

## HCC FACULTY SENATE

December 12 @ 1:30 pm—Central College LHSB 100

### I. **Call to Order** – Susan Goll

1:32 PM

Guest Speakers: David Cross, Office of Institutional Equity and Cephus Archie, Diversity and Inclusion Program Coordinator; Parvin Bagherpour, AVC Int'l Student Services

Parvin Bagherpour: PowerPoint slide show of Office of International Services and Study Abroad. HCC is the largest international population of students for any college in the nation. Bagherpour discussed the nature of the international admissions office, including certification by Department of Homeland Security. They have a twofold obligation: 1) to the DHS and 2) to the academic needs and success of the students. Only about 30% of F-1 visas are accepted by DHS. So, there is an obligation to get those students that do arrive to succeed. Additionally, they must take 12 SCH and have to maintain a certain GPA in order to keep their status. Bagherpour urged faculty to be aware of international students in their classes and understand that they need to meet these standards to keep their visas. For instance, if they get an 'F', they have to earn it – if a student is not attending the class, the office of International Student Services needs to know about this. A student who is not attending class may be ineligible for a visa.

Question: But you can't drop them after the census date?

Answer: You can give them FX. The FX is currently calculated for the GPA, but we want this to be considered as not attending the class (i.e., not the same as 'F').

International students are not generally permitted to work, but they can work part time in some cases.

Question: A student told me the other day that he had applied for a visa so he could work full time.

Answer: We do allow students to work in the system if they maintain a good GPA. When the students come to the country, they have to prove that they have enough money to complete their education. If for some reason, they lose support, they can go through an "economic hardship" application – this has to be approved by DHS.

Question: How long do they have to continue to do well? When do they calculate the GPA.

Answer: GPA is calculated every semester. Student has the right to change their major, but we have to change the application status through DHS and obtain an I-20.

Question: Are you responsible for transferring credits from other countries?

Answer: No.

Comment: Mary Page stated that student services processes that information.

Question: What can we do about students who are obviously not doing any of the work in the class and are just sitting in the chair?

Answer: Bagherpour referred to college policy to handle students who are failing. If they are suspended by the college, then they can lose their visa. If there are issues with academic misconduct, these need to be reported.

Question: Students are asking for jobs, where do we refer them?

Answer: To the job placement office at your college. If there is a job available at the college, then we can offer them a job. Especially, if they have an aptitude for science and are willing to work as a lab assistant.

You can always reach me at 713-718-7733. Please contact me with questions.

For study abroad: Bagherpour indicated that there is a new program for students and faculty. She encouraged faculty to go to the study abroad website and have a look. Bagherpour also brought some pamphlets for viewing.

David Cross and Cephus Archie: PowerPoint slide show on diversity and inclusion. HCC is one of the most diverse colleges in the country. Missouri City and Stafford are the most diverse communities in the country. Cross pointed out the changes occurring in our understanding of diversity. Today, we have broader issues and a deeper understanding of the nature of diversity. The diversity of our student population is different than what it is at other colleges in the country. Cross introduced Cephus Archie and John Reno who work in his office. Archie presented a pamphlet on the Diversity and Inclusion goals. They have outlined specific objectives for diversity and inclusion for each college. This year, divisions have also been asked to generate their own objectives for diversity and inclusion. Finally, students have also developed their own goals. Next semester, there will be a measurement and assessment of these goals and outcomes. Archie said that they would be reviewing the goals and objectives for D&I to match the new goals for the college that will be presented with the new strategic plan. New goals will be announced in April of 2016 and these will be rolled out in September 2016. Inclusion is the idea of celebrating our diversity, not just tolerating it. Reno introduced the senate to the members of the council on diversity and inclusion. He pointed out that there are representatives from faculty, staff, and students. He also pointed out that each college has a diversity team that is there to promote the notions of diversity. Reno suggested that the goal would be for future students to have a "high diversity IQ." He emphasized that the office is actually doing some things. He received applause when he mentioned that the D&I office would look toward even encouraging non discrimination on the basis of height and weight. Reno finally wanted to recognize Linda Comte who has served on the diversity council for many years as well as those who are on the campus teams.

