

UHD Faculty Senate

Minutes recorded by: Michael Cavanaugh
February 18, 2020 2:32 - 3:45 pm
UHD Milam/Travis

Senate: Michael Duncan, Ronald Beebe, Hsiao-Ming Wang, Michael Cavanaugh, Franklin Allaire, Alexander Bielakowski, Dexter Cahoy, Kristen Capuozzo, Prakash Deo, Isaac Elking, Krista Gehring, Angela Goins, Felicia Harris, Susan Henney, Pamela Hurley, Tahereh Jafari, Timothy Klein, Steve London, Jeffery Martz, Mitsue Nakamura, Nathan Neale, Andrew Pavelich, Joseph Sample, Johanna Schmertz, Jace Valcore, Pat Williams, Julie Wilson, Ting Zhang.

Absent: Maria Benavides, Stephanie Coleman, Cynthia Lloyd, Laura Mitchell.

Guests: Juan Munoz, President; Eric Link, Provost/VPAA; Jimmy Jung, VP Enrollment Management; Daniel Villanueva, AVP/Enrollment Management; Jerry Johnson, AVP Faculty, Research, and Sponsored Programs; Michelle Moosally, AVP Programming and Curriculum; ; Pat Ensor, Library Director; Sandra Dahlberg, Faculty Ombuds; Darlene Hodge, FS Admin; Shannon Cunningham, Associate Registrar; Rhonda Scherer, Sports & Fitness/Staff Council; Chris Stempinski, Assistant Director, Public Services Library; Sheryl Sellers, Dateline Student Rep; Bobbi Shaw, Accounting/Staff Council President-Elect; Erika Harrison, Title IX/Equity and Diversity Officer; Creshema Murray, Associate Professor; Danya Serrano, Assistant Professor; Michael Young, Student/ Member of AAPG; Alexis Islas, Student/Member of Geological Society; Andres Rodriguez, Student/Member of Geological Society; Carol Tucker, Director of Institutional Research.

Call to order: The Senate was called to order at 2:32 pm by Senate President Michael Duncan.

Minutes

Small change to the February 4 minutes proposed by Dr. Michael Duncan. Changes accepted and no further changes proposed. Minutes unanimously approved.

Reports

Provost Link gave a report to Senate on the Academic Calendar and Finale Exam Schedule (see attached presentation).

Discussion with questions followed.

Q – The two-hour schedule seems like a good idea. It seems like the finals would start at the same time as the class meets, correct?

A – Provost Link said that it would be closer than it is currently but the 1:15 hour class meeting and the two-hour final would still have some differences. Ms. Shannon Cunningham said that currently, we have some that start at the same time, but others that do not.

Point of clarification: Our current 7 day, 2.5 hour exam schedule has most classes begin at their regular class time. In order to allow the maximum number of class days (for contact hour purposes) we must move to a six-day schedule (or lose a Reading Day and keep 7 days for exams). Two-hour exams scheduled over 6 days will result in exam times that may start before or after the regular class start time. These exam start times will be close to the regular start time.

Currently we have many 2.5-hour exams that take place on a non-meeting day (example: a Tuesday hybrid class might meet on a Saturday). The proposed 2-hour exam time will enable more exams to be offered on their regular meeting day.

Q – There seem to be two choices 1) lose a reading day and 2) move to a two-hour final. What is the timeframe for a decision?

A – As Provost Link explained, there is not a real timeframe, although the team would like to see a decision sooner rather than later so that the three-year calendar can be placed online. Mr. Daniel Villanueva said that the administration had to set the fall schedule online already. They also surveyed faculty and students about the options and the prevailing view was to keep the reading day.

The choice is split in my department, some wanted more time for finals.

My department had similar concerns and wanted true finals. Students in the department also seemed against the two-hour final.

Dr. Pavelich moved to vote next session between the two choices of a shortened exam time (2 hours) or one less reading day. Dr. Bielakowski seconded.

Q – If we keep both, what about other options?

A – Mr. Villanueva explained that the other options were looked at prior to coming to Senate with this. We can start earlier, reduce spring break, or do some other things that make us an outlier among the Houston colleges and universities, not to mention the UH system. It would be and look awkward.

