**FACULTY SENATE**

**May 3, 2017**

**MINUTES**

**Present**: Rob Bartsch, Elizabeth Beavers, Steven Bistricky, Amber Brown, Sandra Browning, Carol Carman, Caroline Crawford, Thomas Garcia, Lisa Gossett, Rajib Hasan, Rebecca Huss-Keeler, Amanda Johnston, Hakduran Koc, Samina Masood, Denise McDonald, Tim Michael, Michelle Peters, Robert Phalen, Bazlur Rashid, Leroy Robinson, Cengiz Sisman, Brian Stephens, Alix Valenti, Radu Vlas, Christine Walther, Chris Ward, Jeff Whitworth, Faiza Zalila

**Absent**: Michelle Kahn, Heather Kanenberg, Christine Kovic, Lisa Lacher, Pat McCormack, Mike McMullen, Ishaq Unwala, Troy Voelker

**Others Present**: Darlene Biggers, Zbigniew Czajkiewicz, Glen Houston, Mark Shermis

**MINUTES APPROVAL – MAY 05 MEETING**

The minutes were approved as presented.

**PROVOST’S REPORT**

Dr. Houston reported that we still had no response from the THECB on our BS in Mechanical Engineering proposal and anticipated that we would not hear anything until the legislative session concludes.

Dr. Houston reported that Provost Council approved planning authority for BS and MS in Industrial Hygiene and Safety. Industrial Hygiene and Safety are currently concentrations in the BS and MS in Environmental Science. Both are ABET accredited, even as concentrations.

Dr. Houston shared with Faculty Senate the information that he presented to Budget Committee last week. There have been considerable cuts made across UHCL departments, including elimination of vacant positions and operation costs. The total for these cuts is equal to $1.5 million. This brings the grand total budget cuts for Academic Affairs to $3.7 million.

Dr. Houston presented the FT/PT Faculty Comparison Summary Analysis (SP15-FA16). In Fall 2016, 81% of credit hours at UHCL were taught by full-time faculty (this number has been adjusted for vacancies). Doctoral classes on this summary are weighted at 1.5. Dr. Houston will be sending a copy of this report to Dr. Lisa Gossett.

Dr. Tim Michael recognized Dr. Houston for his effort to be extremely willing to talk about budget issues and work with the PBC throughout this difficult year. Dr. Gossett also thanked the Provost’s Office for the amount of information and transparency that has been granted to the faculty moving through this past year.

Dr. Houston thanked the Senate and, in preparation for tomorrow, stated, ‘*May the fourth* be with you.’

**UHCL PRESIDENTIAL SEARCH UPDATE**

The decision of whom to appoint as the new president of UHCL is now in Dr. Khator’s hands. The Presidential Search Committee and responses from the UHCL community have turned over their comprehensive lists of pros and cons to Dr. Khator. There is no set timeframe for her to name the finalist. Once the sole finalist is named, it will be 21 days (by state law) before the Board of Regents can ‘act’. Knowing this, even if Dr. Khator makes her decision by the end of this week, there would still not be enough time for the Board of Regents to make the appointment final at the next meeting, held on May 18, 2017. Dr. Gossett reminded everyone that we are in a time of transition and that next year will be an exciting time.

Dr. Brian Stephens thanked the Faculty Senate Executive Committee (FSEC) for editing and submitting their pros and cons final recommendations list to Dr. Khator to utilize while making her decision. Dr. Gossett also thanked the FSEC for all of their work throughout the year.

Dr. Faiza Zalila asked if the feedback given from faculty (collected by the emailed surveys) will be received by Dr. Khator, as well. Dr. Gossett answered that the surveys were treated as separate reports and that FSEC was not given details from that feedback. However, she has been informed that Dr. Khator will receive the bullet points create from the survey info from faculty to make her final decision. Dr. Gossett reassured the Senate that Dr. Khator realizes that she has a very big decision to make for UHCL.

