**Minutes**

**Faculty Senate**

**February 01, 2017**

**Present**: Rob Bartsch, Elizabeth Beavers, Steve Bistricky, Sandra Browning, Carol Carman, Caroline Crawford, Lisa Gossett, Rajib Hasan, Rebecca Huss-Keeler, Christine Kovic, Lisa Lacher, Amanda Johnston, Michelle 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, Ishaq Unwala, Alix Valenti, Radu Vlas, Christine Walther, Chris Ward, Jeff Whitworth, Paul Withey, Faiza Zalila.

**Absent**: Troy Voelker.

**Others Present**: Yvette Bendeck, Darlene Biggers, Zbigniew Czajkiewicz, Glen Houston, Joan Pedro, Karen Wielhorski.

**Approval of Minutes**

On a motion and second the meeting minutes of December 07, 2016 were approved as presented.

**Provost’s Report**

Provost Houston reported that at the last Texas Council of Chief Academic Officers meeting and the THECB Quarterly Board meeting, discussion focused primarily on the current legislative proceedings. He was unable to obtain an update on the BS in Mechanical Engineering from THECB staff.

Dr. Houston presented a comparison of base year 2014 to base year 2016 enrollment data. The comparison indicates undergraduate enrollment is up about 12%. However, graduate enrollment decreased 14.5%. Since the implementation of four-year initiative there has been a shift towards increased undergraduate enrollment. Legislators will look at those enrollment figures to determine formula funding for UHCL because we are in a base year since summer 2016. When the budget was built for the current fiscal year, the target was 188,380 semester credit hours. In the fall 2016, there was a downturn primarily in international enrollment. Some cuts/adjustments were made and a new target established based on the shortfall. Current spring figures show that the new target was not met. There will be no impact to the current fiscal year budget. However, for fiscal year 2018, based on current information, enrollment figures do not look good. Projections show a 1.1% decrease in undergraduate semester credit hours (SCHs) and 30% decrease in graduate SCHs. Consequently, going into FY2018, there will be no formal priorities process and no pay increases. Previously committed initiatives like the PSYD and Mechanical Engineering will be funded. There will be a base budget cut for FY2018. The impact of the enrollment decline will be discussed extensively at upcoming administrative leadership meetings. Information will be shared with the university community at an open presentation on February 9.

Provost Houston addressed the state hiring freeze issued by Governor Abbott by saying that the freeze affects positions funded under state appropriations only. These positions represent only 30% of the budget. The freeze bans posting new jobs and filling current new positions. Our approach will require supervisors/units to look at vacant positions and make decisions on a case by case basis. Positions should be prioritized. Strategies for addressing enrollment decline include restructuring graduate programs, creating accelerated programs, adding online programs, reallocating marketing resources from institutional to graduate programs and diversifying international student enrollment. Other countries and regions like Vietnam, Turkey and Latin America can be targeted to diversity international enrollment. It is critical for faculty from those countries to get involved in those initiatives. We are also considering the feasibility of using agents for international student recruitment.

Ruffalo Noel Levitz will present findings of the UHCL program demand analysis study. In addition, we have asked them to study what programs should be offered at the Pearland Campus. More information will be provided over the next few weeks on the real impacts of the financial situation and approaches to address it.

Three questions were asked relating to Provost Houston’s report. The first question was whether the hiring freeze would affect adjunct hiring for summer sessions. Dr. Houston responded as far as he knew it would not. He added that he anticipates every effort will be made to avoid layoffs and salary cuts. The second question was if the new building projects would be affected by the current financial situation. Dr. Houston stated the only possible delay may be the Pearland Campus Health Sciences building. The student housing, science, technology, engineering and mathematics (STEM) classroom building, and recreation and wellness building projects are on track. The ground breaking ceremony for the STEM building and Recreation & Wellness building is planned for the last Friday in March. Ground breaking for the Pearland Health Services building will be the last Friday in April. The final question focused on whether high tuition rates were negatively affecting graduate enrollment. Dr. Houston responded that this issue was also being evaluated.

Dr. Gossett commented that graduate enrollment affects overall financial standing. Enrollment has increased in several universities in Texas. She encouraged senators and faculty to think of developing relationships with other institutions and professional organizations that could help improve graduate enrollment. She reiterated that it is time to focus on improving graduate enrollment in light of the current situation

**UHCL Presidential Search**

Dr. Gossett announced that two presidential search forums will be held today at 3 p.m. and 6:30 p.m. Input regarding characteristics of the new president can be forwarded to search committee members.

**Senate Committee Reports**

**Budget Committee**: Dr. Withey presented a budget proposal with three requests approved by the committee. 1) Request to Increase of 2% merit to faculty salaries, 2) Request for equity increase to reach 100% of CUPA Masters’ institution average based on all 2016 data; 3) Request for summer faculty salaries be base budgeted at 10% up from 9.09% of 9-month salary per 3-credit summer course. A handout was provided.

Dr. Withey said he notes there is no funding for the budget proposal because of the funding shortfall, but submits them for consideration should funding be available in the future. Dr. Gossett called for discussion on the proposal. There was no discussion. She called for a vote which resulted in a majority in favor of forwarding the budget proposal through the budgeting process.

**Curriculum & Teaching (C&T) Committee:** Dr. McDonald stated C&T will convene next Wednesday. APA Style Central will not be funded by UCT. C&T plans to discuss alternative ways to fund the resource.

