

**UHD FACULTY SENATE MEETING**  
**October 3, 2006**

**CALLED TO ORDER:** The fourth UHD Faculty Senate meeting of the 2006-2007 academic year was held in A-300, One Main Street, Houston, Texas on October 3, 2006. 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), Kris Anderson (SOS), David Branham (SOS), Linda Bressler (FACIS), Youn-Sha Chan (CMS), Tony Chiaviello (ENG), Raquel Chiquillo (A&H), Ermelinda DeLaVina (CMS), Prakash Deo (FACIS), Marion Godine (UE), Jon Harned (ENG), Mian Jiang (NS), Mark Kellar (CJ), Faiza Khoja (MMBA), Aaron Krochmal (NS), Peter Li (SOS), Hong Lin (CMS), Steve Maranville (MMBA), Rich McMahon (FACIS), Shelley McIntosh (UE), Tyra Montgomery (NS), Pat Mosier (A&H), Lucille Pointer (MMBA), Nick Rangel (A & H), Aimee Roundtree (ENG), Johanna Schmertz (ENG), Randy Serrett (FACIS), Cindy Stewart (SOS), Jorge Tito-Izquierdo (ET), Rahul Verma (FACIS), Shengli Yuan (CMS)

**Absent:** Austin Allen (SOS), Angela Pedrana (UE)

**Guests:** Vice President for Academic Affairs and Provost Molly Woods, Associate Vice-President David Fairbanks, and William Waller, QEP director and Achieving the Dream interim director, University College Dean Chris Birchak.

President Sikka declared a quorum and called the meeting to order at 2:35 pm.

She recognized new Senator Cindy Stewart (SOS) who replaces Gene Preuss.

**UNFINISHED BUSINESS:** Since the unfinished business from the previous meeting is on the agenda, President Sikka postponed taking up old business until after the reports.

**NEW BUSINESS:**

**Approval of Minutes:** Secretary/Treasurer Preuss announced that there were a few corrections still outstanding on the draft of the minutes for the September 19, 2006, meeting and that Senator Peter Li posted the draft on the Senate webpage. He also noted that Senator Li posted material distributed at the last meeting on the website, as well. He apologized for any errors, especially senators' names, and he encouraged anyone to contact him about any corrections. Senator Montgomery moved to approve the corrected minutes and Senator DeLaVina seconded, and the motion carried.

**Report from Senate Officers:** President Sikka announced that the University Faculties Executive Council met on September 29. The date for the planned international studies conference is February 9 or 16 at UHCL. Chancellor Gogue discussed methods of supporting faculty research and grant-writing. He encouraged UHD faculty to invite Vice Chancellor for

Research and Intellectual Property Management Don Birx to discuss support opportunities in these areas. Sikka also invited the Chancellor to visit with the UHD faculty, as well.

University Planning Council, which meets every Thursday at 2:30 pm, brainstormed Strengths, Weaknesses, Opportunities, and Threats (SWOT) to attach to the memo Dr. Castillo sends out asking for the unit plans, which will be due soon.

The Academic Affairs Council will meet Wednesday, October 4, 2006, at 2:30 pm. Discussion will include three degree proposals: Math B. A.; Fine Arts B. A.; and the Criminal Justice B. A. S. S. VPAA Woods will present final approved copies of policies Dr. Castillo has signed, including the Performance Evaluation Policy.

Sikka announced the upcoming meeting of the Development Council, chaired by Michele Sabino, which will discuss funding opportunities to coincide with the University Planning Council long-range planning.

The Faculty Senate Task Force on Research Support, and Faculty Recruitment and Retention, elected co-chairs Lisa Morano and Ermelinda DeLaVina to replace Margaret Shelton, who stepped down because of other responsibilities. The Taskforce is looking at workload models within the UH System and from other universities to see whether some of these models could be incorporated into the UHD workload policy. Some of the ideas include rating committees based upon their work/time commitment and methods of funding course load reduction. UHCL has a differentiated course load that the task force may discuss.

Sikka again brought up the issue of a policy exposition which would include the explanation of newly approved policies. She especially noted the Faculty Performance Evaluation Policy which will go into effect in January 2007 and will affect evaluations beginning with the 2008 evaluation, as a topic of interest.

Vice-President Moosally announced that the Committee on Committees still seeks a nomination for a COB representative for the Faculty Affairs Committee. The Faculty Awards Committee also needs another representative. Elections for the Grievance Committee are complete. The Focus Subcommittee is: Barbara Belbot (COPS), Jean Dewitt (CHSS), Yvonne Kendall (CHSS) Shohreh Hashemi (COB), and Carol Vobach (CST). The Hearing Subcommittee is: Carolyn Ashe (COB), Anita Chadha (CHSS), Andre DeKorvin (CST), and the newly elected members are Kris Anderson (CHSS), and Debra Mullinnix (COPS).

She announced that the Faculty Development Leave Committee has been unable to schedule a meeting with VPAA Woods to clarify the confusion over term lengths.

Moosally also reminded the faculty that their department Rank and Tenure committees need to send department chairs a nomination to send to the Provost's office for the University Rank and Tenure Committee.

