

UHD Faculty Senate

Minutes recorded by: Sandra Dahlberg

April 3, 2018; 2:34-3:55 pm

Room A300

Senate: Beverly Alford, Carolyn Ashe, Susan Baker, Ray Cao, Travis Crone, Sandra Dahlberg, Michael Duncan, David Epstein, Shannon Fowler, Trevor Hale, Ruth Johnson, Karen Kaser, Cynthia Lloyd, Kendra Mhoon, Creshema Murray, Mitsue Nakamura, Rebecca Quander, Jacqueline Sack, Rachna Sadana, Benjamin Soibam, Nell Sullivan, Doug TeDuits, Michael Tobin, Hsiao-Ming Wang, Joan Wedes, Pat Williams, and Zehai Zhou

Regrets: Jillian Hill, Paul Mandell, and Clete Snell

Absent: Luis Cedeno and Vida Robertston

Guests: Ed Hugetz, Provost/VPAA; David Bradley, VP A& F; Tomikia LeGrande, VP SAEM; Jerry Johnson, AVP Research; Tyra Hessel, Faculty Ombuds; Faiza Khoja, AVPAA; Hossein Shahrokhi, AVP IT; Akif Uzman, CST Dean; Pat Ensor, Library Director; Elaine Pearson, AA; Lucy Bowen, AA; Darlene Hodge, FS; Mary Torres, Univ. Business Services; Elizabeth Huskin, Study Abroad; Lisa Braysen, Library; Abel Valencia, Chartwells; David Riddle, Chartwells.

Call to Order: The Senate was called to order at 2:34 pm by Senate President Trevor Hale.

Minutes

Minutes of the March 6, 2018 Senate meeting were unanimously approved as written.

Announcements

Hale announced that external speakers not subject to HB89 rules about boycotting Israel, although supply vendors are subject to the legislation. Baker asked if artists are considered the same as speakers. Hale will investigate and get an answer.

Wang explained that the elections run by the Committee on Credentials and Elections (CCE) had to be restructured due to a series of technical difficulties with Qualtrics. He and the CEC are working with IT and Qualtrics to investigate and fix the problems. Then the ballots will be reissued.

Presentations

Study Abroad—Huskin, from the UHD Study Abroad office, provided an overview of the services the Study Abroad office provides to UHD students and faculty. She noted that 85-90% of UHD students who do a study abroad program participate in a program led by UHD faculty, and most of the students are seniors. She also discussed the planning cycle and stressed the need for advance planning—starting the process 12-18 months in advance of the study abroad travel. **See attached.**

Food Court—Bradley announced that last summer Chartwells was awarded the food service contract at UHD (and UHS), and that ongoing branded national vendor contracts required mandatory “refreshing” of the look at Starbucks and Chick-Fil-A over the summer. David Riddle of Chartwells explained those actions specifically, most of which had to do with updating the look of the venue space, although some additional food options are also part of the refresh—some hot food will be available at Starbucks and Chick-Fil-A will offer breakfast. Local concepts include redesigning the salad bar to make it self-serve and adding more soup options. Other short-term solutions for increased food options include: Commerce Building will have a self-serve/grab and go Smart Market with packaged items; Shea’s C-Store will sell limited hot foods (hot dogs and pizza) with food trucks on Tuesday and Thursday evenings; and the new Science & Technology building will have a local coffee concept.

Murray asked about healthy food options, specifically vegetarian options at UHD. Riddle identified several “healthy” choices such as sushi and grilled chicken, and existing vegetarian options including sushi and salad bar. He said more vegetarian options, such as mushroom quesadillas, could be added if they are wanted. Sadana asked about the summer closures given the number of summer programs UHD hosts, and TeDuits asked why Chick-Fil-A was renewed given its stance on social justice issues. Johnson asked about price increases related to these updates. Riddle said that prices at the UHD food court will not be higher than they are “on the street,” or outside UHD.

Roster Certification—LeGrande reviewed the purpose and intent for roster certification done by faculty. Originally, in 2013, the certification was done to comply with Federal financial aid regulation (Federal Regulation 34-668.21(b) with data captured at two points: 10 days into the semester and at the end of the semester when grades of F, W, or I were given. LeGrande acknowledged that after five years, there is some evolution in the process and that further work may need to be done to clarify the purpose of the data collection and the intent of the administrative drop, and to create appropriate policies. **Attached is LeGrande’s presentation.**

Old Business

Promotion Raise increases are on the recommendation list for the Planning and Budget Development Committee’s priority list. President Muñoz proposed increasing the promotion raises to \$6,000 for associate professors and \$10,000 for professors, starting with the next budget cycle. Faculty were generally supportive of the increases, but expressed concerns that without adjusting existing salaries in those ranks, a greater compression will result, and inequities.

