment, retention, outcomes and other items that we have problems funding. An estimate has not been made as the committee is still in the investigatory phase of this project. Dr. Ley asked if it would be appropriate to add this item to the

priorities. Dr. Ward said that at this point, the committee cannot give an estimate of how much should be allocated. Dr. Ley said that FSEC will discuss the issue further.

**Curriculum & Teaching:** Dr. Willis reported that the Program Discontinuance Policy was discussed. There were questions about how the policy was affected by THECB recommendations to discontinue low enrollment programs. She stated that Dr. Stockton advised C&T that THECB's decision regarding low enrollment programs is unrelated to the UHCL Discontinuance Policy. THECB recommendations do not initiate program discontinuance. It is initiated by the school. The policy will need to be modified to address program discontinuance. The core curriculum for four year initiative was received. Dr. Stockton and Mr. Barlow will attend C&T meeting on March 20 to explain the process that created the core curriculum. C&T has not received the scheduling grid information as yet. Dr. Matthews commented that issues such as termination of faculty and implementation of THECB recommendations still need to be addressed when the THECB discontinues a low-enrollment program. The policy may need to be modified accordingly. Dr. Ley inquired whether they were proctoring options committee recommendations. Dr. Willis responded testing is ongoing and a successful demo was held last meeting. She stated that Dr. Ted Cummings will ask Dr. Michaels to conduct testing this summer. A recommendation will be made based on the correlation data available from testing

**Research Committee:** Dr. Gossett reported on a successful fireside chat with Neumann Library staff. The reference librarians shared good information on the resources available to faculty. The committee will meet with Dr. Meyers, Office of Sponsored Programs to discuss accounting processes related to grants. What is/is not reimbursable as well as compliance with grant requirements? The meeting will be open to the Faculty Senate. Dr. Ley stated that the librarians asked faculty to let students know that they should go to UCT for any problems with Wi-Fi access to library databases. Librarians cannot assist with Wi-Fi access to databases. The Research Committee will address computing for research needs. The committee will review what peer institutions are doing as well as identify UHCL faculty needs regarding computing for research. UH-Victoria has already separated Academic computing from networking and research to make it more responsive to faculty needs. Dr. Garrison explained that the University of Houston-Victoria divided the networking component including the phone systems, Wi-Fi and the internet by placing those departments under Facilities Department.

**Faculty Life:** Dr. Matthews presented *5.6 Faculty Suspension & Dismissal Policy* for discussion. Following review and discussion, a motion was made and seconded to approve the policy with one amendment. The motion passed.

Amendment: The following sentence will be moved to the second sentence under No. 4 Suspension *"The suspended faculty member will nominate a representative who will be given reasonable access to remove personal possessions if the faculty members' access is restricted"*.

Two amendments were proposed to *9.6 Faculty Grievance Policy*. Following discussion, the Senate approved both amendments as follows:

Amendment #1

*3.1 The University Grievance Panel shall consist of 24 tenured, full-time faculty members who are eligible for election to the Faculty Senate. Each school will have six members on this University Grievance Panel. The six members of the panel chosen from each school shall be elected by those full-time faculty members of the school who are eligible for election to the Faculty Senate. Each school will elect three representatives every spring semester to serve a two-year term starting September 1.*

### **Amendment #2**

*3.2 As part of the Senate election process each year, each school election coordinator will issue a ballot to all the full-time faculty of their school who are eligible to be elected to the Faculty Senate. Faculty members receiving ballots will vote for up to six faculty members of their School to serve on the University Grievance Panel. They may give multiple votes to one or more individuals as long as the total is six or less. These ballots will be signed and returned as part of the election process.*

Dr. Matthews requested additional amendments or comments on the overall Faculty Grievance Policy. There was a request to review the instances that refer to Provost, President - 4.3., 4.3.1., 4.3.2., as there may be some confusion if the Provost or the President is involved in the grievance. Following discussion, there was agreement to table the policy pending further language revisions. Dr. Matthews asked senators to send him suggestions/comments to him over the next two weeks so that the policy will be updated prior to the next senate meeting.

### **QEP Report**

Dr. Walker reported that Dr. Gerald Nosich presented the second workshop on the Foundations of Critical Thinking to 37 faculty and staff on Friday, February 15th. There were 19 from BUS, 5 from SCE, 4 from HSH, 5 from SOE and 4 others in attendance. Four members were new to the second workshop. Seventeen that attended the first workshop did not the second workshop for various reasons. The focus was on course syllabus design and assessment options.

Then on Saturday, Dr. Nosich met for a second full day with the members of the QLT to focus on essential versus recommended components of a course syllabus, as well as assessment issues. Following the workshop, the QLT established two task units: one to discuss Dr. Nosich's recommendations for syllabi and come to agreement on the criteria for QEP course authorization and the other to establish benchmark deadlines for the syllabus authorization process. These will be presented and discussed at the QLT meeting tomorrow.

### **Announcements**

- Spring 2013 Faculty Assembly is on March 20, 2013 at 11:30 a.m. in the Garden Rm.
- Dr. Walker stated that she will be presenting a workshop "*Faculty Friendly Implementation Teamwork Module*" on Friday, April 12, 9-11 a.m. in B1104. The presentation focuses on Blackboard 7 Grading and Assessment.
- Dr. Garrison reported that at the last Texas Council of Faculty Senates meeting, James Goeman of the THECB addressed the new rule regarding the state cutting university funding when students go over 15 hours. Per Dr. Goeman, the 15/30 hour plans does not apply to 120 hours bachelors' degree but to the student's degree plan. If a student is taking extra courses to fulfill a minor, the degree plan may not necessarily be 120 hours but could be 180 hours. The THECB will start the rule when that student is over the 180 hours included in the degree plan. Students may never go over the degree plan even though they change majors if they are written up as minors. For example, those students can be referred to as having the Bachelors' degree and three different minors. In such cases, the state will still continue to provide funding.

### **New Business**

Dr. Michaels raised the issue relating to online course development and the Quality Assurance (QA) process. He explained that Dr. Pavlova, BUS faculty is taking over a course that has been through the QA process and taught online for over two years. The Office of Online Programs informed Dr. Pavlova that the course would have to go through QA again. Dr. Michaels continued that the online policy clearly states that an “online course goes through the course development and QA process if

- 5.1.1 A brand new online course is being developed.
- 5.1.2 An existing course is being migrating from one course management system to another.
- 5.1.3 The mode of delivery is changing from either face-to-face or web-enhanced to online.

Dr Michaels said that having this course QA’d again means that the policy is being interpreted differently to policy requirements that was passed and approved by shared governance. Dr. Houston responded that the course will not go through QA again. Dr. Michaels stated that after discussions, Dr. Goswami decided that there was no need to repeat the process. Dr. Willis commented that she met with Dr. Goswami who indicated that apparently her copy of the policy had old language that required QA if a course was modified and or taken over by a different faculty. This policy criterion was subsequently modified in Academic Council. Dr. Goswami is following a procedural process of the Online Provisioning and Approvals for Learning Systems (OPALS). Apparently, there is a disconnect between the OPALS procedure and the online policy. When the policy was implemented, OPAL had not been developed. OPAL and the policy need to be aligned. There were comments that other courses are being rejected for failing to meet criteria which apparently are not stipulated in the policy and that university policy should be followed in the online course development and QA process. C&T will look at the OPALS process and procedures further.

The Faculty Senate meeting adjourned at 2:52 p.m.