

**UHD FACULTY SENATE MEETING**  
**September 19, 2006**

**CALLED TO ORDER:** The third UHD Faculty Senate meeting of the 2006-2007 academic year was held in A-300, One Main Street, Houston, Texas on May 2, 2006. The meeting convened at 2:30 pm. President Anjoo Sikka presiding, with Vice-President Michelle Moosally, and Secretary-Treasurer Gene Preuss.

**Present:** Anjoo Sikka (President), Michelle Moosally (Vice President), Gene Preuss (Secretary/Treasurer), Jeffrey Adams (MMBA), Austin Allen (SOS), Kris Anderson (SOS), David Branham (SOS), Linda Bressler (FACIS), Youn-Sha Chan (CMS), Tony Chiaviello (ENG), Raquel Chiquillo (A&H), Ermelinda DeLaVina (CMS), Prakash Deo (FACIS), Marion Godine (UE), Jon Harned (ENG), Mian Jiang (NS), Mark Kellar (CJ), Aimee Roundtree (ENG), Aaron Krochmal (NS), Peter Li (SOS), Steve Maranville (MMBA), Rich McMahan (FACIS), Shelley McIntosh (UE), Tyra Montgomery (NS), Pat Mosier (A&H), Angela Pedrana (UE), Lucille Pointer (MMBA), Nick Rangel (A & H), Johanna Schmertz (ENG), Randy Serrett (FACIS), Jorge Tito-Izquierdo (ET), Rahul Verma (FACIS), Shengli Yuan (CMS)

**Absent:** Faiza Khoja (MMBA), Hong Lin (CMS)

**Guests:** Vice President for Academic Affairs and Provost Molly Woods, and Associate Vice-President David Fairbanks.

President Sikka declared a quorum and called the meeting to order at 2:35 pm.

She recognized new Senator Pat Mosier (A&H) who replaced Tom Lyttle.

**UNFINISHED BUSINESS:** Since the unfinished business from the previous meeting is on the agenda, President Sikka postponed taking up old business until after the reports.

**NEW BUSINESS:**

**Approval of Minutes:** Secretary/Treasurer Preuss announced that Peter Li posted the minutes draft on the Senate webpage. He announced that he would change any typographical errors brought to his attention. A motion to approve the corrected minutes was made and seconded. The motion carried.

**Report from Senate Officers:** President Sikka announced that the University Planning Council has discussed long-range planning. The SWOT analysis for next year's unit plan will be due soon. Associate Vice President for Planning and Analysis David Fairbanks sends these out in October, with the plans due back from departments in November.

The University Faculties Executive Council will meet next on September 29. The major item will be the international studies conference. The system is sponsoring a conference planned for early spring.

The Achieving the Dream initiative has moved into full gear. The initiative is funded to analyze student success and support data-based decision making over the next four years. Bill Waller serves as QEP and Achieving the Dream director.

Vice-President Moosally announced that several committees still need appointments. She announced the need for nominations for representatives from several colleges for the Faculty Awards Committee. She also announced a planned meeting with VPAA Woods to help clarify some confusion over term lengths on the Faculty Development Leave Committee so the committee can proceed with its work. The Credentials and Elections Committee seeks tenured faculty for two one-year replacements for the Grievance Committee; one from COPS and an at-large position. They also seek a COB representative for the Faculty Affairs Committee. She reminded the Senate that the Committee fact sheet distributed at the September 5, 2006 meeting is only a summary reference sheet, not meant to substitute for policy. The chart is on the Senate website. She clarified that Deans' and the Provost will handle Academic Assessment appointments, not the Faculty Senate, and noted several other changes and corrections on the fact sheet.

Secretary/Treasurer Preuss distributed a cheat-sheet for Robert's Rules of Order to assist Senators with basic parliamentary procedure. He also asked that Senators submit motions and resolutions in writing for sake of clarification and recording.

Peter Li responded to a question concerning updates to the website, noting that updates take at least 24 hours.

**Reports from UHD Administration:** University President Max Castillo could not attend, but the President's office submitted a copy of an outline from a recent presentation (attached).

University Provost Molly Woods clarified a quote printed in the UHD student newspaper. The student newspaper responded to a letter to the editor in the *Houston Chronicle*. She clarified some inaccuracies in the article, and stated that the quotation in the *Dateline* was not in opposition to the Maranville letter. She also noted that the MBA proposal for UHD was not dead as the newspaper reported.

She reported that the Higher Education Coordinating Board's proposal for resolving the future of the UH System Northwest Campus is still under consideration and another meeting is scheduled for September 28, 2006.

Dr. Woods also clarified that the concern raised at the September 5, 2006 Faculty Senate meeting over the term "search" and "screening" committees was caused by confusion. She explained that President Castillo intended that "screening" committees would continue to oversee staff hires, while "search" committees will conduct faculty searches. She also reminded the Senate that new appointments for search committees would come from VPAA Wood's office, not the president's office.

**Faculty Senate Representative Election to QEP Council.** Harned nominated delaVina. Delavina responded that her department had several members on the committee and she would

stand aside for other nominations. There were no other nominations. The Senate voted on delaVina's nomination; the motion carried.

