

# U N I V E R S I T Y *of* H O U S T O N

## UNDERGRADUATE COUNCIL Minutes for January 27, 2010

A meeting of the University of Houston Undergraduate Council convened at 3:00 p.m. on Wednesday, January 27, 2010, in the Elizabeth D. Rockwell Pavilion, M.D. Anderson Library (2<sup>nd</sup> floor).

Members Present: Betty Barr, Amanda Baumle, Roger Blakeney, Simon Bott, Dennis Bozeman, Elaine Charlson, Martha Dunkelberger, Luces Faulkenberry, Sarah Fishman, Erica Fletcher, Debbie Hermann, Stephen Huang, Richard Kasschau, Bill Kretlow on behalf of Ron Singer, Iain Morrison, Charles Peters, Melissa Pierson, Ruxandra Prodan, Laurence Rapp, Richard Scamell, Kevin Simon, John Snyder, María Soliño, George Trail, Nina Tucci, Jerry Waite, Larry Williams, Louis Williams, Djuana Young, John Zemanek

Members Absent: Miranda Bennett, Joel Bloom, Agnes DeFranco, William Dupré, Martha Haun, Randy Hayden, Christina Hughes, William Munson, Mariam Zakaria

Guests: Lesley Sisk (ENGR), Frank Kelley (BAUER), Eun Sook Kwon (ARCH)

Staff: Jeanette Morales, Heidi Kennedy

### **I Call to Order; Minutes for 12/9/09**

Council was called to order by Dr. Lawrence Williams at 3:05 p.m. Minutes from 12/9/09 were accepted as amended (UC 10641 09F).

### **II Announcements**

**A** NOTE: All meetings are held in the Elizabeth D. Rockwell Pavilion, M.D. Anderson Library (2<sup>nd</sup> floor), unless otherwise noted.  
Spring 2010 Meetings: 2/24/10, 3/24/10, 4/21/10, 6/2/10, 7/7/10

**B** Undergraduate Council Web Address: <http://www.uh.edu/undergraduatecouncil/index.html>  
Core Curriculum Website Address: <http://www.uh.edu/academics/corecurriculum/>  
Undergraduate Studies Catalog Web Address: <http://www.uh.edu/academics/catalog/>

### **C E-mail listserves:**

UNDERGRAD-COUNCIL@LISTSERV.UH.EDU  
UC-DEGREE-PROGRAMS@LISTSERV.UH.EDU  
UC-POLICIES-PROCEDURES@LISTSERV.UH.EDU  
UC-CORE-CURRICULUM@LISTSERV.UH.EDU  
UC-NEWS@LISTSERV.UH.EDU (Minutes only)

### **III Administrative Reports**

**A** Djuana Young, Executive Director of Admissions informed the Council that the Office of Admissions continues to work on orientation schedules. Also, Admissions is working on establishing a completion date & credential date for Admissions deadlines for future terms.

**B** Heidi Kennedy mentioned that the new Drop Policy has generated steady student traffic in Academic Program Management. Despite the heavy student traffic, APM staff is working with students and their advisors on drop issues.

### **IV PeopleSoft update: Debbie Hermann, Registrar**

Web address: <http://www.uh.edu/peoplesoft/>

**A** No updates.

**V Introduction of new members**

Dennis Bozeman (BAUER), Bill Kretlow on behalf of Ron Singer (BAUER), Ruxandra Prodan on behalf of Rebecca Achee Thornton (CLASS)

**VI Committee Reports**

**A Academic Policies and Procedures Committee (Simon Bott):**

**UC 10758 10S: Academic Policies and Procedures Report - 1/20/10**

UC 10475 09F: Proposal for changes to transfer undergraduate admission requirements for the Bauer College of Business (Replaces UC 10305 09F) – Approved by Council.

UC 10741 09F: Credit by Examination for Vietnamese – Approved by Council.

**UC 10759 10S Academic Policies & Procedures Committee Report: NR Grades – 1/20/10**

Academic Policies & Procedures Committee chair Simon Bott prefaced the report on NR Grades and then discussion among the Council members followed. Basically, when NR grades are entered into PeopleSoft as a result of faculty not entering their grades (or other reasons), NR grades (missing grades) impact students' graduation eligibility, scholarships/financial aid, etc. A policy was proposed by the APP committee to help alleviate the issue. RAR will send an email reminder to faculty (copy to deans and chairs) a list of missing grades and to inform them that if grades aren't submitted by the deadline, the NR grade will convert to an F. This email would be sent to faculty on the official closing date of the semester (three days before the last day to submit grades into the system).