We can go back to our constituencies and explain these other options and that these two are the best of them.

The next Senate meeting is on March 3rd.

We already have information from students and faculty that they want to keep the second reading day. I'm not sure we need to go back to our constituencies on this.

Q – It seems like we want to be aligned with HCC and Lonestar on this. When I looked at this issue previously a few years ago they met the 45-hour mark. Do they currently hit the 45-hour mark?

A – Mr. Villanueva said that he believed if we implemented the change, we would be in the best position regarding the 45-hour mark.

Most of the other schools also have a two-hour exam.

Motion voted upon

1 in favor
22 against
1 abstain

Motion to vote next session between the two choices of a shortened exam time (2 hours) or one less reading day fails.

Dr. Schmertz made a motion to move to the 2-hour exam schedule as proposed by the Provost.

Q – What about extended exams?

A – Provost Link explained that if certain classes (i.e., art) would require more time, then please contact Ms. Shannon Cunningham.

Q – What about having classes on 2 separate campuses and having to fight Houston Traffic?

A – Provost Link indicated that his office will investigate this.

Q – Are we taking more steps after this to get to 45 hours?

A – As Provost Link explained, this is a charge that is being taken up by multiple committees, so hopefully it will continue to be worked on.

Dr. Jerry Johnson mentioned that this may be the time to look into the equitable distribution of the Testing Center.

Dr. Michelle Moosally said that she would echo the limitations in the Testing Center, and we can look into this in the budget cycle.

Dr. Creshema Murray asked what happened to the option of the reduction of a reading day?

Dr. Duncan explained that the current motion only deals with the two-hour final.

Motion voted upon

20 in favor
3 against
1 abstain

Motion to move to the 2-hour exam schedule passes.

Provost Link indicated that the 3-year calendar will soon be uploaded to the website. Expect to see an email about it shortly.

Provost Link also wanted to discuss the continuity of operations plans with Senate. This is in case we have to offer instruction in case the campus cannot be used for classes (uninhabitable). This could be a period of 2 weeks, 2 months, or longer. This really deals with updated contacts for people in the units. Please help the deans and chairs with information when they ask you for it.

Provost Link also gave a brief update on the market study. The RFP (requests for proposals) was sent out. We have met with vendors about what we are looking for regarding the market study and we are waiting to hear back with bids.

Dr. Moosally gave an update on the common reader program. She explained that the current role of the program has shifted. The current programming model is not being tracked well and we really do not know if it is working to the degree it should. The program is going on hiatus while it is evaluated for the future.

Q – Will we have a common reader for the Fall 2020 semester?

A – No, according to Dr. Moosally. The other popular aspects of convocation (i.e., essay contest) will stay in place.

Ms. Erika Harrison came to Senate to give an update on Sexual Misconduct Reporting. Due to new law changes in Texas, there is a requirement to report sexual misconduct. Faculty (and other required personnel) who fail to report sexual misconduct will be terminated and possibly recommended for criminal charges. There is required training on sexual misconduct, and we are highlighting this because of the serious consequences that can occur.

Q – If you fail to report the offense, you can be held criminally liable?

A – According to Ms. Harrison, Yes. There are aggravators, like intentional concealment, that could/would result in criminal charges.

Q – Are students required to report?

A – No but they are required to do training. Ms. Harrison also said that students learn about reporting requirements for faculty.

Provost Link asked all of Senate to bring this issue back to their faculty as the consequences are not negotiable – failure to report = termination. This is a serious issue.

Dr. Beebe gave a Strategic Planning Committee Update (see attachment).

Q – Are we revising the Mission and Vision statement for the university too?

A – Dr. Beebe said not with this Bridge Plan. Provost Link did say that this would occur with the 10-year plan, which we start working on in 2022.

The online taskforce noticed that SACSCOC accreditation requires the language of “online” in the mission statement if online makes up a significant portion of your courses.

Initiatives

Dr. Duncan presented a follow-up on the constitution changes for the upcoming elections (see attached). These are not point by point changes, rather they are general foci.

Discussion followed.

Dr. Bielakowski makes a motion to accept the changes as outlined. Dr. Schmertz seconded the motion.