**FACULTY SENATE COMMITTEE REPORTS**

**Budget Committee**: No report given by the Committee, due to presentation made by Dr. Houston at the start of today’s Faculty Senate Meeting.

**Research Committee**: Dr. Carol Carman reported that, until receiving an email today, the Committee’s ‘Spotlight Researcher’ request had not been done. She will be fully reading the email that has been sent to her today to find out what the next steps are for them to take. This was supposed to be the Spring Spotlight Researcher. Now that the spring semester has passed without being filled, they will be rolling the position over to Fall 2017. Each position will be six months, so, they will receive equal time. Also, Dr. Carman reminded everyone to please remind their constituents to contact Karen Barbier (Barbier@UHCL.edu) in the Office of Communications when they have any kind of research, publications, or other creative works that they would like the University and community to be aware of.

**Faculty Life Committee**: Dr. McDonald reported that the Committee has been forwarded the Work/Life Policy from the Ad Hoc Committee. FLC will be inviting members of that committee to come join them to get their feedback about the policy. Dr. McDonald thanked the Ad Hoc Committee, on behalf of Dr. Kanenberg. Dr. Kanenberg has continued to work with General Counsel on the P&T Policy. General Counsel’s edits have now been made and FLC is hoping to get this policy pushed through at the beginning of Fall 2017. Dr. McDonald, on behalf of Dr. Kanenberg, also thanked the members of the FLC Committee for all of their hard work this year.

Dr. Gossett reminded the Senate that there have been some important policies tackled by the FLC this year, as well as some huge policies that they will be rolling out in the fall. She thanked everyone who has served on the Committee.

**Curriculum and Teaching Committee (C&T)**: Dr. McDonald brought the following proposals and policies to vote.

**PSYCHOLOGY MA TO MS PROPOSAL**

Drs. McDonald and Gossett presented the final revision of the MA to MS in Psychology. The motion was made to vote. The policy passed with no opposition.

**DOUBLE MAJORS POLICY**

Drs. McDonald and Gossett presented the Double Majors Policy with the statement, ‘Students may use no more than six semester hours of major field course work required by the first major to satisfy major field degree requirements in the second major. The motion was made to vote. The policy passed with no opposition.

**COMMUNICATION MINOR PROPOSAL**

Drs. McDonald and Gossett presented the Communication Minor proposal. C&T reviewed and supports this proposal. There was no discussion. The motion was made to vote. The policy passed with no opposition.

**REVISIONS TO 10.6 – POLICY ON THE AUTHORING AND DELIVERY OF ONLINE COURSES**

Dr. Tim Michael presented the revisions to 10.6 on the Policy on the Authoring and Delivery of Online Courses. There was explanation from Dr. Michael on the changes to 5.4 to allow enough time for faculty to prepare for the course, and 5.3 to create delegation for authoring faculty member on the online course. Dr. McDonald informed faculty members that do not teach online courses of the timeline that is needed for instructors who teach online. The floor was opened for suggestions on the policy. Dr. Rob Bartsch suggested that the last sentence of 5.4 be recreated as 5.5 to make it separate. The amendment was accepted. The motion was made to vote. The policy passed with no opposition.

**BS IN NURSING – RESIDENCY REQUIREMENTS PROPOSAL**

Dr. Gossett informed the Senate that this policy has been deferred until Fall 2017. There still needs to be more discussion and edits to this policy.

**TEACHING RELIEF POLICY**

Dr. McDonald stated that the Teaching Relief Policy proposal comes through the Faculty Life Committee. C&T has reviewed this policy and believes it sounds like additional changes will need to be made, depending on certain situations. In general, C&T does support this as a general policy suggestion. Dr. Gossett informed the Senate that the policy is being brought to faculty attention today so that we will all be aware that it exists and discussion will resume in the fall semester. This policy has only been considered by the C&T Committee and FSEC.

