

UHD FACULTY SENATE MEETING

January 15, 2008

CALLED TO ORDER: The ninth meeting for the 2007-2008 academic year of the UHD Faculty Senate was held in A-300, One Main Street, Houston, Texas on January 15, 2008. 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), David Branham (SOS), John Capeheart (NS), Youn-Sha Chan (CMS), Tony Chiaviello (ENG), Raquel Chiquillo (A&H), Byron Christmas (NS), Merrilee Cunningham (ENG), Ermelinda DeLaViña (CMS), Joyce Dutcher (UE), Susan Henney (SOS), Lance Hignite (CJ), Steve Maranville (MMBA), Pat Mosier (A&H), Angela Pedrana (UE), Sam Penkar (FACIS), Lucille Pointer (MMBA), Nick Rangel (A&H), Ruth Robbins (FACIS), Aimee Roundtree (ENG), Larry Spears (NS), Cindy Stewart (SOS), Jorge Tito-Izquierdo (ET), Jeong-Mi Yoon (CMS), Shengli Yuan (CMS), Zehai Zhou (FACIS)

Absent: Anne Kane (SOS), Kathleen McLellan (ENG), Rich McMahon (FACIS), and Kimmera Pinkerton (UE).

Guests:

President Sikka declared a quorum at 2:33 pm, and called the meeting to order at 2:37 pm.

APPROVAL OF MINUTES: Jemma Ceasar asked for a correction to the minutes of the November 20, 2007 meeting. The Senate voted to approve the minutes, as amended.

REPORT FROM SENATE OFFICERS: President Sikka reported that the University Planning Council will meet on January 17. Planning is on a two-year cycle and the Council will look at the printouts from last year.

The Texas Council of Faculty Senates Spring meeting is February 15 & 16. Sikka and Vice President Moosally will attend.

The Faculty Senate Executive Committee met with Mary Cook, Director of Contracts and Institutional Compliance, and Elaine Pearson, Academic Affairs Division Business Administrator, to discuss the Employee Handbook. The draft will be sent to the Academic Affairs Committee for a full review.

The Academic Affairs Committee will meet soon to review the revised grievance policy. Besides the revisions, a new ombudsperson policy has been prepared.

Campus Relations and Affirmative Action Officer Douglas TeDuits is working on the sexual harassment policy and has made significant revisions. The policy has been sent to the Faculty Affairs Committee for discussion and approval.

The Texas Higher Education Coordinating Board has approved UHD's Bachelor of Fine Arts and Bachelor of Social Work programs.

The President's Strategic Planning Leadership Team will convene again on February 22nd. The six original teams have been consolidated into two teams. Susan Ahern and Madeline Johnson will chair Team 1 made up of the Mission and Values, Education, and Scholarship subcommittees. Carolyn Ashe and David Benson will chair Team 2, made up of the External Relations, Internal Operations, and People subcommittees.

There is still ongoing discussion on how UHD will respond to the six-course drop rule.

The Provost approved the Special Advisory Committee on Graduate Studies.

University of Houston System Chancellor and UH President Renu Khator will visit the UHD campus on January 29.

Parking is now open to all faculty and staff at the Shea Street building, the Commerce Street building, as well as the parking garage at 1 Main. A new gate access system is in effect at all three locations.

Vice President Moosally and Secretary/Treasurer Preuss had no reports.

REPORT FROM UHD ADMINISTRATIVE LEADERSHIP: Vice President for Academic Affairs and Provost Molly Woods reported that at a recent retreat with Deans Council and department chairs, the discussion focused on technology and UHD. She noted that the number of online courses increasing but the number of ITV courses is declining. She said the retreat allowed discussion about ideas on changing and scheduling courses.

She said another monitoring report to the Southern Association of Colleges and Schools (SACS) is due in September that will update our status on learning objectives and assessment tools. More information will follow.

Senator Robbins asked if we were still asked not to teach lower-division courses online. Woods said that is correct.

UHD President Max Castillo stated that accreditation is a national issue. Reviews of programs has not been enforced in the past, and UHD could not address two standards. The University of Houston is also currently developing their Quality Enhancement Plan. He reiterated that UHD must submit another monitoring report in September, and that the university community must stay focused on that issue.

Sikka said a copy of the monitoring report UHD submitted was distributed last week.

Castillo stated that we must address how we are assessing our courses, and demonstrate that the university has a culture of evidence. If our report in September successfully addresses these topics, UHD will be clear for the next ten years. The main focus should be to establish program and course learning outcomes. He also noted that the US Department of Education is seeking

more control over the accreditation process. He also stated that UHD must measure competencies of the General Education program.

