

UHD Faculty Senate

Minutes recorded by: Michael Cavanaugh
January 15 2019 2:34-3:59 pm
UHD A-300

Senate: Hsiao-Ming Wang, Michael Duncan, Michael Cavanaugh, Maria Benavides, Kristen Capuozzo, Stephanie Coleman, David Epstein, Shannon Fowler, Angela Goins, Felicia Harris, Susan Henney, Karen Kaser, Cynthia Lloyd, Steve London, Stephen Miller, Laura Mitchell, Mitsue Nakamura, Andrew Pavelich, Rebecca Quander, Rachna Sadana, Joseph Sample, Nell Sullivan, Jace Valcore, Pat Williams, Ting Zhang, Zehai Zhou

Absent: Beverly Alford, Susan Baker, Ray Cao, Pamela Hurley, Vida Robertson, Johanna Schmertz

Guests: Juan Munoz, President; Eric Link, Provost/VPAA; Ed Hugetz, Special Assistant to the President; Sandra Dahlberg, Faculty Ombuds; Darlene Hodge, FS Admin; Pat Ensor, Library Director; Michelle Moosally, Associate Professor; Faiza Khoja AVP Academic Affairs; Bill Waller, Professor; Scott Marzilli, Dean of University College; Lucy Bowen, Director SI; Creshema Murray, Assistant Professor; Georges Detiveaux, Associate Director of CTLE; Victoria Maldonado, Adjunct Professor; Ron Beebe, Professor; Akif Uzman, Dean CST; Greg Dement, Director of CTLE; Kevin Dorsey, Business Administrator Academic Affairs; Chris Rodney, Interim Executive Director Academic Administration and Operations; Gene Preuss, Associate Professor; Amanda McClendon, Electronic Resources Librarian; Chris Stempinski, Assistant Director of Public Services Library; Hoseein Shahrokhi, AVP IT; Shahnjayla Connors, Assistant Professor; Lisa Braysen, Assistant Director Library Planning and Assessment

Call to order: The Senate was called to order at 2:34 pm by Senate President Hsiao-Ming Wang.

Minutes

Minutes of the December 4th, 2018 Senate meeting were approved unanimously.

Minutes of the November 30th 2018 (Out of Cycle) Senate meeting were approved unanimously.

Reports

President Munoz wanted to give a few updates and welcome everyone back to UHD after the holiday break.

President Munoz talked about the UHD legislative packet to be handed out at the capitol. Generally, we are asking for an increase in Hazlewood funding for veterans, along with other universities. More specific to UHD, we are asking for \$4 million for flood mitigation. UHD was the most impacted university in the state by Harvey and we have to spend money for flood mitigation. Without the legislative funding, we will have to pull the money out of the existing budget. We are also asking for a one-time appropriation of \$15 million, if the wellness center fee is approved (which is likely). This money will be spent to build another floor on the welcome center and retro-fit the student center into a student union. UHD day at the capitol in Austin is February 15th and that is when all of the hearings will be held.

The new STEM building is getting closer and closer to completion. It looks like move in day will be early fall 2019, with classes starting in spring of 2020.

Due to the federal shutdown, President Munoz explained that Ambassador Nagy's visit to UHD was postponed. However, Ambassador Nagy is still planning to come to UHD and he has indicated that he is interested in recruiting diverse students into diplomatic careers in the state department. UHD's student body seems to fit the bill.

President Munoz also mentioned that he and Dr. Wang (along with other university members) went on a visit to Taiwan to discuss more international students coming to UHD. The whole visit was productive and it turned into a great trip for the university and its international recruiting. MOUs were signed with and there is interest in not only exchange programs for students, but also for faculty.

As for enrollment, spring is the last counting period for the base year. We are better than we have been and we need to keep enrollment up.

President Munoz is optimistic about the legislative session, especially with possible enrollment and SCH growth. The requests being made to the legislature are for generational funds. These are items that could impact the university for years to come.