One of the Council's concerns is that an F grade will have more negative ramifications on student records, financial aid/scholarships, athletic eligibility, etc rather than a NR grade (although SFA Executive Director, Sal Loria clarified that a NR grade is considered the same as an F in SFA.). Many Council members felt that faculty needs more time to process grades. Council member Laurence Rapp suggested that NR grades be left on a student's record for a semester and then change into an F. Heidi Kennedy recommended using the student 90 day grade appeal policy as a timeframe for NR grades before converting to a failing grade. Simon Bott suggested this could be included as a friendly amendment. Council member Stephen Huang said that sending one email reminder near the end of term isn't enough (i.e., very busy administering final exams, grading, etc.). He further recommended that a few reminder emails should be sent in advance to keep reminding faculty as part of the amendment as well.

Other issues such as PeopleSoft logistics to accommodate the NR policy and faculty responsibility were also discussed.

As part of the amendment to the NR grade policy, Chair Larry Williams said that he would draft a memo to the Provost stating that the council strongly encourages the Provost to begin discussions with the deans and chairs regarding the NR grade policy and faculty responsibility.

A motion was passed and UC 10750 10S was approved as amended.

Amendments to report:

1) "All NR grades will be automatically converted to an F 90 days after the formal closing of the term."

2) A memo drafted by UC Chair and sent to the Provost Office, stating that the UC encourages the Provost to start discussions with deans and chairs regarding the NR grade policy and faculty responsibility.

3) The Office of Registration and Academic Records (RAR) will send a few emails (not just one) in advance to remind faculty members to submit missing grades and the ramifications of not following through.

**B Core Curriculum Committee (María Soliño) – No report**

The Core Curriculum Committee will begin modifying core curriculum request form (for core changes only): more clarification needed.

**C Degree Programs Committee (Richard Scamell): - No Report**

**Pending:**

UC 10285 09S: Justification of ARCH Degree Plans Hours  
UC 10296 09F: Justification of HRM Degree Plans Hours  
UC 10297 09F: Justification of 135 hour Biology - Medical Technology Degree Plan  
UC 10298 09F: Justification of HNFDS Degree Plan Hours (ADA Track)  
UC 10304 09F: Minor Changes to Current HRM Degree Plan  
UC 10339 09F: Change to Dance Minor and Dance Major  
UC 10340 09F: Stage Management Course Sequence  
UC 10395 09F: THEA 2333 Requirement for Dance Majors  
UC 10476 09F: Bachelor of Fine Arts in Theatre - Production (New Program Request)  
UC 10477 09F: Revised School of Theatre & Dance Catalogue Language  
UC 10480 09F: Deactivation of Unused Major Codes in the College of Technology  
UC 10483 09F: Requirements for earning a Minor in Construction Management  
UC 10484 09F: Changes to Computer Engineering Technology Degree Plan  
UC 10485 09F: Changes to Electrical Power Engineering Technology Degree Plan  
UC 10486 09F: Changes to Mechanical Engineering Technology Degree Plan  
UC 10487 09F: Changes to Surveying Engineering Technology Department  
UC 10489 09F: Changes to CIS Degree Plan  
UC 10491 09F: World Cities Minor (WOC)  
UC 10752 09F: Graphic Communication Technology and Computer Graphics Technology Minor Programs (Changes)

The Degree Programs Committee will meet next Wednesday (location TBA).

**D Degree Programs CB3 Committee (Luke Faulkenberry): - No Report**

**Pending:**

UC 10567 09F: ELET 2303: Digital Systems (Course Change)  
UC 10568 09F: ELET 3402: Communications Circuits (Course Change)  
UC 10569 09F: ELET 3403: Sensor Applications (Course Change)  
UC 10570 09F: ELET 3425: Embedded Systems (Course Change)  
UC 10572 09F: ELET 4308: Senior Project (Course Change)  
UC 10586 09F: MECT 3342: Elements of Plant Design (Course Change)  
UC 10587 09F: MECT 3355: Strength of Materials (Course Change)  
UC 10588 09F: MECT 3358: Dynamics Mechanisms (Course Change)  
UC 10589 09F: MECT 4188: Ethics in Engineering Technology (New Course)  
UC 10590 09F: MECT 4331: Applied Thermal Systems (New Course)  
UC 10591 09F: MECT 4341: Materials Selection and Management (New Course)  
UC 10592 09F: MECT 4343: Thermal Processing and Post-Processing of Materials (New Course)  
UC 10593 09F: MECT 4360: Fundamentals of Biomechanics (New Course)  
UC 10594 09F: MECT 4361: Cardiovascular Mechanics (New Course)  
UC 10595 09F: SURY 2372: Geographic Information System (New Course)  
UC 10596 09F: TECH 3300: Strategic Foresight (New Course)  
UC 10597 09F: TECH 4310: Future of Energy and the Environment (New Course)  
UC 10598 09F: ARCH 1200: Introduction to Architecture, Industrial Design, and Interior Architecture (New Course)  
UC 10599 09F: ARCH 2325: Conceptual Structural Systems (Course Change)