**Research Committee**: Dr. Carman said all faculty members were informed via email of recent developments in the faculty research committee. Nominations to “spotlight faculty researcher” are being sought from each of the colleges.

**Faculty Life Committee**: Dr. Kanenberg mentioned work on the Faculty Grievance Policy continues. She anticipates wrapping up review of the Promotion and Tenure policy when she meets with the Legal Counsel staff next week. The Non-Tenure Track Policy will be revisited.

**Shared Governance Committee Reports**

**Facilities & Support Services Committee** (FSSC): Dr. Valenti said that new building projects are on course. Bike racks were installed over the winter break. The master plan is underway. The FSSC will be involved in the master plan activities. Dr. Brian Stephens is serving on the Master Plan Executive Committee.

**Planning & Budgeting Committee** (PBC): Dr. Michael reported PBC met with SGA to discuss discretionary fees. The PsyD program had a fee request application. A meeting is scheduled for next week.

**University Life Committee (ULC)**: Dr. Bartsch indicated ULC is considering how to make bus transportation for students from the apartment complexes more reliable. The committee is assessing the feasibility of creating a transportation department. In additional, ULC is considering a request for a Parental Leave Policy submitted by staff members. The recycling plan will be changed in the Bayou Building. Trash cans will be removed from classrooms and placed in the hallway. Recycle bins will be placed next to the trash cans. This change will be pilot tested between spring and summer semesters. Research indicates that these efforts will increase recycling while not increasing trash in classrooms.

**University Smoking Policy**

Dr. Bartsch shared that ULC was gathering data about UHCL changing to a tobacco-free campus. ULC will vote to determine if a recommendation will be made to shared governance in the March meeting. ULC anticipates recommendations from various constituents. Feedback can be provided to senate ULC representatives.

**Ad Hoc Committees**

**Faculty Workload**: Dr. Kanenberg reported that work on the Workload policy is in final stages. A final draft will be completed at the next meeting and subsequently presented to Faculty Life Committee.

**Online Proctoring & Testing**: Dr. Michael plans to invite another vendor to campus this semester. The schedule of sessions with the vendor will be sent to faculty.

**Quality Leadership Team (QLT) Report**

Dr. Browning announced the following activities:

1. March 3: Workshop for Cohort 5 presented by Troy Voelker
2. March 24: Syllabus lab Workshop

**SACS Fifth-Year Interim Report &**

**New Core Curriculum Assessment Plan**

Dr. Gossett introduced Ms. Pat Cuchens, the new UHCL SACS Liaison. Ms. Cuchens shared that the SACS 5th Year Interim report is due to SACS in March 2018. A committee that includes representatives from the colleges has been formed to work on the report. Faculty may be asked to provide information for the report. As part of the Fifth Year Report, a QEP Impact Report is required. A draft of the QEP Impact Report has already been completed by the Quality Leadership Team. Ms. Cuchens provided a handout regarding deadlines and standards for the report.

Ms. Cuchens presented a second item regarding a pilot program for the core curriculum assessment (handout provided). Every semester, faculty teaching core courses have to submit a roster of students evaluated for four core objectives. This is an arduous task. In the fall, there were 74 courses with 83 sections. Unfortunately, the data is unreliable as we are unaware of how or what is being assessed. A committee was formed with representatives from the colleges to consider alternatives for assessment. The pilot is ongoing. Six core objectives have to be assessed. The decision was made to assess two each semester using a random sample of students. The committee has developed criteria and learning objectives for assessing the six objectives. Learning objectives have been developed for critical thinking, communication, teamwork, and empirical and quantitative skills. Work continues to develop social and personal responsibility objectives.

**Faculty Development Center**

Dr. Bartsch pointed out that the center is one month old. He is attending college faculty meetings to share information on center activities. Dr. Bartsch said he plans to identify specialized software, hardware and other equipment that may be useful to multiple faculty users to install in the center. He asked to be informed of faculty development activities as funding may be available. The center advisory council will meet later this month. The center is available to assist the senate in research of faculty development questions that may arise in the senate or senate committees. Faculty fellows will be used to undertake special projects during the year. A calendar of faculty development activities will be shared with faculty. Email activities and feedback to facultydevelopment@uhcl.edu for the calendar. Feedback can be provided to the Faculty Advisory Council members. The center is located in B2508.The center website will be developed soon. Dr. Bartsch will continue to attend Faculty Senate meetings as a guest.

**Faculty Senate Constitution Revision**

Dr. Gossett provided a handout of the proposed revised Faculty Senate Constitution prepared by FSEC. She reviewed the proposed changes. The proposal will be sent to all faculty. In addition, an open meeting to discuss revisions will be held. A non-UHCL email will be created to provide feedback on the proposal. It is anticipated that more discussion will take place in the March meeting. Dr. Gossett pointed out specific changes to consider, including a change to senate membership allowing up to 2 of 8 representatives from each college to be full time non-tenure track faculty with at least 3 years’ service at UHCL and adding Director of the Library and the Faculty Development Center director as non-voting members. Senate membership was moved back into the constitution, and by-laws eliminated. Committees were restructured, and a new faculty governance committee created. Dr. Crawford suggested adding the SGA president/president-elect to the new structure as non-voting members. Dr. Valenti thanked Dr. Gossett for producing a more concise revised Senate constitution.

**Announcements**

* The presidential search committee meetings are ongoing. Open forums will be held.
* The March 31st UFEC/Faculty Senates Conference has been cancelled.

The meeting adjourned at 3 p.m.