President Munoz then introduced Dr. Eric Link, the new UHD Provost.

Provost Link thanked the Senate, President, Faculty, and Staff for such a warm welcome at UHD. This is only his second day at UHD so he doesn't have much to report. He is looking forward to working with Faculty Senate in the future.

Dr. Wang thanked Provost Link for his remarks and echoed what President Munoz said about Taiwan. He mentioned that Dr. Joseph Sample also led two groups of study abroad to Taiwan. Dr. Wang encouraged colleagues to work together to make sure that our students have these international opportunities (i.e., study abroad, diplomatic careers) available to them at UHD.

Mr. Ed Hugetz, in his new role as Special Assistant to the President, gave a report on enrollment. Right after Christmas, the university was down 8.5% in enrollment, as of last week it was down 5.5%. Yesterday (first day of class), we were slightly up. He was encouraged by registered SCHs and Weighted SCHs.

Our biggest ambition for the semester was new transfers and we were up 11% this semester. We are getting better with continuing students and have good numbers at the graduate level. We are currently targeting (with calls and emails) close to 500 students eligible to register but who have not.

Mr. Hugetz mentioned that the Winter-mini turned out well. He had mentioned before how he believed students performed poorly in the completely online minis and there was low enrollment. But with actual data, the Faculty Senate proved him wrong. Traditionally, the minis have had good enrollment and students performed well. This winter we had very high numbers of 991 enrolled students and 3018 SCHs.

These numbers were great, but one thing that does need to be addressed in the future is the question of quality control online.

Q - Did the early start date in spring contribute to lower enrollment?

A - Mr. Hugetz indicated that this probably is true as they were getting calls and questions about the date.

Q - Can we talk to the system about pushing the start date back?

A - The biggest problem in pushing back the start date is that it will run the semester into the minis. But, this should still be considered.

Q - How do the minis count for the universities?

A - The winter mini counts for the spring 19 base year, which really helps us out for the funding cycle.

Wrap-Ups/Updates

Startup funds for new faculty – Dr. Wang thanked FSEC and Senate for coming up with the idea and resolution. Currently, the 2019-2020 budget is still being worked on, so nothing is concrete but the resolution is being discussed. Additionally, more discussion on this topic will need to be had with Provost Link once he is settled into his role.

2019 Faculty Award Selection Committee – The committee has been convened and the nomination process was completed. Overall, there were 38 nominees for the 5 awards.

2019 Faculty Climate Survey (Duncan, Hurley, Nakamura) – The climate survey is held every two years and will be run through Qualtrics. The three person committee will soon meet to start working on updating the questionnaire. Dr. Mike Duncan (Senate President-Elect) will chair the committee.

2019 Faculty Handbook Review – Ms. Lucy Bowen, Director of Strategic Initiative and Projects, explained that according to the current handbook (see link https://www.uhd.edu/academics/faculty-resources/Documents/UHD_Faculty_Handbook_2016.pdf) the handbook needs to undergo review every three years. The membership of the committee includes, among other members, three faculty members appointed by the Senate. Rather than use a pdf, like we have used in the past, we will move to Acalog, which will allow for the changes to be documented and changes to be made instantly. Once the full committee has been appointed, we are ready to begin the review process.

Q – Is there going to be a way to do some changes to the handbook without going through the committee?

A – Ms. Bowen indicated that for small stylistic changes, we can make these changes in Acalog without going through the committee.

Q – For these small changes, will one person be the decider on what is okay, or will there be some oversight?

A – Ms. Bowen explained that she would first bring the changes to FSEC, get approval, and FSEC would report changes back to Senate.

Dr. Wang then asked the Senate for volunteers to serve on the Faculty Handbook Review Committee. Dr. Jace Valcore volunteered from CPS, Dr. Andrew Pavelich volunteered from CHSS, and Dr. David Epstein volunteered from the Marilyn Davies COB.