Castillo reported that the work of the Strategic Planning Leadership Team was progressing. He reiterated that the six original teams have been consolidated into two teams.

He also said that plans for a symposium on assessment and accountability, and one on service learning were underway.

Senator DeLaViña asked why the accreditation process is not more direct. She noted that Texas Tech University could not demonstrate their progress to SACS.

Associate Vice President for Policy and Planning David Fairbanks stated that he cited a number of actions relating to assessment in the last monitoring report but the SACS review committee did not see the linkage.

Sikka stated that her concern is that we do not make decisions based on data, but on what we want to do and then go back to look for supporting evidence.

Moosally said that the faculty would like more information on the deadline and noted that there seems to be a lack of clarity on resources to monitor assessment.

Castillo stated that an Assessment Officer's position has been created.

REPORTS FROM SHARED GOVERNANCE COMMITTEES: Myrna Cohen reported that the University Curriculum Committee will meet next on Friday to reaffirm procedures for curriculum changes. New degree proposals and invited those who have experience in developing assessments.

The policy on elimination of programs is being revised and updated.

Senator Robbins

Jon Harned reported that the revisions of the grievance policy are progressing. The committee reviewed suggestions and comments and the new document will include a number of changes. He also noted that there is a new document on the faculty ombudsperson position.

Senator Pointer asked how extensive the revisions to the policy had been. Harned replied that there were quite a few changes, including bylaws to the policy and a new basis for grievances.

FOLLOW UP ON RECRUITMENT AND RETENTION DISCUSSION: Senator Cunningham asked if the university had "waiting out" programs. University College Dean Chris Birchak replied that students on academic probation must check in regularly. Provost Woods stated that Vice President for Student Services and Enrollment Management Ed Apodaca has been contacting some students.

Senator Adams stated that juggling jobs, kids, and other things take precedent in many students' lives. Pointer stated that we need to understand these issues. Preuss stated that the recent survey information related to the Strategic Planning released by Gail Evans provided the opinions of some 500 students

Cunningham opined that some students might not know why they are waiting out. Robbins stated that when registration is over we should know who did not return, and this might be a good time to begin asking those students why they did not return. Senator Chiaviello stated that a marketing research position is needed in the budget to do the research. This type of research is not something that we can do but it needs to be funded.

Karina Stokes said that some students cannot fit classes into their schedule. Moosally said there should be a waiting list function in Banner. Senator Dutcher agreed that course offerings can affect students' schedule. Robbins stated that technology updates fall on every department.

Senator Pedrana stated that we should have more evening courses. Sikka stated that the student survey showed that students want more evening courses. Provost Woods said she had asked department chairs to begin rotating courses. Preuss asked senators to think about what action the Senate could take to promote more evening courses. Moosally stated that the Senate should think about where UHD wants to go in the future. Pointer asked if there were enough resources to support more evening courses. Cunningham asked if the Senate could do anything beyond make a suggestion for more evening courses.

Sikka asked if transfer guides have been reviewed. Cunningham suggested that we could require links to direct potential students to the correct information. Senator Branham stated that they do go to a great extent to show how students can transfer. Birchak stated that there are transfer guides available. Senator Spears stated that he did not believe that department chairs review these on a regular basis. Birchak said that they should look at transfer guides. Robbins asked if the common course numbering system.

Sikka asked Senators what questions they would like to ask. Senators offered the following suggestions:

- What is the ratio of students per advisor at UHD?
- Does the institution have a direct mission related to our students? How do we meet the needs of traditional or non-traditional students?
- Is there a need for childcare facilities for evening students or tutorial services for our students' school age children?
- Why do they leave UHD? Are they planning on returning? Where do they go after they leave UHD?
- What are the institutional barriers (i.e.: advising)
- What are the degree barriers (i.e.: advising, problems with instructors, conflicting class times, etc.)?
- What are the personal barriers (i.e.: finances, childcare issues, etc.)?
- What would have enabled students who left to stay? What can we do about it?
- What was the students' high school preparation?
- Did they take any developmental courses at UHD?

- Did they have any mentoring while they were at UHD?
- Were they enrolled in any learning communities while they were enrolled at UHD?
- What is the co-relationship between attendance at the beginning of courses and success?
- Which are full time day workers, and would need evening course?
- Why do students wait so long to declare a major?
- Do students have problems with financial aid?
- What is the average workweek for our students who are employed?

ANNOUNCEMENTS: No announcements.

ADJOURNMENT: A motion for adjournment was made and seconded. The motion carried, and the meeting adjourned at 4:00 pm.

Date of Approval

**Secretary/Treasurer
UHD Faculty Senate**