The Academic Policies committee's first meeting did not have a quorum, so they were unable to elect a chair.

She also distributed a handout based on Robert's Rules of Order to assist senators with developing motions out of discussion sessions. (See Attached)

Secretary/Treasurer Preuss announced the QEP Council's next meeting is October 16, 2006.

**Reports from UHD Administration:** University Provost Molly Woods reported that the UH System's plans for the Northwest Campus are still unresolved, and further discussion and planning is underway with the Higher Education Coordinating Board and other stakeholders.

She announced that the new Vice Chancellor for Research and Intellectual Property Management, Don Birx, toured the UHD campus and was very excited about discussing research with faculty members. She reminded the Senate that the new Development Council would soon meet, and that a faculty wine and cheese reception would begin after the Senate meeting that would display examples by faculty members who have transitioned from WebCT to WebCT Vista.

**Faculty Senate Meeting Schedule and Issues:** Sikka announced that the Faculty Senate Executive Committee met with Vice President of Administration and Finance David Bradley and discussed several safety issues. He informed us that he would speak with Safety Officer Ed Arias about the paperwork faculty needed to complete for catered events. As the Executive Committee scheduled faculty safety issues as the first special topic for the October 17, 2006, meeting, she opened the floor to discuss scheduling the remaining issues, and encouraged motions on other topics.

Senator Serrett stated that at a recent FACIS faculty meeting discussion included concern over remediation of toxic materials at the new COB building site. Senators Bressler and Mosier reported how faculty in their departments ranked the issues.

Senator DeLaVina noted that the Faculty Senate Task Force on Research Support, and Faculty Recruitment and Retention was already in the process of discussing of the workload issues and wondered how a Senate meeting focusing on the workload issue would affect the task force's work. Sikka suggested that depending upon when the workload issue is scheduled and the progress of the task force, the meeting could either inform the work of the taskforce or hear its report.

Senator Harned asked about the library expansion planning, specifically about the schedule and whether a planning committee had been convened. VPAA Woods said that no committee has been convened yet. W. I. Dykes Library Director Pat Ensor suggested that planning would begin in spring 2007.

Senator Godine stated that the university should look into obtaining Microsoft Office Suite licenses for students' use.

Senator Chiaviello raised a question of privilege requesting information about the history of a previous Senate resolution on workload discussed in 2002. He also asked for clarification on the

definitions of pay equity and salary compression. Sikka said that a faculty member contacted her about one case of compression, reporting that a newly appointed assistant professor was paid only \$4,000 or \$5,000 less than an five-year associate professor. Equity issues, on the other hand, could relate to different pay for people with similar rank and qualifications within the same discipline.

Senator Mosier stated that some faculty wondered if the university had enough support staff.

Senator Serrett said that the role of the search committee was very important to some members in his department, especially as searches were beginning soon. Senator Chiquillo reported that junior faculty in Arts and Humanities believed that research support was a pressing issue. Senator Schmertz asked if there were immediate issues relating to the faculty searches. Secretary Preuss asked Senator Serrett for clarification on the issue regarding searches that a member of his faculty raised. Senator Schmertz wondered if the search issue was an internal matter for the COB or if the Senate should address the issue. President Sikka requested that senators send her questions about search procedures and she would compile a list of confidential concerns.

Sikka suggested that the Senate plan upcoming discussions on a month-by-month basis. Senator delaVina asked if a discussion on faculty safety would take the entire meeting. Sikka said that since VPAF Bradley had a list of topic he might address them more quickly, and the Senate could discuss safety at the October 17, 2006, meeting and then could begin discussing another topic. Further discussion revealed that not all faculty members consider safety to be an important issue. Vice President Moosally suggested that VPAF Bradley could specifically address the concern that faculty teaching at the Commerce Street building raised, including safety on the Main Street Bridge. The Senate could afterward address an issue of broader concern, and address other safety concerns at a later meeting. Senator Godine stated that the safety issue would carry more weight with administration if it were addressed by the Senate. Secretary Preuss suggested that the Senate could dedicate 30 minutes to the issue, and then move on to another issue. Senator Chiaviello agreed that if notified, Bradley could address the issue promptly. Senator DeLaVina stated that there were other safety issues to address, including pedestrian safety, which were important and should be addressed promptly. Gail Evans noted that safety issues for faculty were similar to students' issues, since over 60% of the students are female.

VP Mossally moved that at the October special topics meeting the Senate should devote the first 30 minutes to safety and ask VPAF Bradley to come prepared to address the issues already raised and allow time for questions and suggestions. The balance of the meeting devoted to beginning a discussion of faculty salary equity and compression. Senator DeLaVina seconded the motion. Senator McIntosh proposed to amend the motion to replace 30 minutes with 60 minutes.

Senator McMahon raised a question of privilege asking for a clarification about whether the listed topics were only for discussion if no other pressing issue came up. Sikka said that was not her intent. He then asked if other issues could be added to the list. Sikka said the Senate could add other issues, but some preparation might be needed before discussion could begin, especially if the Senate invited a speaker.