Regarding the **“3-2-0” load for first-year tenure-track faculty**, Hale said he was waiting for more data from Carol Tucker.

Correction—Ashe offered a factual correction to the minutes of February 20, 2018. At the February 20 meeting, under “Announcements,” Hale reported that “TCFS had compiled a database of faculty senates nationwide with the goal to establish a national faculty senate organization,” when that compilation had actually been done by Darlene Hodge, UHD’s Faculty Senate Administrative Assistant. An erratum notice will be appended to those minutes.

New Business

Provost Search Committee: Hale said a number of faculty have raised concerns about the number of faculty on the search committee for a new provost. Traditionally, faculty have comprised more than half of the voting members on such search committees. At present, there are only five faculty on the twelve-member committee. All colleges should have a faculty representative on the committee, and the committee should have a separate representative from Senate/Senate leadership in addition to the Faculty Senate president/president-elect. It is also the custom to consult with FSEC regarding the faculty appointments. For instance, there is not a CPS faculty representative and Dr. Wang seems to be holding three roles: CPS representative, Senate/Senate leadership, and Senate president-elect.

Several senators asked that Hale share the 2008 UFEC Resolution on Searches that was ratified by all faculty senates in the UH System. **See attached**. Several senators were concerned that President Muñoz wanted to wait until the May 1 Senate meeting to discuss this issue. Ashe and Sullivan urged quick action to resolve this issue before the committee work progresses. Sadana said the committee has already met once. Senators suggested that Hale invite Muñoz to the next FSEC meeting. Hale said he would do so.

The **Faculty Awards Ceremony** will be held instead of the next Senate meeting, on April 17. Please encourage your department faculty to attend.

The meeting was adjourned at 3:55 pm.

The next Senate meeting is on May 1, 2018.

UFEC general resolution February 14, 2018

Whereas Texas Education Code 51.908¹ – Faculty Compensation Policies calls for, “...*the faculty of the institution with an average salary and benefits at least equal to the average of that provided by similar institutions...*”

Be it resolved that UFEC requests that the UH Board of Regents in concert with the UH System administration develop and implement “...*faculty compensation policies...*” to comply with the laws of the State of Texas.

_____ UHD FSP	_____ UHD FSP-Elect
_____ UHCL FSP	_____ UHCL FSP-Elect
_____ UHV FSP	_____ UHV FSP-Elect
_____ UH FSP	_____ UH FSP-Elect

Cc: THECB, The Texas Tribune

¹ Texas Education Code - EDUC § 51.908. Faculty Compensation Policies
(a) The governing board of each institution of higher education shall establish faculty compensation policies that, to the greatest extent possible, provide the faculty of the institution with an average salary and benefits at least equal to the average of that provided by similar institutions nationwide having a similar role and mission.
(b) The coordinating board shall include information relating to national average salary and benefits, and correlating that information to Texas schools having a similar role and mission, in the master plan for higher education and in the appropriate reports to the legislature.