UC 10600 09F: ARCH 2326: Conceptual Environmental Systems (Course Change)  
 UC 10601 09F: ARCH 2350: Survey of Architectural History I (Course Change)  
 UC 10602 09F: ARCH 2351: Survey of Architectural History II (Course Change)  
 UC 10603 09F: ARCH 3369: Architecture of the Chapel (New Course)  
 UC 10604 09F: ARCH 4501: Architecture Design Studio VIII (Course Change)  
 UC 10605 09F: INDS 2356: Design History II (Course Change)  
 UC 10614 09F: HDFS 4322: Introduction to Psychological Careers (New Course)  
 UC 10615 09F: HDFS 4398: Special Problems in Human Development and Family Studies (New Course)  
 UC 10629 09F: KIN 3360: Professional Preparation for Sport Administration (Course Change)  
 UC 10630 09F: KIN 3370: Sport Facility Management (Course Change)  
 UC 10631 09F: KIN 4310: Measurement Techniques in Human Performance (Course Change)  
 UC 10632 09F: KIN 4340: Sport Governance (Course Change)  
 UC 10633 09F: KIN 4345: Sports, Health and Fitness Program Financing (Course Change)  
 UC 10634 09F: KIN 4350: Sport Marketing (Course Change)  
 UC 10635 09F: KIN 4355: Organization and Administration of Athletics (Course Change)  
 UC 10636 09F: KIN 4365: Regulatory and Ethical Aspects of Sport (Course Change)  
 UC 10637 09F: KIN 4370: Exercise Testing (Course Change)  
 UC 10638 09F: PEB 1113: Wii Performance (New Course)  
 UC 10642 09F: BIOL 1310: General Biology (Course Change)  
 UC 10643 09F: BIOL 1320: General Biology (Course Change)  
 UC 10644 09F: BIOL 2397: Selected Topics in Biology (New Course)  
 UC 10645 09F: BIOL 3304: The Biology of Social Behavior (New Course)  
 UC 10646 09F: BIOL 3326: History and Philosophy of Biology (New Course)  
 UC 10647 09F: BIOL 4103: Integration of Biological Knowledge (Course Change)  
 UC 10648 09F: BIOL 4309: Mathematical Biology (New Course)  
 UC 10649 09F: BIOL 4310: Biostatistics (New Course)  
 UC 10650 09F: BIOL 4354: Endocrinology (Course Change)  
 UC 10651 09F: BIOL 4373: Microbial Physiology (Course Change)  
 UC 10652 09F: BIOL 4397: Selected Topics in Biology (Course Change)  
 UC 10653 09F: BCHS 4311: Biochemistry Lab II (Course Change)  
 UC 10654 09F: BCHS 4321: Genomics and Proteomics (Course Change)  
 UC 10655 09F: BCHS 4325: Molecular Microbiology (New Course)  
 UC 10656 09F: BCHS 4397: Selected Topics in Biochemical and Biophysical Sciences (Course Change)  
 UC 10657 09F: CHEM 4272: Physical Chemistry Laboratory II (Course Change)  
 UC 10658 09F: CHEM 4370: Physical Chemistry I (Course Change)  
 UC 10659 09F: CHEM 4372: Physical Chemistry II (Course Change)  
 UC 10660 09F: COSC 4332: Medical Robotics & Image Guided Interventions (New Course)  
 UC 10661 09F: COSC 4333: Healthcare Informatics (New Course)  
 UC 10662 09F: COSC 4348: Introduction to Game Art & Animation (New Course)  
 UC 10663 09F: COSC 4349: Intermediate Game Art & Animation (New Course)  
 UC 10664 09F: COSC 4359: Intermediate Interactive Game Development (New Course)  
 UC 10665 09F: COSC 4372: Fundamentals of Medical Training (New Course)  
 UC 10666 09F: GEOL 4331: Introduction to Geographic Information Systems (Course Change)  
 UC 10667 09F: GEOL 4350: Geomorphology (New Course)  
 UC 10668 09F: GEOL 4355: Geophysical Field Camp (New Course)  
 UC 10669 09F: GEOL 3383: Remote Sensing (Course Change)  
 UC 10670 09F: IDNS 4391: Ethics in Science (New Course)  
 UC 10671 09F: MATH 3338: Probability (Course Change)  
 UC 10672 09F: MATH 3341: Applied Probability (Course Deletion)  
 UC 10673 09F: MATH 4309: Mathematical Biology (New Course)  
 UC 10674 09F: MATH 4310: Biostatistics (New Course)  
 UC 10675 09F: MATH 4364: Numerical Analysis (Course Change)  
 UC 10676 09F: MATH 4365: Numerical Analysis (Course Change)  
 UC 10677 09F: MATH 4370: Mathematics of Financial Derivatives (Course Deletion)  
 UC 10678 09F: MATH 4390: Applied Mathematics Seminar (Course Change)  
 UC 10679 09F: PHYS 1101: General Physics Laboratory I (Course Change)  
 UC 10680 09F: PHYS 1102: General Physics Laboratory II (Course Change)  
 UC 10681 09F: PHYS 1121: Physics Laboratory I (Course Change)

