**FACULTY SENATE**

**December 6, 2017**

**MINUTES**

**Present**: Rashid Bazlur, Elizabeth Beavers, Carol Carman, Stephen Cherry, Caroline Crawford, Thomas Garcia, Lisa Gossett, Laura Guerrero, Rajib Hasan, Rebecca Huss-Keeler, Amanda Johnston, Michelle Kahn, Heather Kanenberg, Nick Kelling, Hakduran Koc, Frank Matthews, Pat McCormack, Denise McDonald, Tim Michael, Alex Milam, Shanshan Pan, Alfredo Perez-Davila, Thomas Schanding, Brian Stephens, Ishaq Unwala, Christine Walther, Paul Withey, Faiza Zalila

**Absent**: Amber Brown, Pradeep Buddharaju, Mike McMullen, Michelle Peters, Cengiz Sisman, Troy Voelker

**Others Present**: Robert Bartsch, Glen Houston, Ju Kim, Mark Shermis, Karen Wielhorski

**MINUTES APPROVAL – NOV 8 MEETING**

Alex Milam was added to the list of present members. Minutes were approved.

**PROVOST’S REPORT**

Dr. Houston thanked the faculty for doing such a great job supporting our students.

Dr. Houston informed the faculty that he, Dr. Kathy Matthew and Dr. Jeffrey Mountain will be attending the upcoming sub-committee meeting to include discussion about the B.S. in Mechanical Engineering.

Dr. Houston confirmed that the data from the CUPA survey will be submitted by HR by 1/12/18. He knows that the Budget Committee is interested in this information. Dr. Houston will be compiling the data, comparing salary information, and will get back with Faculty Senate.

Web Communications has come up with a timeline for working with the colleges to train web content managers and faculty for editing their program pages. More information to come.

Provost Council will meet next week. UHCL has three programs on the agenda, two for planning authority, the B.A. in Computer Science with Teacher Certification (CSE) and the M.S. in Educational Assessment and Program Evaluation (COE), and one for final approval for the B.S. and M.S. in Occupational Safety and Health (CSE).

Dr. Houston closed with wishing the faculty a great rest of the fall semester and a Merry Christmas.

**FACULTY SENATE COMMITTEE REPORTS**

**Budget Committee**: Dr. Paul Withey presented the UHCL Faculty and Staff Legacy Scholarship Endowment Timeline and Fundraising Plan. The idea is that a faculty or staff member retiree would be able to donate funds to an endowed scholarship. They need at least $25,000 for it to become an endowment. They would like to make it an on-going, endowed scholarship for retirees to contribute to for years to come. The scholarship would be awarded in the name of the retiree. This would be housed within the Senate Budget Committee. Preference will be given to students in the retiree’s discipline-related area. When brought to vote, it was suggested by Senate members that all scholarship applicants be enrolled in at least 6 hours, as opposed to 12 (for undergraduates) and 9 (for graduates). The Timeline and Plan was approved, as amended.

**Curriculum Committee:** Dr. Amanda Johnston presented a two action items to Faculty Senate. All both items passed with no proposed changes.

1. Proposal for New MS Clinical Mental Health Counseling Program

2. Edits to the Undergraduate Catalog (page 80) *Time Limitation on Course Work Prior to Admission*, and in the Graduate Catalog (page 72) *Time Limitation on Past Course Work*

**Faculty Life Committee**: Dr. Heather Kanenberg presented the proposed, new language for section 2.3 in the Faculty Handbook regarding core course Teaching Assistants (TAs). This will change the opportunity for TAs to enroll in a minimum of 3 hours, instead of 6. This proposal has been reviewed by two Senate Committees, was opened for questions and comments, and passed. Dr. Heather Kanenberg reported that the Committee is working on Promotion and Tenure policy. The policy will be presented again at the February Faculty Senate Meeting for a vote. This will be a revised version of the policy that was already voted on in the spring of 2017. Policy passed today in Faculty Senate. FLC is also asking faculty to send their feedback on the current Grievance and Appeal Policy.

**Teaching & Research Committee**: Dr. Elizabeth Beavers reported that the Committee met with Web Communications in September. There have been no website changes as of today. Dr. Beavers contacted Web Communications and was reassured that they will perform the changes discussed in the next two weeks. They have been forwarded the revisions to the FRSF policy and will be looking at that. They have also forwarded this to the FRSF committee and are awaiting comments. They are still looking at the tools that students are using to evaluate teaching at UHCL. The policy is planned to be brought before Senate for a vote in February. Today, Dr. Stephens will be presenting the Teaching Relief Policy that they have approved.