I am somewhat uncomfortable with point five on the list. It seems undemocratic in the way it is written.

Dr. Duncan explained that the intention was to try and avoid having one person on six committees (broad representation).

That should be said instead of what is there now.

I understood point five differently. I read it as if there were six nominations and four were from English, the four from English would be reduced.

We currently run it as a first come first serve, right? This means that if we have a spot with three nominations and three faculty from one department volunteer first, then they would be the faculty in the election. We can have nominations all from one department.

Point four would fix this though.

CEC would not change the outcome.

Dr. Duncan made changes to the document, pursuant to an amendment by Dr. Bielakowski that addressed concerns to point 5.

Motion voted upon. Unanimous approval. The motion to accept the changes for the upcoming election passed.

Dr. Duncan asked whether the Senate wanted to vote on constitution changes?

Is the three-year President cycle a good thing?

Dr. Henney (former President) said that it works well. The first year as President-Elect you get to learn, as President, you actually do the job, and as Past-President you teach a little bit.

I feel like the 3-year commitment may be a barrier.

Dr. Wang (Current Past-President) said the three-year cycle should stay. He indicated that he didn't have a Past-President (left the university) and the previous Past-President had retired, so he felt a bit lost. However, Dr. Henney was also a former President and was a current FSEC member, so he leaned on her.

Dr. Pavelich made a motion to approve the constitution changes. Dr. Bielakowski seconded the motion.

The motion was voted upon with one abstention. The vote passed unanimously.

Other business

Please submit feedback to FAC on the R&T policy if you haven't done so already.

The university timeline on R&T is too condensed. On University R&T, we have five weeks to do 19 candidates. Maybe move everything back to a September start. University R&T could start prior to the winter break but actually do the work starting in January. When this policy was developed, it is likely that there were much fewer faculty going up annually.

Dr. Moosally said that she was on FAC last year and the timeline is doable. However, an issue is that the policy gets held up with all the changes and objections and nothing moves.

Dr. Pavelich made a motion to adjourn the meeting and Dr. Bielakowski seconded the motion. Meeting adjourned at 3:57 pm.

University of Houston-Downtown Faculty Senate Constitution

Original Adoption: 1978

Amended Fall 1998

Amended Spring 2010

Amended Spring 2014

Amended Spring 2016

Amended Spring 2017

Amended Spring 2020 (draft 2/7/20)

The members of the faculty of the University of Houston-Downtown established this Constitution to provide an instrument for cooperative action in attending to such professional goals as the members may select.

Article One: Membership

Article Two: Officers

Article Three: Meetings

Article Four: Committees of the Faculty Senate

Article Five: University Standing Policy Committees

Article Six: Amending Procedure

ARTICLE ONE: MEMBERSHIP

Section One—Senate Membership

The Faculty Senate shall consist of a president-elect, a president, a past president, a secretary, and elected representatives from all academic departments of the university.

Section Two—Faculty Assembly

All university employees holding academic rank as full-time faculty [**lecturers, clinical, and tenured/tenure-track**], shall be eligible to serve in the Faculty Senate, and shall constitute the Faculty Assembly.

Section Three—Representation

To be eligible to serve as a Faculty Senator, tenure-track nominees must have been members of the UHD faculty assembly (or equivalent at another university) for at least six long semesters prior to serving. This generally means the first time that new faculty members are eligible to serve on Faculty Senate is the beginning of their fourth year at UHD.

Each academic department of each degree granting college shall elect at least one representative from the tenured/tenure-track faculty to the Senate. Departments with more than 15 tenured/tenure-track faculty members eligible to serve in the

Senate shall elect one additional representative for every additional 10 tenured/tenure-track faculty members, or major fraction thereof, in the department on **April 1 of the current year** (see the table below). If a department is allotted more than one Senator, at least one of those Senators must be a tenured faculty member.

Tenured/tenure-track faculty on April 1	Faculty Senators Following Academic Year
1-15	1
16-25	2
26-35	3
36-45	4
46-55	5

Additionally, each college is eligible to elect one lecturer and/or clinical faculty to serve as a representative for their college. If no lecturer and/or clinical faculty is elected, the seat will remain vacant until the next election. There is no previous appointment requirement for a college's lecturer and/or clinical faculty nominee.