UHD Study Abroad





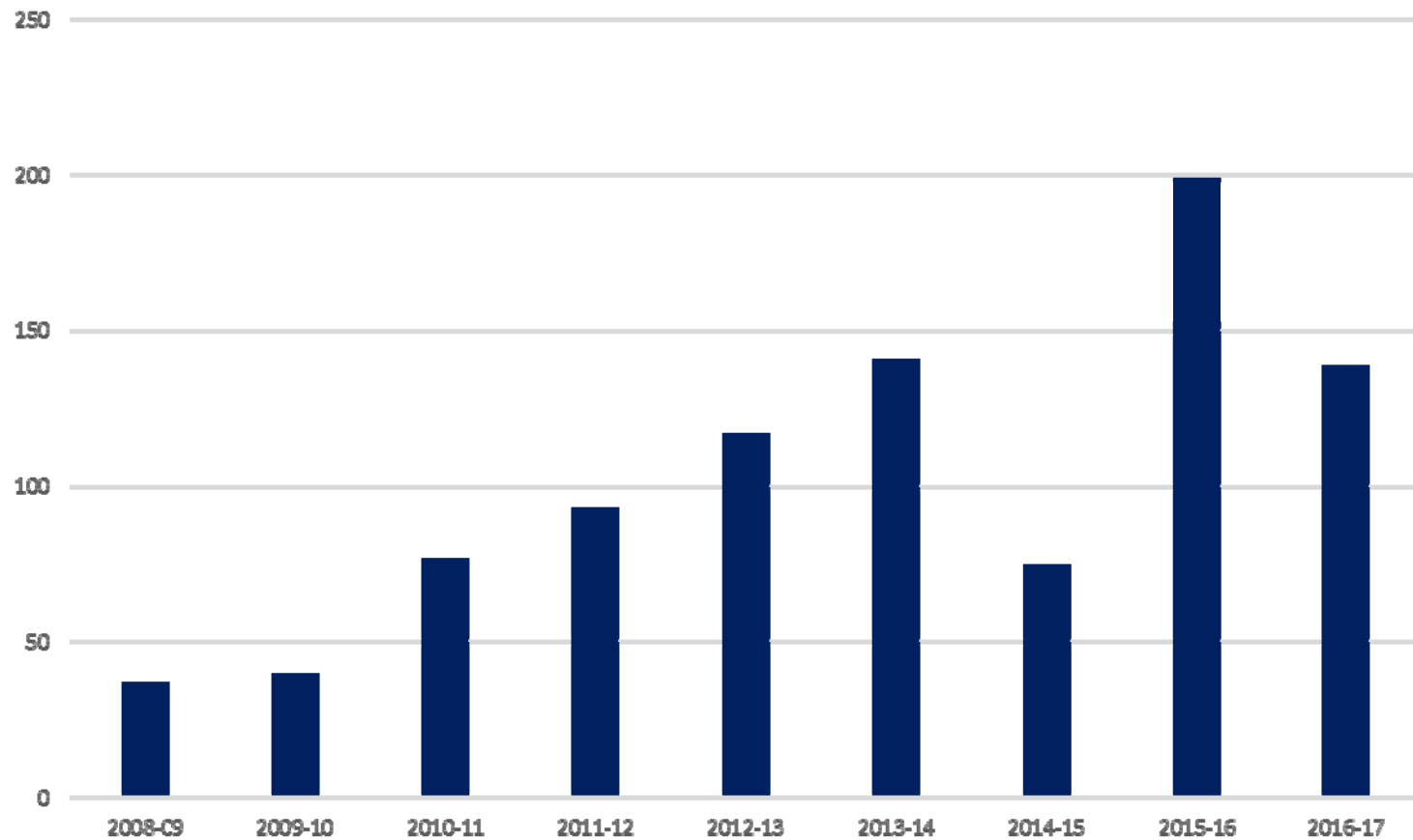
Fast Facts FY2016 and 2017

- 340 UHD students studied abroad
- \$325,000 awarded from UHD's International Education Scholarship
- UHD students received \$40,000 in Gilman Scholarships