Old Business

Dr. Wang moved on to old business and explained that previously we discussed online rigor but found that topic much too broad. We have tried to break it down into smaller chunks and have asked Mr. Georges Detiveaux (Associate Director of CTLE) to speak to Senate on Online Education and Training/Pedagogy (See attached presentation).

Dr. Wang thanked Mr. Detiveaux for his presentation and noted that there are many opportunities available for faculty. Did he have any suggestions for Senate? Mr. Detiveaux said that being proactive is important. He tried to be proactive with the policy part by going to the colleges and departments.

Floor was opened for questions and discussion.

Q – Do you have VoiceThread Classes?

A – Yes but it is really a TTLC training. You should contact Mr. John Williams about VoiceThread.

Q – Dr. Michelle Moosally asked if we know how many faculty are actually teaching online versus the people who are taking classes?

A – Mr. Detiveaux said that we do have some answers. We have looked at majors and classes. The data is there.

Dr. Wang wanted to know if it were possible to get the data to Senate on these questions. Also, where should Senate go from here on this issue?

How do we get faculty to take these type of courses? How can we coax them?

The issue of quality instruction isn't isolated to the online environment. We have issues with face to face teaching as well.

There are some issues specific to the online environment that we can focus on.

There are some big differences between online and face to face classes. Pedagogically, they are different and online can be very isolated.

Our department has a policy that adjuncts must teach face to face prior to teaching online. It doesn't address some problems, but it does address experience. Each department should have their own policy.

I wasn't new to online when I got here, and I tend to prefer it. Some students prefer it as well. We should prioritize it if it is the future.

Is there anything about class in the literature? Bigger/Smaller?

Isn't 30 the suggested class size?

Mr. Detiveaux indicated that the literature recommends 25-40 students in online classes as being the optimal size.

Dr. Moosally mentioned that UHD doesn't have a policy on course caps and this may be a good topic. We also need to make sure that our students have the resources for success –similar to what faculty have with CTLE.

Mr. Detiveaux indicated that CTLE has a self-assessment tool for student readiness (see link https://uhd.co1.qualtrics.com/jfe/form/SV_78qeG4DTFgWVXgh). But, instructor readiness is a real issue too.

We could possibly look into developing a task force on this issue.

We can look at universal caps for classes but online education policy may be outside of the Senate's purview.

Dr. Wang suggests that FSEC have more discussion with Provost Link on these online education issues so that they can be developed more.

Dr. Sullivan makes a motion for FSEC to discuss the issues with Provost Link further, and Dr. Fowler seconds the motion. The motion passes unanimously.

Dr. Benavides made a motion to adjourn the meeting and Dr. Fowler seconded the motion.

Meeting adjourned at 3:59 pm.

Faculty Development Opportunities for Hybrid & Online Instructors



Georges Dativeaux

Associate Director, UHD Center for Teaching and Learning Excellence



Center for Teaching
and Learning Excellence

Getting Ready: First Steps

Check with your department! Per university policy, standards and best practices with regards to online instruction are determined by departments and programs, so start by checking with your department chair for your area's specific requirements for teaching online.

Get yourself tech ready! Contact the TTLC to enroll in their Blackboard Foundations for Faculty course (in person or on-demand). See them for training on additional UHD-supported tech tools to transform your course into a true learning environment (Zoom, MediaSite, TurnItIn, Respondus Lockdown Browser, Respondus Monitor, Respondus 4.0, & Voicethread).



READY

Tech Under Your Belt? Determine Your Readiness Level!

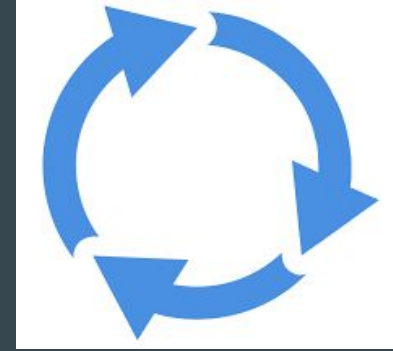
Make an appointment to meet with me to discuss your needs in person or via Zoom. Typically, we will refer to the [UHD Rubric for Online Instruction](#) to see where you currently fall in its 21 subcategories. Based on that information, we can recommend workshops/certifications that meet your needs. Department chairs are welcome to meet with me to present to your faculty in order to address specific departmental requirements that your own standards and best practices call for.