Section Four—Terms of Office

The term of office for each senator shall be two years.

No senator may serve more than two consecutive terms. Terms of office shall run from August 15 through August 14.

In the event of a vacancy prior to the normal expiration of a term, a special election shall be held within thirty days to fill the unexpired term.

The terms shall be overlapping, per department, with approximately one-half of the senators being elected each year. Initial terms of office of one year or of two years shall be determined by lot. As departments add or lose senator positions due to total faculty count, the Senate President will dictate term lengths of 1 or 2 years for new elections as needed to maintain the overlapping term mandate.

Senators may run for re-election.

In the event a senator misses three meetings in a single semester, the President of the Faculty Senate will send a notice of that fact to the senator's department for distribution to the department faculty.

Section Five—Senator Elections

Each spring, each department shall elect by secret ballot the number of representatives to which it is entitled. The Committee on Credentials and Elections **determines** procedures for department elections.

If the department has a tenured faculty member currently serving as a senator, then the departmental nominees for a new or replacement position may be tenured or tenure-track. However, if a department that is allotted more than 1 senator does not have a tenured representative (or it is a department of less than 16 faculty that has a sole tenured representative who is being replaced), the nominees are limited to tenured faculty only, unless there are no tenured faculty available.

The candidates for lecturer and/or clinical faculty seats, defined in Section Three, are only voted on by lecturers and/or clinical faculty in their respective colleges. Tenured/tenure-track candidates are only voted on by tenured/tenure-track faculty in their respective departments.

Elections of senators must be conducted prior to April 15.

Section Six—Removal of Senators

Two or more faculty from the senator's own department must send a written request for a removal vote to the Faculty Senate President who will then notify the Committee on Credentials and Elections to conduct the vote for removal and certify the results no later than 3 weeks after the request was submitted.

A senator may be removed from office by a secret ballot vote of two-thirds [2/3] of the faculty assembly members of the department which the senator represents.

If the senator in question is on the Committee on Credentials and Elections, that senator shall be temporarily excused from the committee.

Section Seven—Voting Rights

All faculty members may attend and participate in discussions at the regular meetings, though only members of the Faculty Senate may propose motions and vote.

Section Eight—Other Representatives

Components of the university other than academic departments may be authorized by the regular Senate membership to elect nonvoting representatives to the Senate. Any component of the university desiring such representation may petition the Faculty Senate for authorization to elect a non-voting representative. Authorization requires a two-thirds vote of the Senate.

ARTICLE TWO: OFFICERS

Section One—Officers and Voting Rights

The faculty senate shall have a president-elect, a president, a past president, and a secretary.

The president-elect, the past president and the secretary shall be regular voting members of the Senate, but the president shall vote only to break a tie.

Section Two—Officer Elections

Senate officers shall be elected at large through secret ballots distributed by campus mail or secure, anonymous electronic means to all members of the Faculty Assembly.

Elections for officers shall be held prior to **April 15**.

If a member of the Senate representing a department is elected to a Senate office, that Senate position shall become vacant.

The election will be run by the Committee on Credentials and Elections as follows and in accordance with any other general elections identified in this constitution:

1. The Committee on Credentials and Elections shall circulate an open call for nominations to all members of the Faculty Assembly and subsequently a ballot listing no more than three nominees for each office.
2. Faculty members who wish to run for Senate office but who were not included on the ballot by the Committee on Credentials and Elections may have their names listed on the ballot by submitting to the Committee a petition signed by at least ten percent [10%] of the membership of the Faculty Assembly.
3. If no candidate for Senate office receives a majority of votes cast, a run-off election between the two candidates receiving the greatest number of votes shall be held within ten days.
4. If an election yields a winner with a victory margin of less than one percent [1%] of the total votes cast, a recount must be conducted within one week.
5. The President and President-elect must be tenured members of the faculty assembly at the time of the election.

In the first year of the new president-elect structure, both a president and president-elect must be elected. Thereafter, only a president-elect must be elected annually.

Section Three—Terms of Office

Terms of all officers shall begin August 15.

Persons elected to the president-elect position shall be expected to serve 3 years, with one year as president-elect, one year as president, and one year as past-president.