## **II. Approval of October 2014 Minutes – Nathan Smith**

Some amendments to the minutes were proposed and included. Motion to approve. Seconded. Minutes were approved with amendments.

### **III. Treasurer's Report – Jenn Graves**

Alan Ainsworth presented the treasurer's report. There were some expenses in the past month. And the funds have been consolidated.

Question: What is the balance of the Bedicheck fund?

Answer: Nearly half a million dollars. This is something to be proud of.

### **IV. Standing Committee Reports**

#### **A. Compensation, Benefits, Workload – Wes Anthony and David Wilcox**

David Wilcox presented the report. He mentioned that they had met today and would be meeting with the Chancellor soon. They have set up a sub-committee to deal with the "30 hour faculty situation" (those whose disciplines require them to be present for more than 30 contact hours a week), chaired by Alan Ainsworth. Wilcox emphasized that compensation has always been geared toward equality among faculty. This committee will meet to discuss goals and then may include others that have relevant input. There were some questions about including Continuing Education folks on the committee. Wilcox responded that the committee would first meet to define their goals and objectives and then would open up for more input. He encouraged interested parties to contact him or Ainsworth with questions.

Wilcox then presented a proposal regarding the issue of workload and contract length. He asked what the senate thought of the idea allowing workload hours to be distributed unevenly throughout the year (so, you could work a larger class load in one semester and less in another). A question was raised about whether this would include the possibility of working 18 hours in the fall and spring and then missing the summer (for a 10.5 month contract). Wilcox felt that this was not in line with the expectations of the 10.5 month contract. But it was something that could be discussed.

Comment: I am wondering aloud whether this would produce a scheduling nightmare.

Answer: We considered this and thought that we could put scheduling requests in far enough in advance to handle this.

Comment: Be aware that the PeopleSoft workload input form may not be able to tolerate this sort of scheduling.

Wilcox determined that this would be something they would raise with the institution. And Goll indicated that there may be some support for IT infrastructure needed to deal with this sort of flexible scheduling.

**B. Finance** –Jenn Graves

No report.

**C. Professional Development** –Mikki Novak

No report.

**D. Educational Affairs/IT** – Ritu Raju

David White presented the report. The first issue was the textbook issue that the mini-term books are not being stocked in time for the mini-term since these orders are bundled with the Spring order. The textbook committee will be addressing these issues and revamping the textbook adoption process. Web governance committee indicates that MyHCC is being redone. Nathan Smith and Lydia French are working on the workflow for presenting program information on the website with the website administrators.

**E. Policies and Procedures** – Melissa Miller-Waters

Laurel Lacroix indicated that they are working on the 360 review process, but there was no other report.

**F. Student Success** – Mikki Novak

Novak reported on four issues: 1) Faculty need to define what is meant by faculty advising. 2) VCSS and VCAA need to identify what they expect. 3) She sent an email to Rima Adil about her mentoring program, has not received a response. 4) The conversation about faculty advising and case loads needs to be tabled until administration can define systematic and consistent training for their counselors.

**G. Graduation** –David White, Mannie Bloeman

David White will be setting a meeting in mid-January, TBA.

**V. Special Committees and Caucuses**

**A. Faculty Conference** – Linda Comte

The Doubletree will be hosting us on March 7. We have already ordered the bags. Had a meeting today and you will be seeing a blurb about the meeting. Proposals will requested in January.

**B. Past Presidents** – Linda Comte

The last thing we did was hosted a reception for the Chancellor. There was applause to acknowledge Comte for that reception.

## **VI. President's Report – Susan Goll**

### **A. Faculty Workload concerns**

A faculty member indicated that a division chair has required that faculty must maintain office hours on the week of the 15<sup>th</sup>. While we are required to be available to students that week, there is no indication that scheduled office hours are required in the workload guidelines.

Question: Does it say anything in the contract?

Answer: No.

Goll indicated that the practice in the field is that after grades are turned in, faculty are not required to be on campus. She presented the issue to the VCAA who agrees with the practice in the field and would like to stand by that practice.