Support for online and hybrid instructors is available to all UHD faculty, adjunct and full-time alike.

Longterm (or Single) 1:1 Consultations

To assist you in brainstorming an initial course plan, designing, developing, and teaching a new online course, feel free to meet with me to make recurring appointments to assist you in the management of your course design and teaching project from ideas to implementation to revision. I can come to you, you can come to the CTLE, or we can meet regularly via Zoom.



Of course, I am also available to meet with you only once or twice if this is more aligned with your needs (if you want to explore a particular strategy or topic, if you have a current challenge or idea you'd like feedback on or assistance with, for example). I am happy to review your current course and give you feedback as well.

Short-Duration Workshops from OLC & QM

Call for applications: rolling applications process (all year, Sept 1 through June 30)
Stipend: \$150 per completed workshop, 2 per academic year max

Workshops range in duration from a few days to a couple of weeks. Avg. 6-10 hours of work per workshop. Variety of topics from general online teaching to specific strategies and concepts. See [CTLE website](#) for workshop suggestions. Apply online [at this link](#).

OLC full list/schedule [here](#).
QM full list/schedule [here](#).



Short-Duration Workshops from OLC & QM

Faculty who have taken advantage of this service (Fall 2014 to Fall 2018):

	Full-Time (TT & non TT)	Adjuncts
Individual Faculty	151	41
Total Enrollments	288	86

OLC Certificate Programs

Call for applications: early fall

Stipend: \$500 upon completion

Two levels (traditional & advanced). 10 weeks (traditional plus three elective workshops) or 12 weeks (advanced).

Prerequisites [at OLC website](#). Internationally recognized teaching certificate. Combination of live sessions and asynchronous work.

CERTIFICATE
PROGRAM



GET CERTIFIED AND ENHANCE

YOUR SKILLS TO BE MORE

EFFECTIVE IN THE PRINCIPLES

OF ONLINE TEACHING



OLC Certificate Programs

Faculty who have taken advantage of this service (Fall 2014 to Spring 2019, competitive, typically have funding for about 5 a year):

	Full-Time (TT & non TT)	Adjuncts
Individual Faculty	24	9
Total Enrollments (some w/ trad. & adv.)	26	10

Week-Long CTLE/TTLC Online Teaching Certificate Program

Call for applications: Early spring

Course meetings: Spring break & early summer cohorts

Combination of synchronous & asynchronous work. Pre-event and post-event online assignments bookend a team-taught, week-long, intensive F2F session covering UHD-specific technologies & instructional best practices facilitated by invited, external Blackboard experts, CTLE & TTLC staff, and other UHD & community guests. 12 spots in each cohort (competitive application process). Archived [info here](#). Be on the lookout for a call for applications in early spring.



Week-Long CTLE/TTLC Online Teaching Certificate Program

Faculty who have taken advantage of this service (Sp/Su 2017 & Sp/Su 2018, competitive, each cohort capped at 12, offered 2x/year):

	Full-Time (TT & non TT)	Adjuncts
Individual Faculty	20	10

Other Resources

Magna Videos: The CTLE has a subscription to the Magna Videos 20-Minute Mentor video commons, a searchable database of short teaching tips on a wide range of topics, including many about teaching in hybrid and online formats. Visit [the CTLE website](#) to subscribe and start watching videos today!

CTLE event recordings: We record many of our events and [post them online](#). We also create special resource pages on various topics, including [Academic Integrity](#). Help yourself to our web resources!

Thank you!

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Access this presentation at: www.tinyurl.com/ctlefs2019