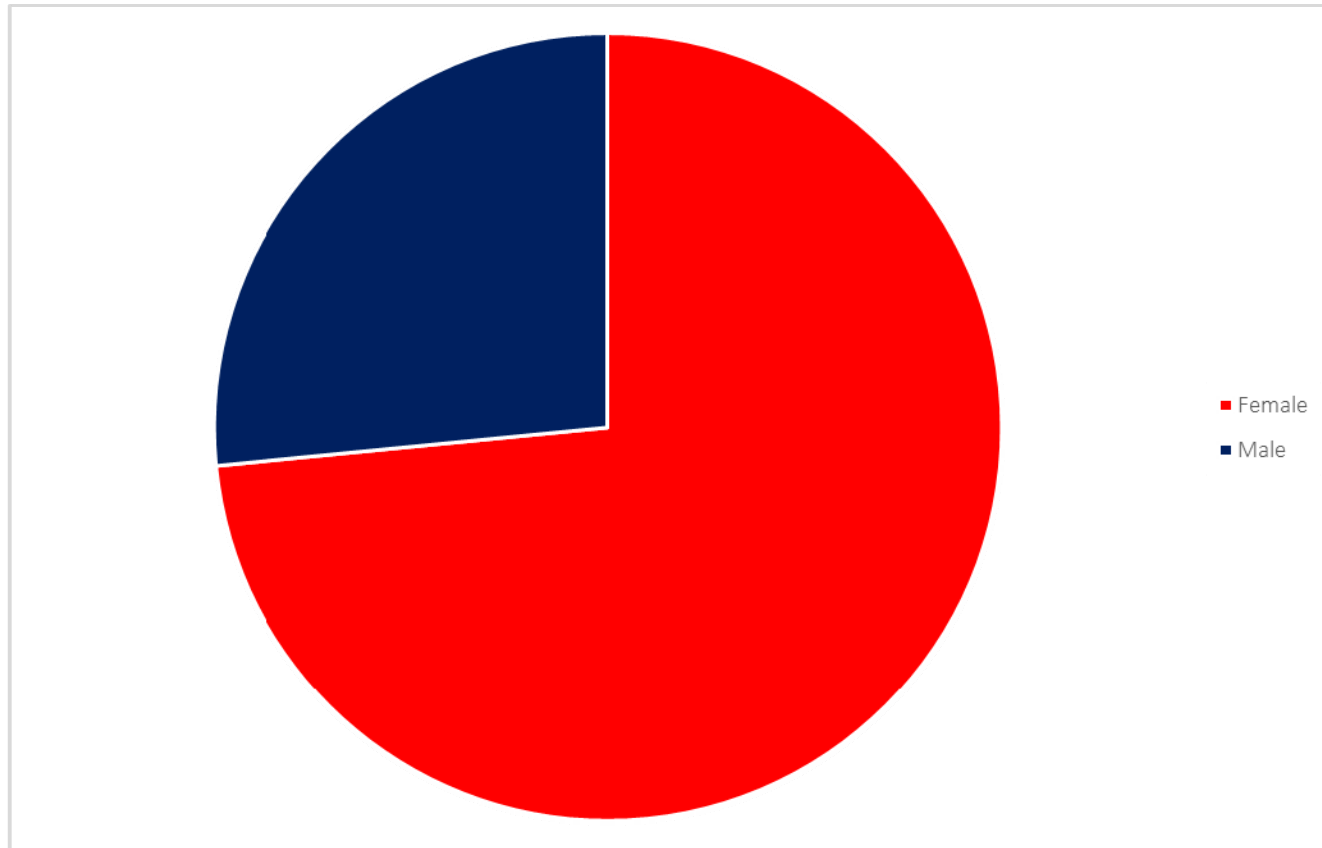


UHD Study Abroad Enrollment



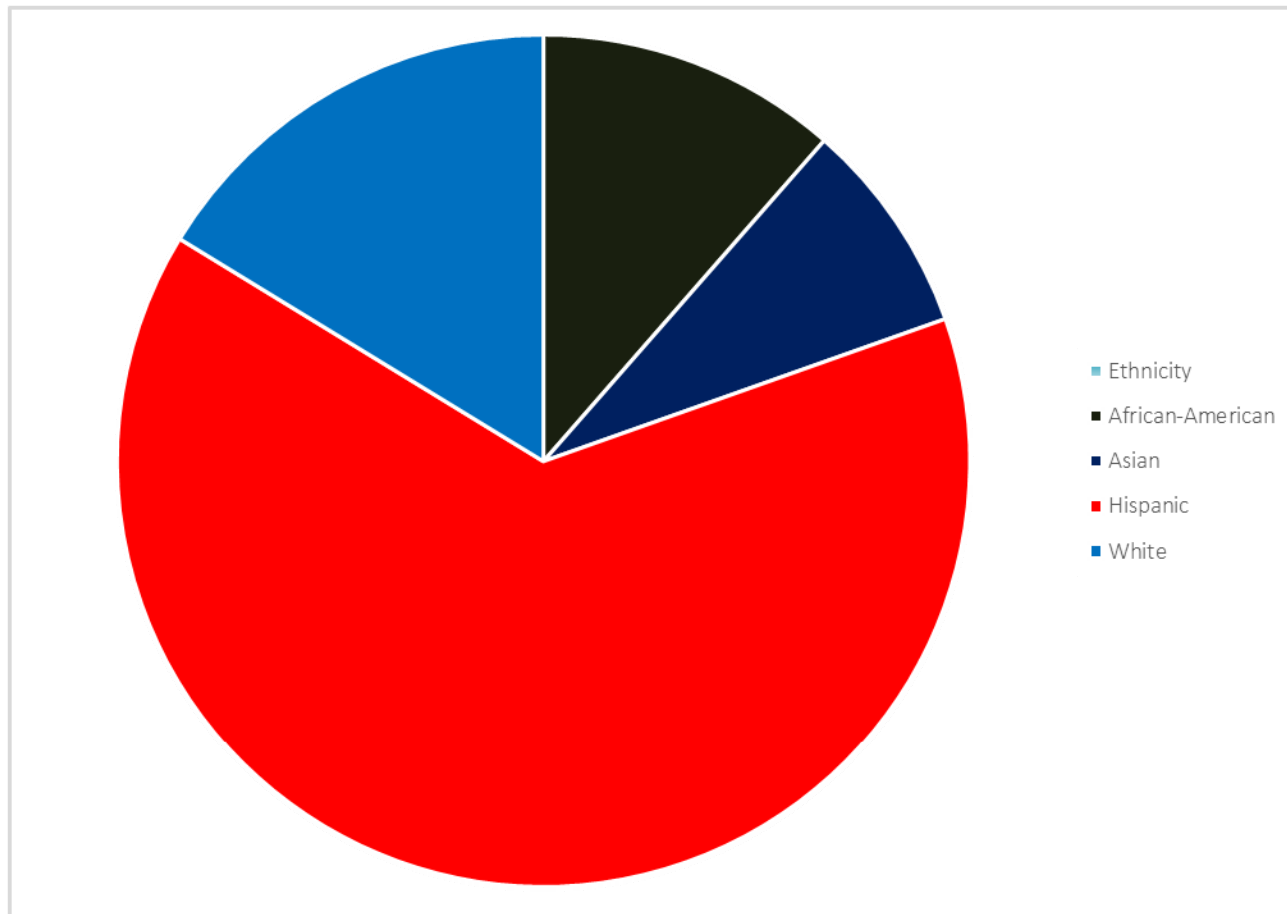


UHD Abroad - Gender



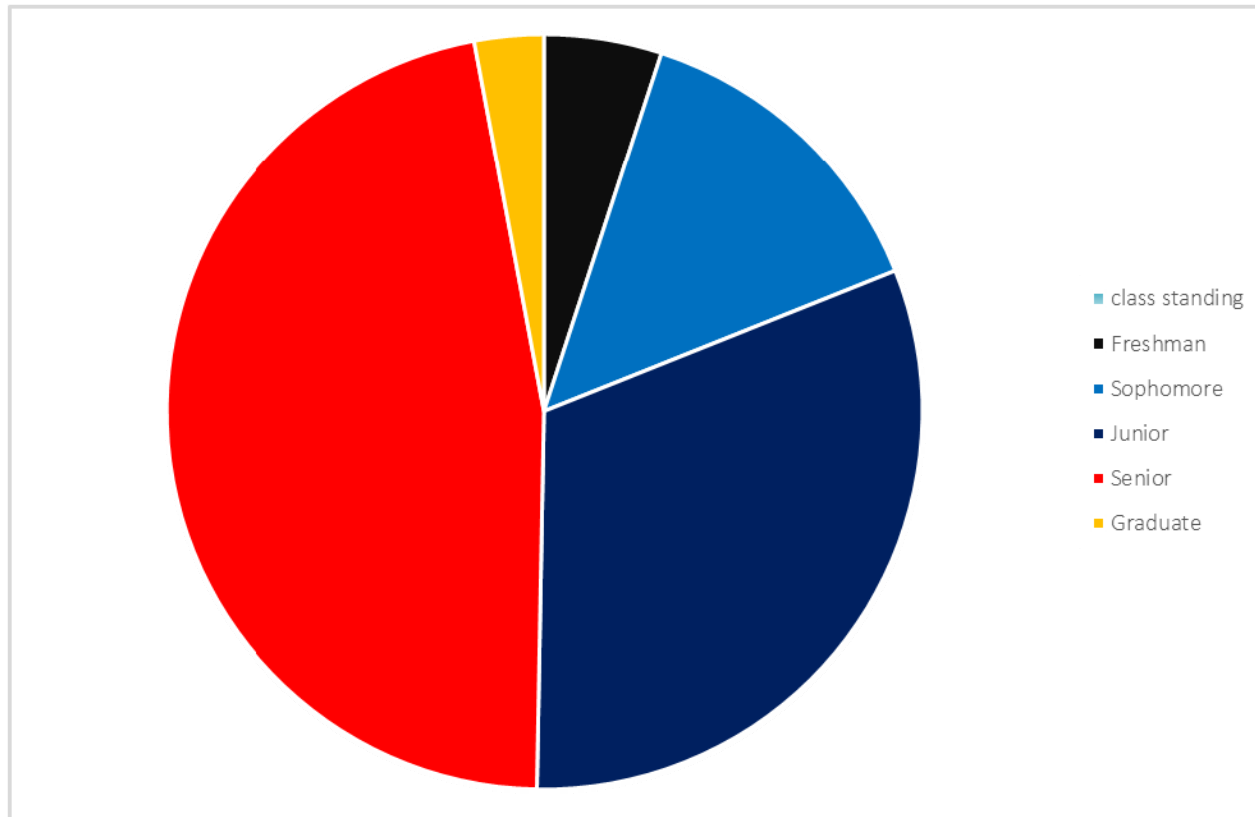


Ethnic Background