Question: Can you send those paragraphs to us?

Answer: Yes.

### **B. Academic Calendar—Holiday closures**

Goll indicated that she actually thought the 2 day notice of early Thanksgiving closure was an improvement from historic practices. The agreement among the cabinet members is that we need to set the calendar far in advance. There was some suggestion that we might be able to be closed on that Wednesday in line with the local ISDs. However, this might present an issue with contact hours. We will be discussing the holiday closure issue with the Chancellor on the 18<sup>th</sup>. In particular, we will consider closures during the winter min-term.

### **C. Program Review Redesign**

Goll reported that Terry Zimora had meet with the program review committee (chaired by Judy Cantwell) to clarify the budgeting process. A subsequent meeting looked at aligning the program review process with the budgeting process. This was encouraging. Goll reported that they discussed the need for program-specific funds and thought that this may be part of the transformation process. Goll wanted to thank Laurel Lacroix for attending the SACSCO national conference in New Orleans. Lacroix reported SACS is very concerned about high schools trying to dictate curriculum for dual credit, but they were vague on details.

Coleman presidency is yet to be determined.

### **D. Transformations Workshop**

The Board of Trustees had a special meeting yesterday (the only Board meeting for the week). This was a short meeting. The first item was the new vision statement, which was approved.

The new vision statement: "HCC will be a leader in providing high quality, innovative education leading to student success and completion of workforce and academic programs. We will be responsive to community needs and drive economic development in the communities we serve."

The big takeaway from the Chancellor's presentation on the indicated a transition from "centers of learning" to "centers of excellence." We will move from 6 colleges to 10 to 12 centers of excellence

Question: Is it like the old hubbing?

Answer: I don't think it is like that.

Goll elaborated by saying that the centers of excellence will be run by content experts. Academics will be an overarching component that will be available at every center. Goll reported that the Chancellor spoke about centers and campuses, but not colleges. Additionally, every campus will be connected to an Honor's College. Centers and campuses will have cluster-related programs. An example would be Coleman college in the health sciences, the culinary and fashion design programs, and the UT-Tyler Northwest engineering program. Goll reported that the Chancellor showed graphics about how these centers are connected. Students would be able to take care of their basics anywhere, but if they wanted to major in a particular program, they would take their classes at that location. The budgeting process will be linked to the centers of excellence, so we may expect the budgeting to be aligned with program needs.

Comment: David White noted that at the Board retreat at Hotel ZaZa they parsed the vision statement ad nauseum, but ended up adopting the statement as presented.

Goll reported that there will be a more substantive roll out of this transformation starting in March. She said that the Chancellor will be laying the transformation process out to us in stages.

Question: Did the Chancellor elaborate about the future of the geographic colleges? Did anyone specifically asked what would happen to the geographic colleges?

Answer: No and yes. Zeph Capo asked the question about what would happen to the colleges and the Chancellor sidestepped this question. But Goll suggested that one has to look at the outline and then fill in the blanks. There are 6 colleges right now and there will be 10 to 12 centers of excellence. That suggests a dramatic change.

Question: Did the Chancellor say anything about instructional leaders being elected by their peers for set terms rather than appointed or remaining in their offices for life?

Answer: The Chancellor did not get to that level of detail. But Goll thought this was a good point and that it ought to be emphasized frequently.

Question: If there are 10 or 12 centers or whatever how is that going to affect our jobs and where we work?

Answer: We don't know. However, the Chancellor has said that this is not about eliminating anyone's job, but we may need to be flexible to move or travel to another location.

Question: Did he give a time frame for when he wants to do this?

Answer: The big roll out will be in March and it will be an 18 to 24 month process. This is a big change and it will take a lot of time.

Question: Are there going to be some campuses that are not centers of excellence?

Answer: No. All of the sites are connected to the centers for excellence. So, the centers of excellence will be the organizing structure that links the various campuses. It was agreed that a "satellite" analogy may be most accurate.

Question: The examples you've given are for workforce. Will there be centers for academic programs?