A president-elect must be elected every year.

The secretary position is a two-year position, to be elected in every even-numbered year. No person may hold the same office for two consecutive terms.

Each past president, president-elect, and secretary shall receive one course release per long semester. The president shall receive two course releases per long semester.

The president should not serve on shared governance committees or the Grievance committee during their term due to possible conflicts of interest and is discouraged from pursuing major committee work elsewhere due to workload.

Section Four—Vacancies

If the office of the president becomes vacant, the president-elect shall become president, serving in that capacity to complete the unfinished term as well as the following year.

In the event of a vacancy prior to the normal expiration of a term of the president-elect or the secretary, a special election shall be held within thirty days to fill the unexpired term.

In the event of a vacancy in the office of the past president, that vacancy will not be filled.

Section Five—President

The functions of the president are to:

1. Preside over meetings of the Faculty Senate,
2. Make regular Senate meeting agendas available to the faculty assembly by the Friday prior to each Senate meeting,
3. Report official Senate action to the President of the university and other appropriate administrative authorities,
4. Ensure that all provisions of the Constitution are executed,
5. Transmit from the president and provost information on matters of general interest to the faculty,
6. Serve as representative to the University Faculties Executive Council,
7. Represent the Faculty Senate on appropriate university and/or UH-System Committees and before external community or governmental bodies,
8. Call special meetings of the Senate or faculty assembly when appropriate and required by the constitution.

Section Six—President-Elect

The functions of the president-elect are to:

1. Preside over meetings of the Faculty Senate in the absence of the president,
2. Serve as chairperson of the Committee on Credentials and Elections,

3. Assist the Faculty Senate president,
4. Serve as representative to the University Faculties Executive Council,
5. Represent the Faculty Senate on appropriate university and/or UH-System Committees and before external community or governmental bodies,
6. Supervise the administration of the faculty climate survey in the spring of every odd-numbered year,
7. Serve in any capacity designated for the Faculty Senate President-Elect in any university precedent or policy.

Section Six—Secretary

The functions of the secretary are to:

1. Compile and maintain a complete set of minutes of the meetings of the Senate and of the Faculty Assembly,
2. Send a draft of the minutes to Members of the Faculty Assembly, Provost, and relevant participants within a week of each meeting. When finalized and approved by Senate, post minutes to the Faculty Senate website prior to the next Senate meeting.
3. Keep a record of members present at each meeting,
4. Maintain the financial records of the Senate,
5. Conduct all Senate correspondence,
6. Represent the Faculty Senate on appropriate university and/or UH-System Committees and before external community or governmental bodies.

Section Eight—Past President

The functions of the Past-President are to:

1. Assist the Senate President as needed.

Section Nine—Removal of Officers

Senate officers may be removed from office by a two-thirds [2/3] vote of the Faculty Assembly.

A vote for removal is called after a two-thirds [2/3] vote of the Faculty Senate membership or after a petition signed by one-third of all Faculty Assembly members. The Faculty Assembly petition must be presented to and certified by the Committee on Credentials and Elections.

The Committee on Credentials and Elections must conduct the recall vote within 10 days of the Faculty Senate vote or of the certification of the Faculty Assembly petition.

ARTICLE THREE: MEETINGS

Section One—Meetings and Agendas

The Faculty Senate shall normally meet twice every month during the fall and spring academic semesters on the first and third Tuesdays of the month.

The date of any of these meetings may be changed by a two-thirds [2/3] vote of the Senate.

The University President, or designated representative, is invited to sit with the Senate in its regular meetings. An agenda of business to be considered by the Senate shall be posted publicly and distributed to the faculty assembly at least one day prior to each regular meeting.

Section Two—Quorum

Sixty percent [60%] of the total Senate membership shall constitute a quorum.

Section Three—Meeting Conduct

All meetings of the Senate and its committees shall be conducted according to the edition of Robert's Rules of Order identified by the Senate Executive Committee unless otherwise stipulated by a two-thirds [2/3] vote of the members present.

Section Four—Faculty Assembly

A meeting of the Faculty Assembly shall be called at least once a year by the Faculty Senate president and a formal report made to the Assembly on the activities of the Senate. The Faculty Senate President may use the Faculty Awards Ceremony to serve this purpose.

