

UHD Faculty Senate Meeting

November 20, 2012

Minutes

Present: G. Preuss (President), S. Henney (Secretary), A. Allen (Past President), C. Bachman, C. Burnett, S. Farris, V. Hrynkiv, R. Johnson, W. Nowak, J. Schmertz, J. Tito-Izquierdo, P. Mandell, C. Nguyen, R. Davidson, R. Beebe, S. Yuan, C. Rubinson, J. Ahmad, P. Deo, M. Benavides, M. Duncan, J. Johnson, P. Li

Absent: C. Nguyen, D. Epstein, T. Hale (President Elect), J. Herrera, S. Koshkin, F. Khoja, S. Penkar; K. Switzer, I. Wang

November 6 minutes approved with two abstentions.

Announcements

The application deadline for the Mickey Leland Fellowship for students is 1/18/13.

The Faculty Awards Committee is accepting nominations by December 5 in the categories of Excellence in Teaching, Service, or Scholarly/Creative Activity, Outstanding Lecturer, and Outstanding Adjunct.

Proposal drafts for Faculty Development Leave are due by January 18.

The deadline for the mandatory yearly employee training is November 30.

Online course evaluation forms are available until December 9. Please encourage your students to complete.

Core course proposal meetings for each core committee are ongoing. Please check your email for the date and time of each meeting.

When you are travelling, remember to bring a tax exempt form with you, as some hotels do not have them. You can download the form from the travel office web site.

Spencer Lightsey, Director of International Programs

There are two parts to the Office of Global Engagement, in which he works: International Programs and Community Engagement. This is not the office that deals with international student admissions. Mr. Lightsey's office coordinates student study abroad and faculty-led trips. They can also answer questions about Fulbright fellowships and related awards. Gilman scholarships are for students who are Pell Grant recipients and are interested in studying abroad. The program has the goal of increasing the diversity of students studying abroad as well as the diversity of places they study. Boren scholarships are substantial scholarships for year-long study abroad, after which the student commits to working for the federal government for one year.

His office coordinates the study abroad fair and maintains a website on both student study abroad opportunities and faculty-led trips. Generous scholarships of up to 30% of cost are available for students for study abroad based on how long they will be studying abroad.

In regard to faculty exchanges, we do not provide J1 visas for visiting faculty, although we can work with UH to do this.

Please check for the email about the grant money available for community engagement projects from State Representative Sylvester Turner.

Lindsey Calvert, Gilman Scholarship and IIE (International Education & Exchange)

Her office in Houston administers the Gilman Scholarship and other corporate scholarship exchange programs. However, they also coordinate other types of student, scholar, and professional international exchanges. Remember that there are multiple types of Fulbright awards, including research, as a specialist, and international faculty presence on your campus.

Janice Ahmad, Chair of the FAC

FAC has finalized the Academic Appointment Policy.

FAC has established two sub-committees, one to work on the Annual Review of Faculty Policy and one to work on the Rank and Tenure Policy.

First, FAC is asking Senators to take the Annual Review of Faculty Policy to their departments for comment. Senators are encouraged to meet with and/or contact colleagues and send comments back to the committee. This policy is very different than the policy we currently have. FAC is asking for input by December 6.

Nell Sullivan, Faculty Handbook Task Force

The task force has had some attrition from the committee, and they could use two or three more members primarily from CST, COB, or CPS. The handbook is envisioned as an informational resource that will be available online.

A FSEC member asked if faculty members with longer institutional memories would be most helpful. Sullivan replied that this is not necessary at this point, as a lot of fact-finding is being done.

Motion proposed as follows, "FSEC will mobilize an effort to get volunteers from every college for the Faculty Handbook Task Force." Motion passes.

Faculty Senate President's Report: G. Preuss

FSEC has not been able to meet with the Provost for the last few weeks due to scheduling conflicts.

Preuss sent out information from the Coordinating Board meeting last week. It contains information on program cancellations, maximum degree hours, and other important changes.

Old Business

The motion styled, “The Senate will continue the process of attaching names to statements in the minutes” was taken off the table by unanimous vote.

Discussion in favor of the motion included that using names increases transparency, allows departments to know how they are being represented, and enable the reader to get a “sense of the senate.”