Chiaviello said that since the issues of workload and salary compression were originally scheduled for the February and March special topic meetings, the schedule would have to be altered. He also asked if a time limit were realistic with so many safety issues. Senator Harned said that if there were so many safety issues, would it not be better to defer the discussion about salary equity and compression to a separate meeting. He also suggested that the discussion over the Writing Proficiency Exam should take place at a later date.

Sikka announced that the motion on the table was to discuss safety at the October 17, 2006, meeting, and then begin discussion on faculty salary equity and compression. She suggested that she could invite Vice President of Policy and Planning David Fairbanks and VPAF Bradley to report information on compression to share with the Senate to inform later discussion. She further suggested that the salary discussion might result in a motion to refer the topic to a committee because the Senate should be action-oriented rather than focus solely on discussion. Senator Roundtree asked if President Sikka wanted other safety issues for discussion e-mailed to the Senate President or VPAF Bradley. Sikka said that Senators should send her other topics related to safety and she would compile them for VPAF Bradley.

Sikka called for a vote on the motion to discuss safety at the October special topics meeting with the remainder of the meeting to begin discussion on faculty salary equity and compression. The motion carried.

VP Moosally moved to continue the discussion of faculty salary equity and compression at the November special topics meeting. The motion was seconded. During discussion Sikka said that the faculty workload issue could be discussed during a business meeting. She called for the vote, and the motion carried.

Senator Bressler moved to keep faculty workload on the agenda for the February special topic meeting. Senator McMahon seconded the motion. VP Moosally wondered if a discussion on rank and tenure procedures would be timelier in February. Senator Chiaviello wondered if discussion would lead to immediate changes in the policy. Moosally indicated that a discussion might clarify the process for faculty preparing rank and tenure reports. Senator McIntosh reminded the Senate the previous Faculty Climate Survey indicated that a majority of faculty was more concerned over the rank and tenure procedures than the policy. Gail Evans suggested that the Senate might query the Faculty Affairs chair about their agenda to schedule a senate discussion that would correspond to their scheduled discussion on rank and tenure policies. Senator Stewart suggested that the workload issue would help inform unit plan development. Senator Schmertz suggested that the various departments could share ideas about their unit plans at a senate meeting. Sikka said this could be part of a business meeting. President Sikka called for a vote on the motion to keep faculty workload on the agenda for the February special topic meeting. The motion passed with one vote opposed.

She asked if a senator would draft a resolution asking the Provost to cover the costs of inter-library loan fees. Senators Li and Branham suggested that Senator Allen might want to draft the resolution.

**Online Course Evaluation:** Distance Education Executive Director Gail Evans noted that the present method of on-line evaluation is a voluntary evaluation that students mail back to the Provost's office. President Sikka said that there are many tenure-track faculty whose course load is 50% on-line courses, and since student evaluations weigh heavily in faculty evaluation, it is important to improve the rate of student evaluation return.

Sikka suggested that the Senate should charge the Academic Policies Committee to revise evaluations for on-line courses, and work with IT to develop an on-line course evaluation. Chiaviello asked if an online evaluation would result in higher evaluation returns. He suggested that it be mandatory for course completion. Senator Khoja asked about the returns from the trial run in the spring semester. Gail Evans noted that the average return on student evaluation is 12-14% via mail, but during a pilot project in the spring twenty-two sections used Survey Monkey to administer an evaluation. The return rate with on-line evaluations in these test courses averaged 39%, with some classes as high as 100% return and some as low as 13%. Several senators said that many faculty members would like to see changes on the existing student evaluations, and there were suggestions that an on-line evaluation could be used for face-to-face and hybrid courses that utilize WebCT as well as face-to-face instruction.

VP Moosally moved that the Senate charge the Academic Policies Committee to reexamine the policy on course evaluations and to devise an instrument for online sections informed by previous work. The motion was seconded. An amendment was made and approved for the motion to state that the evaluations should be delivered online. A secondary amendment was proposed to reevaluate the evaluations for all course types, but Moosally said there is an urgent need to revamp the online course evaluations, so the secondary amendment was not considered. The Senate voted on the motion as amended (to charge the Academic Policies Committee to reexamine the policy on course evaluations and devise an online delivery method for student evaluations for online courses informed by previous work). The motion carried.

**ANNOUNCEMENTS:**

QEP Director Bill Waller announced that proposals for the Curriculum Development Grant, funded by the Quality Enhancement Plan, are due on January 26, 2007, and he encouraged faculty to submit proposals. He also encouraged T/TT faculty to apply for the Active Learning Faculty Specialist position.

University College Dean Chris Birchak reminded the Senate that Professor Dr. David Weinberger, Research Fellow at the Berkman Center for Internet & Society at Harvard Law School, would make a presentation entitled "Reinventing Knowledge" on October 13, 2006, followed by a luncheon, and invited faculty to attend.

**ADJOURNMENT:** A motion to adjourn the meeting was made and carried at 4:02 pm.

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**Date of Approval**

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**Secretary/Treasurer  
UHD Faculty Senate**