The presiding officer of the Senate shall serve as presiding officer of Assembly meetings.

The secretary of the Senate shall serve as secretary for the Assembly meetings.

A quorum at Assembly meetings shall be a majority of the Assembly membership.

At Assembly meetings in which a quorum is present at the time of the vote, resolutions may be passed in the name of the faculty by a majority vote of all members present or may be referred to the Committee on Credentials and Elections to be voted on through a referendum.

At Assembly meetings in which a quorum is not present, resolutions may be proposed by a majority vote of all members present and must then be referred to the Committee on Credentials and Elections to be voted on through a referendum.

The Senate president must call a special Assembly meeting when requested to do so by a petition signed by twenty-five percent [25%] of the Assembly members or a majority vote of the Faculty Senate.

ARTICLE FOUR: COMMITTEES OF THE FACULTY SENATE

Section One—Standing Committees

The following committees shall be standing committees of the Faculty Senate: the Executive Committee, the Committee on Credentials and Elections, and the Faculty Awards Committee.

The Faculty Senate may appoint such ad-hoc committees as are necessary for reviewing policies and policy changes and for conducting research and/or investigation on topics that are of concern to the faculty.

No department will have more than one member on any committee.

Section Two—Executive Committee

The Executive Committee shall consist of the president-elect, the president, the immediate past president, the secretary and three Senate members-at-large elected by the Senate. The at-large members elected by the Senate shall serve one-year terms but may be reelected. In electing the members-at-large, the Senate should strive for representation across all academic colleges.

Functions of the executive committee are to:

1. Prepare and distribute an agenda prior to each Senate meeting,
2. Act for the Senate on routine business and in the implementation of policies and procedures,
3. Receive and file all committee reports,
4. Meet with University leadership to discuss issues of general interest to the faculty and institution,
5. Nominate and appoint faculty members to serve on university and/or UH-System committees or task forces whenever the Committee on Credentials and Elections is not available to make nominations and the Faculty Senate is not available to appoint representatives.

Section Three—Committee on Credentials and Elections

The Committee on Credentials and Elections shall consist of the Senate President-elect, who shall serve as chair, and one member from each department. Members shall serve for two-year terms, overlapping as needed to retain continuity, with half of the members serving a one-year term during the first year of implementation.

Functions of the committee are to:

1. Nominate to the Senate for a vote, faculty members for all standing Senate Committees,
2. Nominate and conduct the election of Faculty Senate officers according to the guidelines in Article 2, Section 2,
3. Nominate to the Senate for a vote, faculty members to serve as faculty representatives on the committees or task forces of the university or system including the Faculty Affairs Committee, Academic Policy Committee, and University Curriculum Committee,
4. **Solicit committee nominations from the faculty,**
5. **Collect brief bios for all nominations, to be included on the ballot,**
6. Conduct other elections ordered by the Senate by secure and anonymous balloting processes,
7. Inform the Senate President, by February 1 of each year, of the number of representatives that each department is entitled to elect to the upcoming session of the Senate,
8. Investigate and report to the Senate all questions pertaining to elections. Final decisions on such questions shall be made by the Senate Executive committee,
9. Decide questions concerning an individual's eligibility for membership in the **Senate and other elected committee positions** and inform the Senate President of the decision,
10. Establish guidelines for the election of departmental representative to the Senate.

The Committee on Credentials and Elections will ensure that no more than three nominees for any one position are presented **for a vote to all elected positions**, applying such criteria as the committee deems necessary.

The Committee on Credentials and Elections is also responsible for handling elections for the faculty positions required for the committees below, in addition to any others (notably, the University Standing Policy Committees in Article Five) assigned by policy, the constitution, or the Senate:

- Faculty Senator positions
- Faculty Senate Officer positions
- Grievance Committee (according to PS 10.A.02)
- Academic Affairs Council
- **Planning and Budget Development Committee**
- Funded Faculty Leave Committee
- Organized Research Committee
- Committee on Credentials and Elections

Section Four—Faculty Awards Committee

The Faculty Awards Committee is responsible for collecting nominations for the Faculty Awards ceremony every Spring semester. The chair of this committee is the Teaching award winner from the previous ceremony. The rest of the committee

consists of at least one representative from each department, **appointed by department chairs as solicited by the Committee on Credentials and Elections.**

The logistical procedures and schedule for the Awards Committee and Ceremony are maintained and administered by the Faculty Senate Executive Committee and reviewed for needed revisions each summer.