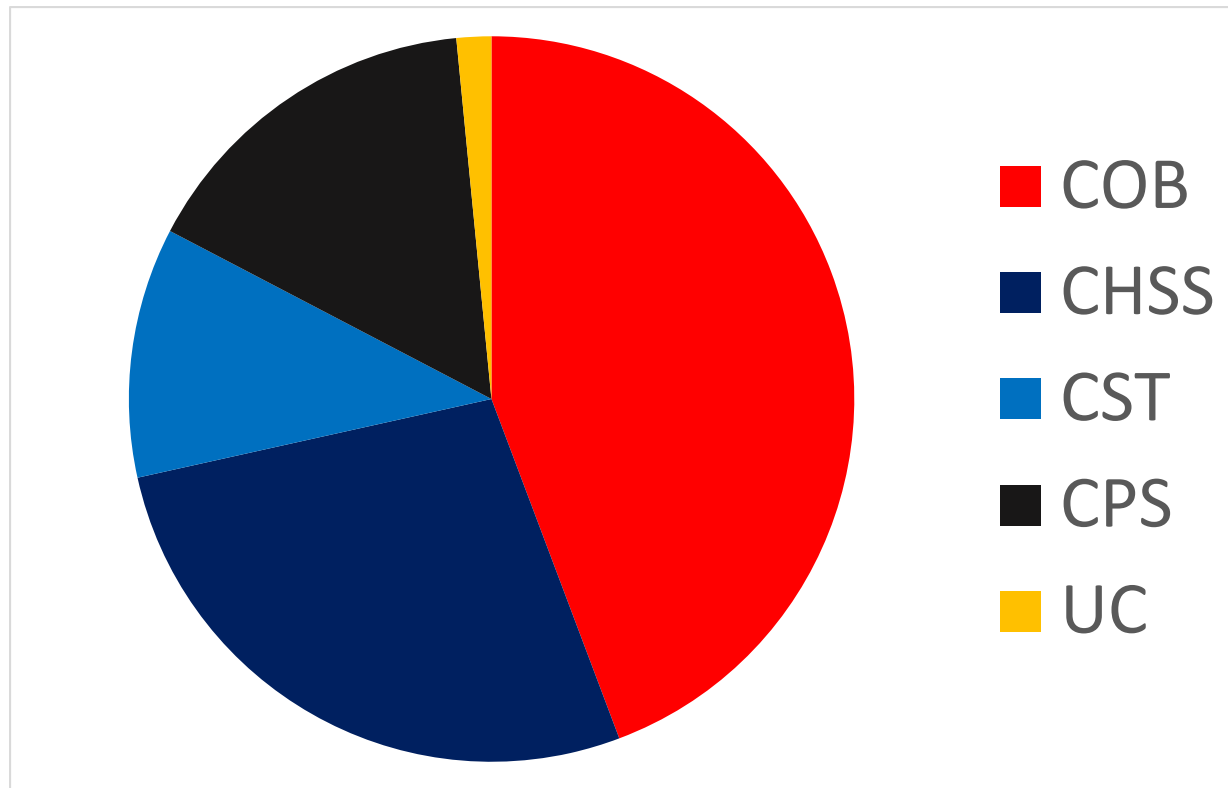


Class Standing





UHD College





UHD Faculty-led Programs

85-90% of UHD students who study abroad select UHD faculty-led programs.



Exchanges and Provider Programs

UHD students participated in exchanges and provider programs to:

- France
- Poland
- Japan
- United Kingdom
- Finland
- Argentina
- Spain
- India
- Ireland
- South Korea