**SHARED GOVERNANCE COMMITTEE REPORTS**

**Facilities & Support Services Committee (FSSC)**: Dr. Valenti reported that they had a meeting on 4/20/17, where a report was given from the Parking and Traffic Sub Committee. Several things accomplished this year were the new bike racks, a new handicapped ramp will be installed on this side of Bayou Building, and there are additional handicapped parking spaces added. There will also be forty additional faculty and staff parking spaces added to the lot for the upcoming semester. FSSC members attended the Master Planning Committee Meeting where they received updates on the residency proposals. Two architectural plans were proposed, after discussion, the ‘mall layout’ approach seemed to be the preferred plan.

Dr. Stephens requested that reports and presentations from the Master Planning Committee Meeting be online for everyone to view.

**Planning & Budgeting Committee** (PBC): Dr. Michael will provide Dr. Gossett with minutes to their meeting on 4/27/17. Drs. Carr, Houston, and Rhonda Thompson came to the PBC Meeting to provide updates. Dr. Michael reminded the Senate of Dr. Glen Houston’s presentation earlier in today’s meeting. Rhonda Thompson and Jean Carr’s report will be coming to Faculty Senate members, via email. PBC plans to meet again in May, only if something drastic happens in the legislature. Dr. Gossett reminded everyone that we need to be advertising our programs because the answer to our budget issues will be to build enrollment.

**University Life Committee (ULC)**: Dr. Bartsch commented that the Smoking Policy, approved 9-2-1, went to University Council and passed. This policy to make UHCL a non-smoking campus. Dr. Bartsch has not heard of what the implementation plan is for this policy, however, ULC is now out of the loop on this policy.

ULC has suggested that there should be more communication on legislative initiatives. One of the committee members, has a vision of how this can be done. During this final month of legislative session, this member will be testing out the methods and ULC will provide feedback.

A Fragrance Policy was suggested by a faculty member. Several colleges provided information on their current Fragrance Policies. These policies are not commands, but more suggestions that people be mindful of what fragrances they are wearing, or laundry detergents they use, that may cause others with allergies discomfort. ULC has decided not to act on this policy suggestion at this time. It is the suggestion of the Committee that any fragrance issues be handled on a case-by-case basis through HR.

On the subject of transportation, the suggestion has been made to Student Life that a second driver is hired for the courtesy shuttle, that they work with Houston Metro to provide bus service to and from our campus, and that they apply for some external grants. ULC will also be sending to University Council a suggestion to consider adding a Transportation Department/Program where people with transportation concerns can go to provide feedback for any transport concerns that are current, or may arise. ULC will also be informing the Parking and Traffic Sub-Committee so that they are aware of these suggestions. ULC is also working to get a survey out for transportation planning to further assist our students.

**SENATE AD HOC COMMITTEE REPORTS**

**Faculty Workload Committee**: Dr. Gossett presented, on behalf of Dr. Kanenberg, that Faculty Workload has been deferred to the Faculty Life Committee, so it is now in their hands.

**QLT UPDATE**

Dr. Browning reported that all trainings for this spring are complete and they are busy planning for next year.

**COMMITTEE CHAIRS/MEMBERSHIP 2017-2018**

Dr. Gossett presented the Faculty Senate Committee Chair assignments that have been made for 2017-2018. Discussion was opened. A few clerical errors were corrected on the document. Drs. Amanda Johnston, Elizabeth Beavers, and Heather Kanenberg will all serve as Committee Chairs. Dr. Gossett reminded everyone that Faculty Senate does not designate the Chairs of the Shared Governance Committees, they will be elected within the Committee. Alternates on the Committees were also named. The assignments will also be looked at, again, at the beginning of Fall 2017. Motion was made to vote in support of nominations for the Committees for the next academic year. The chair assignments passed unanimously.