ARTICLE FIVE: UNIVERSITY STANDING POLICY COMMITTEES

Section One—Definitions

The following committees are designated as University Standing Policy Committees in PS 01.A.03, Section 2.5, the Academic Shared Governance Policy, dated 10/16/95, and by the Faculty Senate.

The University Standing Policy Committees include the Faculty Affairs Committee [PS 01.A.03, §2.5.1], the Academic Policies Committee [PS 01.A.03, §2.5.2], and the Curriculum Committee [PS 01.A.03, §2.5.3]. University Standing Policy Committees are responsible for developing and/or reviewing all university policies that directly affect the academic environment.

The Committee on Credentials and Elections nominates faculty representatives for University Policy Committees. The Faculty Senate then elects the faculty representatives to the university standing policy committees.

Section Two—Representation and Terms

University Standing Policy Committees shall have equal representation from the academic colleges whenever possible and no department should be represented by more than one person on any policy committee. **Faculty representatives to these committees must be tenured or tenure-track.**

Terms of committee members shall run from August 15 to August 14. At the first meeting of each academic year, each policy committee shall elect a chairperson and a secretary whose primary function is to keep a record of committee actions.

Section Three—Faculty Affairs Committee

The Faculty Affairs Committee is responsible for the review and recommendation of policies pertaining to faculty related issues and any matters affecting the professional lives of faculty. The committee is concerned with such faculty-related issues as rank and tenure, promotions, faculty benefits, course loads, faculty leaves, grievances, and academic freedoms and responsibility.

Section Four—Academic Policies Committee

The Academic Policies Committee is responsible for the review and recommendation of policies pertaining to academic standards, practices and regulations.

Section Five— University Curriculum Committee

The **University Curriculum Committee** is responsible for the review and recommendation of policies pertaining to the development and approval of new courses, new degree programs and other curriculum changes and requirements.

Section Six—Selection of Representatives

Faculty representatives to other university committees and councils may be selected through standard Committee on Credentials and Elections procedures or other alternative procedures as agreed to by the Faculty Senate or by election when appropriate.

The Faculty Senate Executive Committee is responsible for working with the President's office and the Vice President of Academic Affairs/Provost's office to identify all university committees on which faculty representatives will serve.

Section Seven —University Councils

The acting President and President-Elect of the Faculty Senate automatically serve on the following two bodies. **The Credentials and Elections Committee also solicits nominations and holds elections for four faculty representatives, one from each college, to both bodies.**

- University Academic Affairs Council [PS 01.A.03]
- Planning and Budget Development Committee

ARTICLE SIX: AMENDING PROCEDURE

Section One—Approval by Senate

Amendments to this constitution may be presented by any senator at any meeting of the Faculty Senate and shall be voted on at the next regular meeting, provided that is at least one week between the two meetings. If two-thirds [2/3] of the Senate membership supports a proposed amendment, the amendment shall be presented to the Faculty Assembly for a vote.

Section Two—Approval by Assembly

Between fifteen and thirty days after the Senate approves an amendment, the Committee on Credentials and Elections shall submit by campus mail or secure and anonymous electronic means the amendment(s) and ballots to the Faculty

Assembly. Ratification of proposed amendments shall require the support of two thirds [2/3] of those voting in the election.



Calendar & Final Exam Presentation

Dr. Eric Carl Link



Revised 3-Year Calendar

- Academic Calendar Committee developed a 3-year calendar at the request of the Provost Office
- Entering the calendar into PeopleSoft introduced areas of opportunity
 - Better alignment and research with UHS
 - Alignment of holidays with UHS/HISD (Spring Break/Saturday after Thanksgiving)
 - Reexamination of contact hours (Institutional Research)
- Registrar's Office and Institutional Research proposed a modified 3-Year Calendar
- Revised 3-Year Calendar is scheduled to be released Monday, March 2nd



45 Hour Contact Rule

- [Texas Administrative Code](#)

- Traditionally-delivered three-semester-credit-hour courses should contain 15 weeks of instruction (45 contact hours) plus a week (meeting days) for final examinations so that such a course contains 45 to 48 contact hours depending on whether there is a final exam.