**Determination of Charges to Committees:** After noting that Yvonne Kendall is the new chair of the Faculty Affairs Committee, Sikka noted four charges for the Faculty Affairs Committee:

- Revise Grievance policy to create a clear, informed process for filing, hearing, and resolution of grievances
- Revise Chair Selection policy, particularly, related to review, vote for removal of elected chair
- Create policy to guide activities of the Organized Research Committee
- Create policy to guide the activities of the Faculty Development Committee

During discussion, Moosally raised a question over the disposition of materials collected by the Grievance committee. Chair Kendall said that significance progress has been made in the past on the Grievance Policy, but there is considerable work to be done. She noted an interim document may be necessary. There was also discussion over the suggestion for Grievance committee replacements, as well as the possibility of changing the two-tiered system in favor of an ombudsman and a one-tiered grievance committee.

Motion to vote on all four charges was made, and seconded by Senator Montgomery. The motion passed

Concerning the motion to charge the Academic Policies Committee to create an academic policy for thesis requirements, the discussion including consideration of how directing theses would affect the faculty workload. Yvonne Kendall stated there should be a regular review of all academic policies instead of working on an exigency basis. Senator Chiaviello stated that in the past the department's thesis guidelines took precedence over University policy. Sikka said that the policy could give the department discretion, but establish some basic universal guidelines. Moosally stated that the defunct Graduate Task Force's past discussions should help inform the developing policy.

The motion was moved and seconded. However, before the vote, Moosally moved that the charge be amended to include a revision of the grade appeals policy. The motion was seconded, and passed. Senator Harned noted that he abstained because he wondered about the issues necessitating a review of the grade appeals policy.

**Faculty Senate Meeting Schedule and Issues:** Sikka presented a list of items for the faculty Senate meeting schedule and issues:

- Research support and Recruitment and Retention of Faculty
- Workload
- Faculty safety
- Rank and tenure procedures – concerns and solutions
- Copy center and copyright issues
- Cost of selected books obtained through Inter-Library Loan
- Cost of textbooks and faculty senate action
- Faculty salary equity

- Junior Writing Proficiency exam: cost and process of registering
- University Safety procedures
- Parking policy (buddy parking, student access to parking lot)
- Clarity in pay stubs

During discussion, several senators discussed prioritizing the issues. Senator Allen wanted to broaden the issue concerning the cost of selected books obtained through Inter-Library Loan to include the expansion of library holdings after the library expansion, and increasing access to databases, including licenses held by other UH System schools. Another senator raised a question about discussion the policy of hiring clinical instructors, and whether this included lecturers.

A senator raised a point of information, asking for clarification of the interlibrary loan costs. Interlibrary Loan and Distance Education Librarian Shannon Cunningham explained that some lending libraries charge and others don't. The UHD library doesn't have a budget for this, so it is passed on to the lender; the fee usually varies to \$15. Sikka suggested that when the issue comes before senate, the suggestions could include asking the departments to allocate funds, or requesting the University Planning Council to set aside funds for ILL requests.

Senator Pointer raised a point of information and reminded the senate that the parking policy discussion included Gold Parking.

Sikka suggested that a schedule could be decided by the number of emails each topic generated. Senator Chiaviello said some issues could be considered more speedily than others, and some were already being considered by committees.

Moosally proposed that the Senate address the workload issue in October so it could advise the Workload taskforce. Senator Tito-Izquierdo said the Senate should not just discuss administrative matters, but also discuss issues important to the students, such as the WPE exam issue. Chiaviello said that the Senate had previously determined that the workload is an important issue and commissioned a taskforce to address the issue. Sikka said the Senate might decide to broaden the taskforce discussion.

Senator Godine asked to add discussion about faculty salary equity.

Senator Branham suggested that Senators could mail in topics for the agenda. Secretary/Treasurer Preuss raised a point of information and clarified that the motion did not preclude the discussion of other issues, but only gave the Senate a place to begin discussion.

Branham moved to amend Moosally's proposal to include library issues, Godine seconded. Sikka announced that the motion called for discussion for the October and November meetings to begin addressing faculty safety, workload, library policies, WPE, and salary equity. After some discussion concerning whether other faculty had a chance to provide input to their senators, Senator Chiaviello called the vote. The motion passed with one abstention.

**ANNOUNCEMENTS:** William Nowak announced that the ORC proposals are due Thursday October 12, 2006, to department chairs. Questions should be directed to department ORC representatives or William Nowak.

Senator Roundtree announced that the Faculty Development Award proposals are due Friday, October 13, 2006. Please direct questions to your college representatives or Amy Roundtree.

Vice-President Moosally announced that the College Bowl college tournament is scheduled for Saturday, October 14, 2006. Faculty volunteers and student participants are needed.

**ADJOURNMENT:** Senator Montgomery moved for adjournment. The motion carried. The meeting adjourned at 4:12 pm.

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**Date of Approval**

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**Secretary/Treasurer  
UHD Faculty Senate**