Answer: Goll didn't see centers for specific academic programs. The very first center is academics: Goll thought that perhaps academics would be infused throughout all of the centers and that this might be linked to the idea of an Honors college connected to every campus.

Question: Has the Chancellor said anything about why the change?

Answer: There seems to be a movement to allocating budget for programs, rather than for Presidents. Additionally, we can't afford to duplicate certain programs at multiple colleges (particularly where technology is required for labs or instructional resources).

Along these lines, Goll reminded us that Zimora is interested in linking resources to the needs of each program. This would also be an interest for programs to meet hiring needs and demand for specific programs (for instance, some that compete for industry).

Question: Is this kind of like the school districts magnet programs? Also, how much will we be sharing resources?

Answer: Goll reported that Maria Straus had used the "magnet school" analogy at a recent meeting. This doesn't mean that we will be modeling our instruction after high schools, but it does reflect the clustering of programs. There will be some resources that are clustered and some that are shared.

Question: Would a student pursuing a liberal arts major be affected?

Answer: I think you're right. The emphasis for transfer students will be on core completion and for those that want a more rigorous college experience, there will be the connection to the Honors College.

Question: How are students identified for the centers?

Answer: Advising will be important to this process. For academics, there is an interest in developing a clear 2 + 2 transfer link with local colleges. The Chancellor spoke about developing such agreements with the University of St. Thomas and Rice.

Question: Would there be an idea of having a full time faculty at every center?

Answer: Goll mentioned that for some small programs, like philosophy, that there likely wouldn't be. But after the transformation, it may be the case that justifications for hiring could be made at the district level.

Please email Susan Goll ([susan.goll@hccs.edu](mailto:susan.goll@hccs.edu)) with any questions. If she hears anything before March, she will relay it to you.

Goll reported that Chuck Smith will come to talk with us in January.

## **VII. Old Business**

Formalization of Past Presidents Caucus—Melissa Miller-Waters

This will be tabled until January.

## **VIII. New Business**

Mikki Novak reported that one of the P-16 coordinators is attempting to change curriculum in one of the workforce programs.

Goll thought that she was aware of this issue. She tracked down some data about that college and reached out to the VCAA to try to resolve this internally. She would like to raise this with the Chancellor at her next meeting with him. Novak wanted to emphasize the importance of this as a workforce program with independent accrediting standards.

Ainsworth reported on the Dual Credit meeting. There is a new associate Vice Chancellor position to coordinate these programs. Many of the problems surrounding dual credit have been the result of different practices at different colleges. The Chancellor believes there needs to be a point person that is responsible for the entire program. Aaron Knight reported that there was a draft of an agreement between HCC and the Dual Credit institutions. This document was discussed and changes were proposed. For example, scheduling deadlines needed to be included in that agreement. There were a number of issues surrounding planning and college readiness standards that were discussed. Goll was unsure about the status of that Associate Vice Chancellor position, but this will not be an appointment, but there will be a hiring committee. She had not seen it posted yet.



Question: Who is responsible for working with HR issues, particularly FMLA issues?

Answer: Compensation, benefits, and workload. Is there anything specific that you wanted to raise with the senate?

Comment: Our FMLA guidelines are very strange. No one uses FMLA for more than 3 days of absence.

Question: Is there any update on the Vice Chancellor of Academic Affairs search?

Answer: Goll did not have any new information, but reminded us that the Chancellor would be interviewing candidates in mid-December.

#### **IX. Announcements**

Instructional Day is January 9. Instructional leaders meet on the 7th.

David Wilcox reminded faculty members to register to volunteer for the marathon. He reported that there are 38 volunteers and we need 112 more. Go to the link that Susan sent. It is on Sunday the 18<sup>th</sup> of January.

David White announced that there will be a meeting of the Technology subcommittee in January given the recent technology update just before finals.

The 2015 Bedichek-Orman auction is October 16<sup>th</sup>. The theme is Oz.

#### **X. Adjournment**

Adjourned at 3:14 PM.

**NEXT MEETING: January 9, 2015 @ 1:45 pm—Central College LHSB 100**