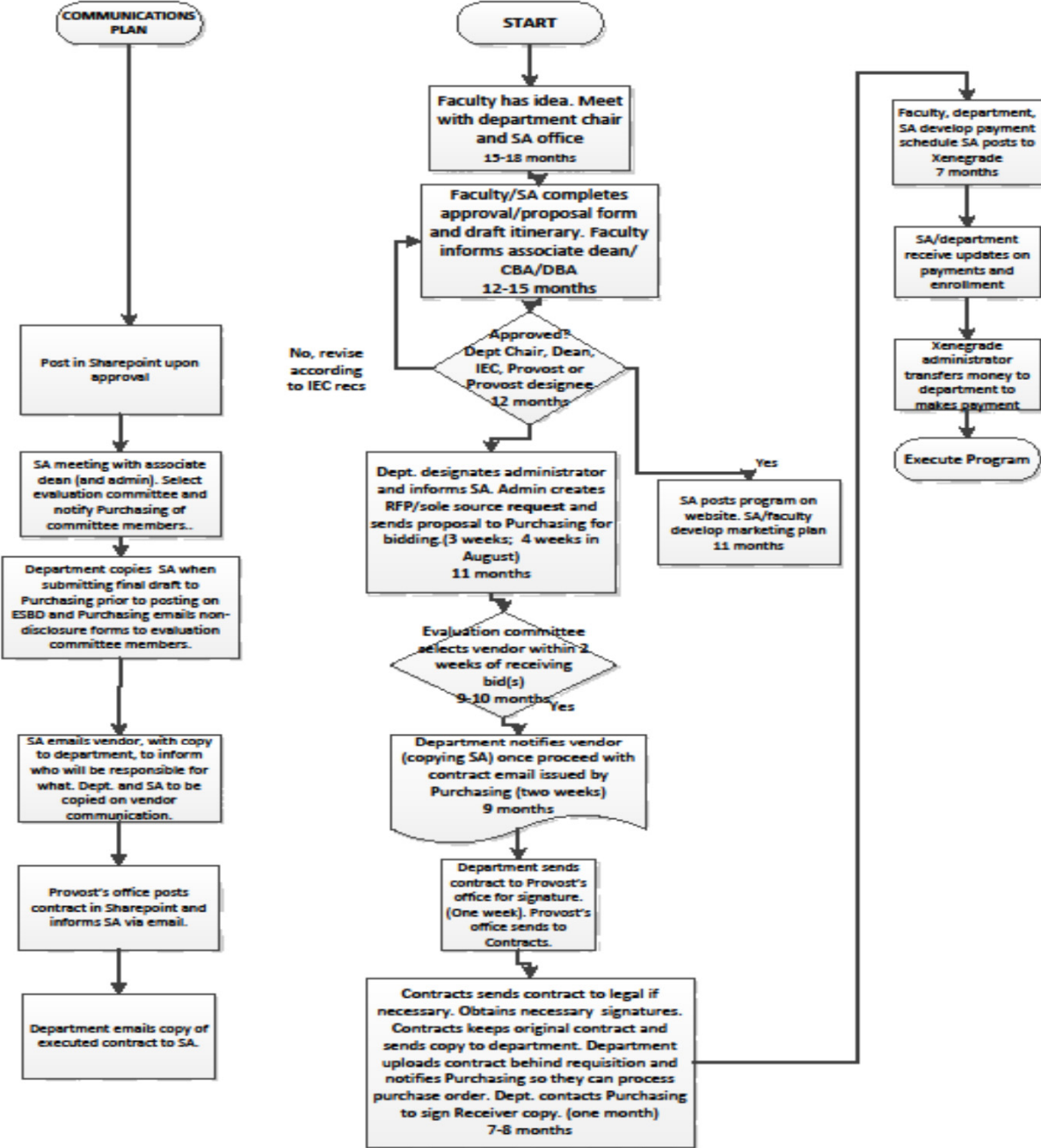


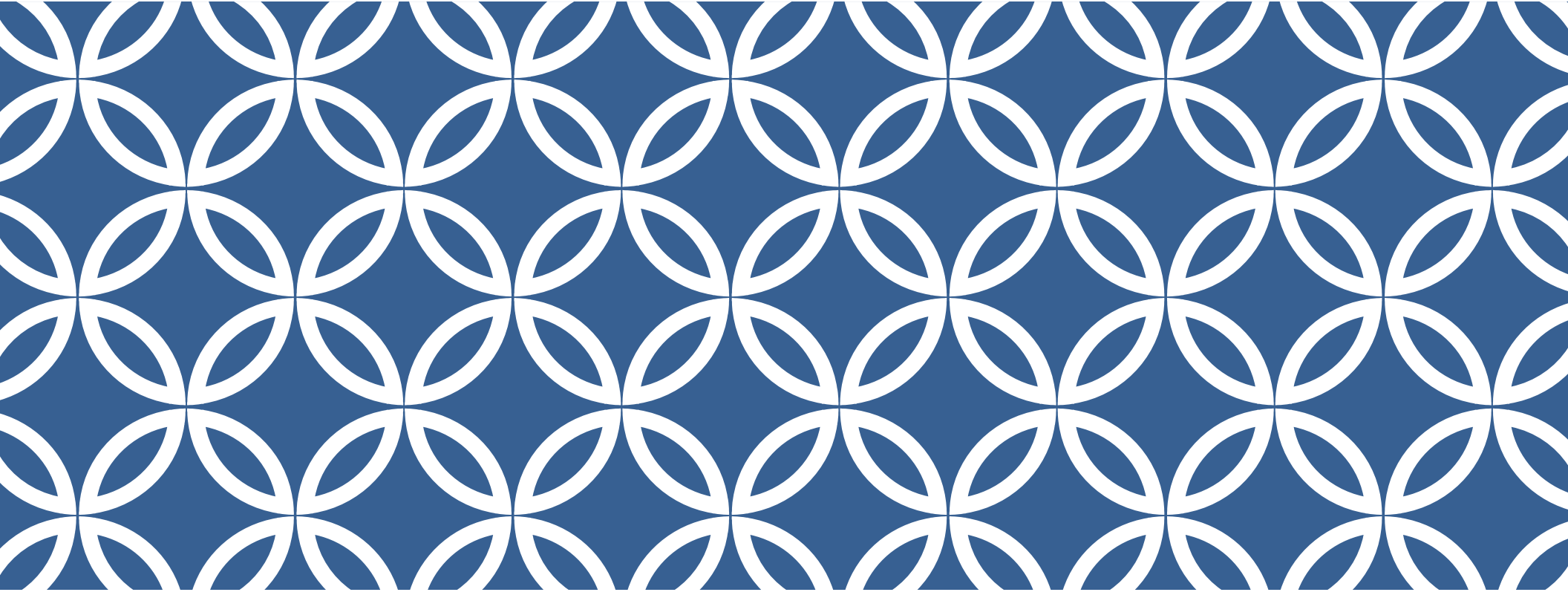
Recent Initiatives

- Study Abroad Crisis Management Committee
- Active International Education Committee
- Scholarship criteria
- Faculty Study Abroad Handbook
- Mandatory orientation for students and faculty
- Process improvement – communication plan
- Community engagement abroad
- Global Scholars program
- Enhanced program assessment, including learning outcomes and essays



