

## DRAFT

### FACULTY SENATE MINUTES

Meeting: November 18, 2008

PRESENT: M. Moosally, B. Belbot, T. Davis, J. Caro, B. Christmas, J. Creighton, M. Cunningham, J. Dutcher, J. Flosi, B. Gilbert, A. Gomez-Rivas, T. Hale, S. Henney, L. Hignite, A. Kane, N. Leveille, P. Lyons, K. McLellan, D. Nino, C. Nguyen, O. Gupta, J. Pavletich, S. Penkar, K. Pinkerton, N. Rangel, T. Redl, A. Rejaie, R. Robbins, K. Robertson, D. Ryden, C. Stewart, H. Wang, J. Yoon, Z. Zhou

ABSENT: P. Simeonov

GUESTS: Provost M. Woods, AVP P. Williams, VP I. Montalbano, Library Director P. Ensor, P. Cureton, S. Hashemi, L. Morano, D. TeDuits, T. Thomason, A. Uzman, J. Schmertz,

Senate President Moosally called the meeting to order at 2:30 p.m.

#### Old Business

Report from Senate Subcommittee on Academic Assessment: VP Belbot reported that the committee consisted of J. Schmertz, S. Henney, and N. Rangel. J. Schmertz was asked to discuss the job description of the Director of Academic Assessment position. The committee developed two documents: one with general principles and one with the job description. The general principles suggested are as follows: search principles be followed as with other faculty searches, the salary be increased from what was initially proposed in order to attract quality applicants, and a list of possible placements were provided for advertising. The job description was fine-tuned with desired qualifications for the position being made more specific than what they were in the previous job advertisement. The subcommittee suggested hiring just one director of academic assessment. Dr. M. Moosally asked about the reporting structure. Committee member S. Henney's group is addressing the reporting structure as it relates to policy. Dr. Moosally said the Senate is not writing policy—that would be done by the appropriate group/committee. Senator P. Lyons asked J. Schmertz if teaching could be added to the job description. Part of the new policy statement would include “teaching to the faculty” to help them improve in assessment. J. Schmertz thought it would be a plus if the candidate wanted to teach. It was pointed out that most of the graduate programs are located in the school of education.

A motion to pass the assessment documents on to Dr. Castillo was made and approved unanimously.

Report from Faculty Affairs Committee on Workload: Dr. L. Morano, Chair of the Faculty Affairs Committee, presented the report. A copy of the proposed policy was distributed. Dr. Morano pointed out that universities like ours usually have a way to address the workload issues but UHD did not have such a policy. Dr. Castillo's charge to FAC was to put together a workload policy of 4/3 or 3/4. He also wanted a policy that would allow each department to have some flexibility to go beyond 4/3 but the policy needed to address financial exigency. The FAC took the original policy and made some adjustments. The major changes are in section 3.3.

Specifically, sections 3.3.3 and 3.3.4 address load for those teaching graduate courses. Section 3.3.5 is important; many schools have very detailed policies making adjustments for a lot of other duties. The FAC wanted to get this out more quickly and are not able right now to get to that level of detail—therefore, section 3.3.5 is putting the decision with the department chair and the dean to come up with a plan for addressing such adjustments in teaching load. Section 3.4 tries to address some of this.

The FAC plan is to get feedback from deans and chairs and the Faculty Senate in order to be able to make changes to the policy before it is presented to Academic Affairs Council. FAC would like to present the policy on December 3. Senator N. Leveille questioned 3.4.2. Senator S. Henney asked why directed study is singled out and not “special projects.” Senator C. Stewart addressed the question, saying that special projects will end up being considered as directed study. Senate VP Belbot asked about section 3.4.2 which states that ratios of 10 to 1 for undergraduate directed study and 5 to 1 for graduate directed study. Dr. Belbot felt that there would be some questions raised about whether the graduate ratio should be 7 to 1. Senator P. Lyons asked about the directed study part; Dr. Morano said they are suggesting that the directed study policy needs to be addressed for undergraduate research. Senator T. Redl asked about undergraduate research and the scholars academy (i.e., serving as a mentor). Undergraduate research requires a registration for credit for that. Senator S. Henney suggested that undergraduate research should be included in the workload policy because it takes a lot of time to do oversee/direct undergraduate research. Dr. Morano said that there are some FAC members who have concerns about “gumming up” the language in the policy. She was told that there is unanimous support from the Senate to address undergraduate research as part of the policy. Dr. Moosally asked about the department chairs ensuring an equitable distribution of workload; she suggested it should be department chair or other departmental committee. Senator D. Nino asked why the policy was not going to 3/3 (instead of 4/3). FAC Chair Morano said \$. Senator T. Redl asked if this meant there would be more adjuncts. Dr. Morano said that it may be the case initially.

Senate President Moosally thanked Dr. Morano for the report and extended thanks to FAC for all of their hard work.

#### Senate President Moosally's Report

1. A question has arisen about the ballots; the ballots have not been counted because CEC committee has not been able to find time to count. FSEC discussed the question of the quorum. President Moosally passed out a memo (sent as Exhibit 1) on “statement on questions regarding ballot process.” Dr. Moosally said this was a difficult question to address. FSEC members agreed to move forward with the majority decision of FSEC. The memo addresses the question. Dr. Moosally pointed out that there is a lack of absolute clarity in the Senate Constitution and that this path was chosen because it is felt that it is in the best interest of the faculty to move forward.
2. A search for a new UHD President will be done during spring semester. Dr. Moosally was contacted by the UH system; it was requested that names of faculty who would be potential members of the search committee be submitted to the UH system office. Due to the short time frame, it was decided that Promotion/Tenure Committees would be asked to submit names as nominations to FSEC, who will then forward nominations to

the UH system office. Dr. Moosally encouraged the tenured faculty to talk with all department members and to move quickly to identify faculty who could/would serve. FSEC will choose from those the eight names that will be sent forward and then Chancellor Khator will choose from those.

3. Dr. Moosally reported on the status of the name change. The name change committee has identified four names: City University of Houston, Hobby State University, Houston Metropolitan University, and Southeast Texas State University. At this point, there are no plans to expand the list. A survey was conducted which reported that no one knows who we are in the community, but they do not want us to change our name. The final report from the Richard Carlsberg group will be available on December 3; it will be taken to Board of Regents meeting on December 16 and then to BOR meeting in January. Senator J. Flossi suggested that senators and faculty send additional feedback to Sue Davis. Dr. Moosally asked if the names would be sent out for marketing research. Senator Flossi said that marketing research was not the purpose of this survey.
4. Dr. Moosally and Dr. Belbot serve on SPOC (Strategic Planning and Oversight Committee). Dr. Moosally reported that documents have been sent to all departments and that there is a short timeline on the department plans (due to Deans by December 9). SPOC narrowed down the planning priorities to 16 initiatives (sent as Exhibit 2-Planning Priorities); they are hoping that the departments will prioritize and then send their plans to the Dean who will also prioritize. SPOC will then rank all of the priorities/plans. The interest is not to be on the money but on the priorities.

#### Announcement

There will be a demonstration on policy tracking software (SharePoint) on Friday. Senator Flossi said this software was used during the strategic planning.

There was no new business.

The meeting was adjourned at 4:00 p.m.

Respectfully submitted,

Tammy J. Davis