- Mapping existing meeting periods to revised (20-21) calendar

Contact Hour Range	Fall	Spring	Summer	Overall
Contact hours 45+	37%	43%	89%	44%
Contact hours 43 to <45	63%	57%	11%	56%
Contact hours <43	0%	0%	0%	0%

*Calculated by UHD Institutional Research | Lectures & Seminars Only



Final Exam Schedule

- Why?
 - To meet contact hours the final exam schedule needed to be reduced from 7 to 6 days
- Considerations
 - Keep two reading days
 - Other UHS campuses final exam time periods range from 2 hours to 3 hours
- Result for UHD
 - Reduce final exam times from 2 hours and 30 mins to 2 hours
 - Walking time between final exams reduced from 30 mins to 15 mins
 - Better aligned with UHS and and Texas Administrative Code

STRATEGIC PLANNING Committee



University of Houston-Downtown.

**Presentation to Faculty Senate
18 February 2020**

Bridge Plan Timeline to Date

Held Bridge Plan Kick-off Meeting

Oct 2019

Nov 2019

Dec 2019

Feb 2020

Mar 2020

Initial Gap Analysis –
11/21/19

Initial Process of Gathering Data
for Framing Story – 11/5/19

Strategic Planning Committee
Report to the Steering Committee
– 12/12/19

Work Group Surveys - 2/7/20

- Staff - 171
- Faculty - 89
- Students - 649

Schedule/Hold Focus Groups – 2/21/20

Hold Branding Meeting – 2/27/20

Submit Draft Framing Story –
(Proposed narrative of
goals/objectives) – 3/4/20

Work Groups Submit Town Hall
Presentation to Strategic Planning
Committee – 3/12/20

Hold Town Hall Week of March
16/23, 2020

Apr-June 2020

Review Town Hall Feedback – 4/8/20

Submit Draft Bridge Plan to Steering
Committee – 5/14/20

Submit Final Bridge Plan to Steering
Committee – 6/11/20

Strategic Planning Process to Date

- SIX WORKING GROUPS COMPRISED OF 10-12 FACULTY AND STAFF HAVE CONDUCTED A GAP ANALYSIS BASED ON THE 2015-2020 REVISED STRATEGIC PLAN.
- SOME WORKING GROUPS DEVELOPED QUESTIONNAIRE ITEMS, ADDITIONAL INFORMATION WILL BE GATHERED VIA FOCUS GROUPS. ALONG WITH THE GAP ANALYSIS, THIS WILL INFORM THE DEVELOPMENT OF THE FRAMING STORY AND GOALS/OBJECTIVES OF THE BRIDGE PLAN.
- WE ARE WORKING ON CALCULATING THE EXACT NUMBER OF HOURS INVESTED IN THIS PROCESS BY THE WORKING GROUPS AND STRATEGIC PLANNING COMMITTEE; HOWEVER, THE ESTIMATE IS CURRENTLY AT APPROXIMATELY 100 HOURS OF MEETING TIME IN ADDITION TO TASKS CONDUCTED OUTSIDE OF MEETING TIMES.
- A DRAFT OF THE PROPOSED BRIDGE PLAN WILL BE PRESENTED IN TWO TOWN HALL MEETINGS AFTER SPRING BREAK.
- THE WORKING GROUPS AND STRATEGIC PLANNING COMMITTEE WILL REVIEW FEEDBACK AND DEVELOP A “FINAL” BRIDGE PLAN TO BE DISTRIBUTED VIA EMAIL BY THE END OF APRIL. ADDITIONAL FEEDBACK CAN BE PROVIDED VIA THE BRIDGE PLAN WEBSITE: [HTTPS://WWW.UHD.EDU/ABOUT/IE/BRIDGE/PAGES/DEFAULT.ASPX](https://www.uhd.edu/about/ie/bridge/pages/default.aspx).

QUESTIONS