**WEBSITE UPDATE**

Dr. Gossett reported that, at the instruction of FSEC, she invited President Staples, Rhonda Thompson, and Theresa Presswood to come to Faculty Senate to discuss concerns about the new UHCL website. After considerable attention to the invite, they declined. They have scheduled a Town Hall Meeting on Thursday, May 11th at 2p for faculty and staff to attend and ask their questions. In the meantime, they ask that faculty continue to submit update/edit requests via email online for their programs, so that they may continue to work towards getting your program sites where they need to be. The concern was expressed that faculty members may not be around since Finals are over. It was stated that, those with these concerns, should convey them to their constituents and that faculty is strongly encouraged to attend the Town Hall scheduled to ask their questions and provide constructive feedback. A formal invite, including a location for the meeting, will be announced tomorrow. Drs. Ward, Michael, McDonald, and Huss-Keeler expressed concern that faculty has been, as is being, excessively excluded from the new website processes, especially when it comes to approval of their online program marketing. Dean Shermis wanted to make the Senate aware that the Deans have offered their help for creating content to advertise college programs, however, their help has not been accepted. Dr. Gossett restated that Faculty Senate is highly encouraged to attend the Town Hall Meeting at 2pm next Thursday, armed with constructive feedback.

**ANNOUNCEMENTS**

The Constitutional Amendments passed.

There was a survey sent out pertaining to the COACHE Process. There was a 50% response rate and it identified five topics for discussion:

1. Nature of Work Related to Research
2. Personal/Family Practices
3. Appreciation and Recognition
4. Promotion (Full Professor & Tenured Professor) – need to provide more clarification on the processes
5. Diversity – the concern is that minorities are under-represented at UHCL

The plan is to set up a proposal to develop a committee for each of these identified issues. Within the committee, it is proposed that there be:

1. Two senators
2. Two additional faculty members
3. A Dean or Associate Dean
4. COACHE Team Member (most members are faculty)
5. One or two members with expertise on the particular topic
6. Possibly, a Department Chair

There will be five committees with majority of faculty on each committee. We will also be looking at making sure there is diversity on these committees. These committees are set to be put together by the end of May. By the end of summer, it is the goal for each committee to:

1. Define the scope of the issue more clearly. Perhaps a page-long report to define the problem.
2. Generate, at least, three options/alternatives/ideas to present to the new President to help solve the issue reported on.

Dr. McDonald posed the question to Dr. Houston about how the data was analyzed from the open-ended questions and comments offered in the COACHE survey. It was promised in the Fall Meeting that they data would be analyzed. Drs. Houston and Gossett did not hear mention of this data in the meeting attended at an earlier time. Dr. McDonald stated she would find out.

Dr. Huss-Keeler asked if the data from the ‘Foundations of Excellence’ could be helpful in identifying and providing information pertaining to the items that the COACHE Committees will be addressing. Dr. Biggers announced that she does see the information as, possibly, being helpful to COACHE Committees and that they are still meeting to identify items that they are addressing. Some of the information will have to go back to COACHE, Faculty Senate, and other groups, as well. Dr. Gossett reminded the Senate that this is still on-going, however, there have been some shifting in priorities due to the announcement of Dr. Staples retiring.

Dr. Gossett will send out the email to request nominations for the five issue committees pertaining to the COACHE Process.

Dr. Bartsch invited the Senate to join the Center for Faculty Development’s final Learning Innovators Meeting of the semester. It will take place next Tuesday, May 9th 11:30-1:00P in the Forest Room. There will be a buffet lunch served and the first topic is ‘Feedback for the Center for Faculty Development’.

Dr. Gossett thanked everyone for the great participation from Faculty Senate this year. All of the committees have been very engaged. She appreciates all of the support and work that everyone has brought in. She hopes this will continue next year, as Dr. Brian Stephens takes over as President on August 1st, along with Mike McMullen, who will take over as President-Elect.

Dr. Stephens recognized Dr. Gossett for all of her hard work this year, and for keeping everything organized.

Dr. Bartsch recognized Dr. Ward for playing a variety of presidential and advising roles for the past four years, Dr. Gossett agreed. Dr. Gossett thanked Dr. Ward, Dr. Kanenberg, Dr. Carman, Dr. Withey, Dr. Browning, and anyone else she may be leaving out for the excellent work they’ve done this year.

The meeting adjourned at 2:33P.