UC 10682 09F: PHYS 1122: Physics Laboratory II (Course Change)  
 UC 10683 09F: BIOL 4340: Research Methods (New Course for teachHouston)  
 UC 10684 09F: CHEM 4340: Research Methods (New Course for teachHouston)  
 UC 10685 09F: PHYS 4340: Research Methods (New Course for teachHouston)  
 UC 10698 09F: ENGI 1331: Computers and Problem Solving (New Course)  
 UC 10699 09F: ECE 5367: Introduction to Computer Architecture and Design (Course Change)  
 UC 10700 09F: CHEE 3321: Analytical Methods for Chemical Engineers (New Course)  
 UC 10701 09F: CHEE 4321: Chemical Engineering Design I (Course Change)  
 UC 10702 09F: CHEE 4322: Chemical Engineering Design II (Course Change)  
 UC 10703 09F: CHEE 5369: Chemical Process Economics II (Course Change)  
 UC 10704 09F: CHEE 5389: Transport Phenomena in Physiological Systems (Course Change)  
 UC 10705 09F: CHEE 5393: Cellular and Biological Transport Phenomena (Course Change)  
 UC 10706 09F: MECE 5312: Computational Fluid Dynamics I (Course Change)  
 UC 10707 09F: PETR 5304: Evaluation of Petroleum Bearing Formulations I (Course Change)  
 UC 10708 09F: PETR 5328: Petro Fluid Properties & Phase Equilibria (Course Change)  
 UC 10709 09F: PETR 5361: Modern Petroleum Engineering (Course Change)  
 UC 10710 09F: PETR 5362: Reservoir Engineering I (Course Change)  
 UC 10711 09F: PETR 5364: Origin and Development of Oil and Gas Reservoirs (Course Change)  
 UC 10712 09F: PETR 5368: Well Drilling and Completion I (Course Change)  
 UC 10713 09F: PETR 5397: Special Topics (New Course)  
 UC 10714 09F: INDE 3330: Financial and Cost Management (Course Change)  
 UC 10715 09F: MECE 1331: Computing for Mechanical Engineers (Course Change)  
 UC 10716 09F: MECE 4340: Mechanical Engineering Capstone I (New Course)  
 UC 10717 09F: MECE 4341: Mechanical Engineering Capstone II (New Course)  
 UC 10718 09F: MECE 5363: Fluid Mechanics (Course Change)  
 UC 10719 09F: BIOE 1100: Introduction to Biomedical Engineering (Course Change)  
 UC 10720 09F: BIOE 2150: Biosensors I (Course Change)  
 UC 10721 09F: BIOE 2350: Continuum Biomechanics (Course Change)  
 UC 10722 09F: BIOE 3340: Quantitative Physiology (Course Change)  
 UC 10723 09F: BIOE 3350: Biosensors II (Course Change)  
 UC 10724 09F: BIOE 3440: Biothermodynamics and Biofluids (Course Change)  
 UC 10725 09F: BIOE 4324: Advanced Continuum Biomechanics (Course Change)  
 UC 10726 09F: BIOE 4389: Transport Phenomena in Physiological Systems (Course Change)  
 UC 10727 09F: BIOE 4393: Cellular and Biological Transport Phenomena (Course Change)  
 UC 10728 09F: BIOE 5312: Computational Fluid Dynamics I (Course Change)  
 UC 10729 09F: ILAS 4350: Liberal Studies Senior Seminar (New Course)

The Degree Programs – CB3 Committee will meet next Wednesday at 3pm in room 200 T2.

## **VII New Business**

Kevin Simon acknowledged and thanked Debbie Hermann (Registrar) and Melanie Snook (Associate Registrar) for their dedication and hard work in helping HRM with grade issues.

## **VIII FYI Documents**

UC 10750 09F: Executive Associate Vice President for Academic Affairs Approval Memo  
 UC 10754 10S: Executive Associate Vice President for Academic Affairs Approval Memo  
 UC 10755 10S: Executive Associate Vice President for Academic Affairs Approval Memo  
 UC 10756 10S: Executive Associate Vice President for Academic Affairs Approval Memo  
 UC 10757 10S: Executive Associate Vice President for Academic Affairs Approval Memo

## **XV Adjournment at 4:30 pm**