**Governance Committee:** Dr. Lisa Gossett reported that they will be meeting today after Faculty Senate. They will be looking at a change policy that spontaneously appeared on the University website and had not gone through Shared Governance. It will now go through Faculty Senate and Shared Governance process beginning with the Committee. This has to do with policies and academic changes that are required to go through a Shared Governance process. They will also be seeking to clarify what items should, or shouldn’t go through Curriculum Committee and Faculty Senate. The other thing the Committee is gathering the policies of colleges. Some appear to differ from one another and contradict university policies. There seems to be inconsistent application of policies in colleges, so they will be helping to add clarification to how these policies should be followed. They are also working to clarify the rules of election processes within Faculty Senate.

**TEACHING RELIEF POLICY**: Dr. Stephens presented the Teaching Relief Policy to Faculty Senate for a vote. The policy passed.

**SHARED GOVERNANCE COMMITTEE REPORTS**

**Facilities & Support Services Committee (FSSC)**: Dr. Bazlur reported that there are many repairs going on in Bayou Building. The contract has been signed to repair the roof in the Arbor Building. The classroom restoration is still underway. The projects are all on schedule. The opening of the new Residence Life Hall is delayed to fall 2019. The FMC staff will not be replacing the drywall at the Pearland campus, since the damage was not that extensive. Additional signage will be added in the buildings on campus. The Master Plan was sent to the steering committee and will be placed on the FSSC website. Parking will not be added, physically, to the D Lot. However, FMC will be blocking off an extra 40 parking spaces for faculty when the new buildings open next fall.

**Planning & Budgeting Committee (PBC):** Dr. Tim Michael shared that there was a November 7th fee presentation with SGA, as well as a Town Hall on November 8th to discuss the fee changes. There was also a follow-up meeting for the Committee with SGA on November 14th where they heard comments on the fee changes. More to come on this. The next meeting PBC will attend in SSCB will discuss budget updates, including a presentation of the budgets shown to various committees. They will also be looking at the PBC planning process (mission statement and strategic plan). Also on the agenda, they are discussing initiatives for increasing revenue and cutting costs. They are moving to create a suggestion box for faculty and staff. There used to be one in place. PBC plans to look at old suggestions to see if there is anything worthwhile to propose. Dr. Michael also plans to institute an anonymous tip line for employees to call. The deadline will be in January. Dr. Beavers asked if there will be a better way to disseminate information in the future. Dr. Michael responded that they will be looking at new and past ways to do this and agreed that there should be a permanent presence.

**University Life Committee (ULC)**: Dr. Carol Carman reported that they met last week. She provided an update on the smoking policy. The president is aware of the new smoking policy that she has inherited. She fully intends to implement a no-smoking policy campus-wide next fall. She would like to provide time to institute smoking-cessation programs so that when we go nonsmoking, it will not negatively affect our culture too much. UHCL has been addressing concerns from ULC, HR, Student Services, and the Police about enforcement of the smoking policy. New hand sanitizers were posted and then were ordered to be taken down and remounted to match ADA requirements. The Child Care Committee is still forming. People have been contacted and invited to serve and ULC is waiting on their action. Active Shooter Training is being offered for various groups on campus.

**QLT UPDATE**

Dr. Rob Bartsch reported that the QLT is planning the Annual QEP Reception for Thursday, December 7th 12-1p in the Faculty Club. There will be hors d’oeuvres and beverages served. Members of Cohort 5, who have ACT-approved syllabi, and have taught an ACT-approved course, will be honored. It would be wonderful if all faculty could attend.

**CENTER FOR FACULTY DEVELOPMENT**

Dr. Bartsch informed the Senate that they are currently working on spring events and will be announcing them soon. There will also be a “Teaching Climate Change” workshop presented by Dr. Emily Northrop from Southwestern University in the Faculty Club 9a-4p on Friday, February 16th. This is a legitimate workshop about how to incorporate teaching climate change in classes of all subject matter. Please email facultydevelopment@uhcl.edu if you would like to RSVP to attend.

**ANNOUNCEMENTS**

Invitation letters were sent out from the President’s Office to join the Executive Search Committee. Drs. Mike McMullen, Brian Stephens, and Lisa Gossett are included, making this first representation of Faculty Senate on this committee in history.

**NEW BUSINESS**

Dr. Tim Michaels reported that the College of Business has been providing pushback on the topic of Academic Partnerships. Dr. Michaels has forwarded the pertinent/negative feedback COB has discussed to the proper people. It has also been discussed that we should evaluate the different methods of proctoring tests at UHCL. Next meeting is on December 14th at noon in B2106.

The meeting adjourned at 2:31P. (NEXT SENATE MEETING IS ON FEBRUARY 7, 2018 IN B2512)