Discussion against the motion included that not using names more closely adheres to Robert’s Rules, that we should be aware of how minutes are read by people outside the university, and that names make the minutes more like a transcript, when they should be like a summary.

The motion fails by a vote of 15 opposed to 5 in favor.

Teaching and Learning Center Implementation Task Force

Preuss discussed revised language for the charge for this committee, including changes from the charge documented in the 10/2 minutes.

A FSEC member pointed out that the Budget and Planning process will move relatively quickly in the spring. Unit plans are due mid-March with the budget going to the President in mid-April.

Dr. Flores commented that this is an opportune time for faculty to think about a teaching excellence center. We should consider choosing past Teaching Award recipients for committee membership.

Discussion on this issue included:

- The Teaching and Learning Center design and implementation process should be faculty driven
- Consider modeling the process on that of the Honors Task Force.
- The Teaching and Learning Center Task Force should map out what the first year of the Center would look like.
- The Teaching and Learning Center Task Force should consider questions like “What are the constituencies of the Center” and “How do these Centers work elsewhere?”
- The Teaching and Learning Center Task Force should not reinvent the wheel. Take what has already been done and move it to the next level.

A motion was proposed to accept the following charge to the Task Force, with changes to the dates and to include Teaching Award recipients in the faculty members. The motion passed, with 19 in favor, 1 opposed, and 1 abstention.

The Faculty Senate should constitute the “Teaching and Learning Center” Steering Committee to

- 1) Review the recommendations of the Teaching Excellence Task Force. The link for the report is available on the library web site: [http://lgdata.s3-website-us-east-1.amazonaws.com/docs/1071/482624/Teaching Excellence Task Force - Final Report 5-12-reduced.pdf](http://lgdata.s3-website-us-east-1.amazonaws.com/docs/1071/482624/Teaching%20Excellence%20Task%20Force%20-%20Final%20Report%205-12-reduced.pdf);
- 2) Establish a structural and budget recommendation for a Teaching Excellence Center, including its administration, by March 1, 2013; and,

- 3) Work with the Office of the Provost to implement the development and start of the Teaching Excellence Center, so that resources are equitably distributed between online and face-to-face courses.

The “Teaching and Learning Center” Steering Committee will be responsible to present the budget to the Senate by February 19, 2013. The Steering Committee will be formed of 2 faculty members from each college, one of which must be a former Teaching Award Winner, nominated by FSEC and ratified by the Faculty Senate, 1 administrators appointed by the provost, 2 student representative elected by SGA processes, and 1 library representative

Online Education Task Force

Preuss presented the following charge for consideration:

The Faculty Senate should constitute the “Online Education Task Force” to compile:

- 1) An overview of online teaching and learning best practices, specifically addressing issues of academic integrity and assurance of quality.
 - a. Best practices should include attention to discipline-specific issues (i.e., “How is it done in my field?”);
- 2) the best resources for online education; and
- 3) Suggest policy statements regarding such issues as intellectual property, commercial sites, minimum expectations, etc.

The “Online Education Task Force” will be responsible to present the budget to the Senate by February 15, 2013. The Steering Committee will be formed of 2 faculty members from each college,), nominated by FSEC and ratified by the Faculty Senate, 1 administrators appointed by the provost, 2 student representative elected by SGA processes, and 1 library representative

Discussion on the issue included:

- There should be a connection between the Online Education Task Force and the Teaching and Learning Center Task Force. The two are interwoven; it must be a Teaching and Learning Center priority to include Online Education.
- A TTLC representative must be a part of the committee, as they have a vested interest in this topic.
- One person from Online Education Task Force should be on Teaching and Learning Center Task Force or vice-versa so someone is listening to both conversations.
- The Teaching and Learning Center Task Force and Online Education Task Force should be on different timelines. There is not enough time for the Online Education Task Force to do its’ job, as it has more background information to collect.

Motion to table consideration of the Online Education Task Force until the next Senate meeting passes unanimously.

Preuss lists the additional task force charges we will be considering: Faculty Initiated Student Retention Strategies, Faculty Roles and Rewards, and Faculty Research.

Preuss will provide context and/or rationale for each task force.

Motion to table discussion of other task forces to next Senate meeting passes unanimously.

Adjourn: 4:01 pm