Study Abroad Program Flowchart





**FACULTY SENATE PRESENTATION:
CLASS ATTENDANCE AND ADMINISTRATIVE DROP**



CLASS ATTENDANCE & ADMINISTRATIVE DROP

Class Attendance (Roster Certification)

- Implemented in 2013 to comply with Electronic code of Federal Regulation 34-668.21(b) states:
 - “If a student **never begins attending classes**, you must return disbursed funds to the respective federal aid program.
 - If the **student begins attending some but not all of his or her classes** you must recalculate the student’s federal aid based on the student’s actual enrollment status.”
- This implemented in two ways:
 - Capture data during the first 10 days of class
 - Capture data during the final grading period for students who earn a grade of “F” or “I”

Administrative Drop

- This is not a requirement of US Department of Education.
- Implemented at the request of Faculty Senate in 2013.
 - Experienced 7% enrollment increase in 2012.
 - Reports of significant numbers of students who never attended class
 - During the implementation of FTIC admissions standards, a desire to ensure clean reporting data to establish the 2019 Cohort (6-Year Graduation Target)
- Implementation was only to drop students who **never attended** class during the first 10 days.

CLASS ATTENDANCE AND ADMINISTRATIVE DROP PROCESS

1. Verify Roster

- Faculty log into eServices and verify class roster.

2. Drops Processed

- Registrar's Office processes drops from verified class rosters in eServices **on the deadline day**.
- Students who were verified as non-attending are dropped from classes.
 - Blackboard access (Online courses)

3. Student Notification

- Communication (Email) is sent to students who were administratively dropped.
- Sent to Gator **and personal** mail account.
- Communication is sent immediately after Registrar's Office processes drops **on the day the drop is processed**.
- Students are given two days to appeal the administrative drop.

4. Faculty Notification

- eServices sends the faculty an Email notifying the faculty that a student has been dropped from their class.
 - *Notification does not detail specific reason for drop (limitation with eServices)*

5. Appeal

- Student has two business days to file an appeal with the Registrar's Office and provide documentation.
 - Documentation:
 - Email communication between faculty and student
 - Graded assignments (verified by faculty)
 - Blackboard access (Online and hybrid courses)

6. Registrar's Review

- Registrar's Office reviews the appeal with documentation and determines if the student has provided sufficient documentation to be reinstated.
 - Registrar's Office sends request to faculty to review the supporting documentation and approval (no designated time-limit to wait for response from faculty).
New: Faculty has 24-48 hours to reply to the Registrar's Office to dispute the reinstatement request, failure to do so will result in reinstatement.

7. Student Financials

- Student Financials processes the drop to credit accounts.
- Credit is applied to student account. Money is sent to student or Financial Aid to credit student account for dropped class.
- If reinstatement requests occurs after three days, student must see Student Financials in person to attain an estimate of the charges and pay them in full prior to reinstatement of classes.

Fall 2016

Administrative Drop Report for 201710

Rosters	
Certified Class Roster:	1862
Outstanding Rosters:	114
Total Class Rosters:	1976
Certified %	94.23 %
Professors who have not submitted class rosters:	66
Students	
Total students to be dropped: (at least one course as not attendance)	473
Complete withdrawals:	79
Partial Drops:	394
Paid:	340
No-Paid	133
Not attendance Total SCH's:	1974
Not attendance Total SCH's Paid	1163

Spring 2017

Administrative Drop Report for 201720

Rosters	
Certified Class Roster:	1809
Outstanding Rosters:	97
Total Class Rosters:	1906
Certified %	94.91 %
Professors who have not submitted class rosters:	70
Students	
Total students to be dropped: (at least one course as not attendance)	333
Complete withdrawals:	45
Partial Drops:	288
Paid:	281
No-Paid	52
Not attendance Total SCH's:	1227
Not attendance Total SCH's Paid	997

ADMINISTRATIVE DROP CHALLENGES

- **Original Intent of the Procedure Appears to Be Evolving**

- **Original Language**

- For face-to-face classes - the student has not attended class nor made contact with the faculty member to explain the absence by the end of the 10th class day of the semester
- For a technology-delivered course - the student has not engaged the course material or made contact with the faculty member to explain the absence by the 10th class day of the semester.

- **Current Practices Vary**

- Requests to drop a student that cannot “pass” the course
 - based upon attendance patterns, grades in the class in the first 10-12 days
 - This newer practice seems to be connected to DWF rates and is a separate issue that the original intent of this procedure.
- **Online courses**
 - Logging into Blackboard is considered engaged

FUTURE DISCUSSION

- Determine future of administrative drop and clarify purpose.
 - Does the institution need to consider policy that will be consistently applied?