SYNOPSIS:

On October 3, 2023, Dr. Divya Bhati, *Associate Vice President, Institutional Effectiveness, Strategic Planning, and Assessment*, sent an email to the Academic Deans. The email contained the following: "I will propose updates to PS 3.A.31 soon; it will likely be signed as an emergency version before being sent through the Shared Governance process. I wish we had more time to gather feedback on enhancement to the assessment model; however, in the light of development of compliance narratives for our reaffirmation of accreditation and gathering of evidence related to improvement in student learning (three-year snapshot- 2022-23, 2023-24 and 2024-25), we have to move forward with implementation of the model." See the entire email attached.

RATIONALE:

WHEREAS, the University of Houston-Downtown traditionally operates with a strong shared governance whose structure must be preserved;

WHEREAS, in the course of an institution's existence, it becomes necessary to reaffirm extant policy language and institutional practices that support and nurture shared governance values;

WHEREAS, current university policy permits two mechanisms for academic policy development or modification, one that initiates with routine shared governance processes and one that allows for *interim* policy development or modification before entering the standard shared governance procedures:

> *Routine*: PS 01.A.01 §3.3.1 provides that "all academic policies will be developed, reviewed, and approved according to the provisions of PS 01.A.03, Academic Shared Governance Policy"

> *Interim*: PS 01.A.01 §3.3.4 simultaneously permits a process whereby "The President may, at his/her discretion, authorize appropriate administrative officers to develop and implement new policies and procedures or to revise established policies and procedures on a provisional basis until such time that they complete the normal review process provided for in the above sections (3.3.1 or 3.3.2). Such authorization is granted, however, only for clear and compelling reasons"

WHEREAS, neither the document titled "UHD Shared Governance Policy Process," nor PS 01.A.01, nor PS 01.A.03 specify a straightforward 1) process for who may request that the President sign an *interim* policy for "clear and compelling" reasons, 2) meaning of "clear and compelling" reasons, or 3) process for notification to the campus community that a member of

the administration proposed that an issue rises to the level of *interim* policy development or modification; and

WHEREAS, the university community recently effectively used *interim* policy development and modification to pass adjunct, post-tenure review, and voluntary modification of employment policies, using the proper procedure, and following precedent.

THEREFORE, be it resolved that the Faculty Senate submits the attached policy and procedure interpretation guidelines concerning the three issues established in the fourth "WHEREAS" statement from the <u>Rationale</u> section of this Faculty Senate Resolution.

UHD Faculty Senate Policy, Procedure, and Practice Guidelines

Policies/Practices at Issue:

1. In the context of academic policy, "UHD Shared Governance Policy Process" Document.
2. In the context of academic policy, PS 01.A.01 §3.3.4: The President may, at his/her discretion, authorize appropriate administrative officers to develop and implement new policies and procedures or to revise established policies and procedures on a provisional basis until such time that they complete the normal review process provided for in the above sections (3.3.1 or 3.3.2). Such authorization is granted, however, only for clear and compelling reasons.

Faculty Senate Interpretation:

"clear and compelling reasons" from PS 01.A.01 §3.3.4	A clear and compelling reason for interim policy development is one that either 1) emanates from an external oversight or accreditation entity (examples include but are not limited to the state legislative or executive branch of government, the Texas Higher Education Coordinating Board, or SACSCOC) AND there is an implementation or event date imposed upon UHD by the external oversight or accreditation entity that requires a new policy or a change in policy, or 2) has broad university community support from key stakeholders (which include the Faculty Senate, Shared Governance University Standing Committees, and Chairs' Council).
Where a proposal to pass an interim policy originates:	A proposal to pass a policy or policy modification on an interim basis must come from a standing university shared governance committee (APC, FAC, UCC). An administrator, faculty member, staff member, or student proposing new policy or policy modification must send the request to either APC, FAC, or UCC. In the event that the appropriate shared governance committee is not available (i.e., summer), FSEC, Chair's Council, and/or FSEC-designated faculty will curate the interim policy until such time as the issue can be addressed by the appropriate shared governance committee.
Notification to pursue an interim policy	APC, FAC, or UCC provides a three-week notification to the campus community that it intends to pursue an interim policy. Various groups (Senate, the other shared governance committees, Chairs' Council) and faculty may submit feedback on the question of whether the issue rises to the level of "clear and convincing" to justify an interim policy during this period.

NOTE: This document does not intend to address procedures relating to emergency situations faced by the administration, such as in the cases of state or federal declarations of disasters or public health emergencies. In those situations where

exceptions must be made, we envision that the administration will work closely with the Faculty Senate Executive Committee.

From: Bhati, Divya <bhatid@uhd.edu>
Sent: Tuesday, October 3, 2023 4:55:12 PM
To: Burns-Ardolino, Wendy <burnsardolinow@uhd.edu>; Davis, Jonathan <davisg@uhd.edu>; Uzman, Akif <UzmanA@uhd.edu>; Schwartz, Jonathan <schwartzj@uhd.edu>
Cc: Campbell, Lea <campbellc@uhd.edu>; Quander, Judith <quanderr@uhd.edu>; Leffler, Emily <lefflere@uhd.edu>; Moosally, Michelle <moosallym@uhd.edu>; Everett, Callie <everettc@uhd.edu>; Barnes, Patty <barnespa@uhd.edu>; Noel, Sharon <noels@uhd.edu>; Hudspeth, Rachael <hudspethr@uhd.edu>; Bordelon, Deborah <bordelond@uhd.edu>
Subject: Revised assessment model_charge and functionality of various committees

Dear Colleagues,

As we have discussed, enhancing the current assessment model is essential for a more value driven process. This collaborative assessment model with committee structure establishes an environment that values assessment work and supports learning and opportunities for improving student success and operational success. It is an

effort to reinforce the faculty ownership of the process and move the purpose from centering on accountability to internal value.

Therefore, I am providing the overview of the new process, a timeline, and the charge and functionality of various committees. I ask that you do the following no later than October 16:

- List of assessment coordinators for your programs. Deeply appreciative if you have already sent me the names.
- Determine for your college the composition of your college DRC and send the names to me, along with who you'd like to serve as chair. Minimally, I recommend 1 faculty member per department who has worked on assessment and the Assistant Assessment Director from your college, but you can include as many members as you like.
- Identify who from the DRC should serve as the chair and be on UAC and send me that name.

I will propose updates to PS 3.A.31 soon; it will likely be signed as an emergency version before being sent through the Shared Governance process.

I wish we had more time to gather feedback on enhancement to the assessment model; however, in the light of development of compliance narratives for our reaffirmation of accreditation and gathering of evidence related to improvement in student learning (three-year snapshot- 2022-23, 2023-24 and 2024-25), we have to move forward with implementation of the model.

Please accept my deepest thanks for all your support as we reenergize the assessment model.

Best regards,
Divya

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