

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

## UNDERGRADUATE COMMITTEE OF THE FACULTY SENATE Minutes for October 1, 2014

A meeting of the University of Houston Faculty Senate Undergraduate Committee convened at 3:00 p.m. on Wednesday, October 1, 2014, in room 306, M.D. Anderson Library (Faculty Senate Office).

Members Present: Leonard Bachman, Simon Bott, Jyoti Cameron, Cheryl Craig, Kerry Creelman, Daniel Currie, Bret Detillier, Martha Dunkelberger, Sarah Fishman, Rebecca George, Maria Alejandra González-Peréz, Debbie Henry, Michelle Ivey, Clint Kirchoff, Christine LeVeaux-Haley, Teri Longacre, Daniel Maxwell, Andra Olivia Miljanić, Ognjen Miljanić, William Munson, Michael Murray, Raresh Pascali, Trang Phan, Ruxandra Prodan-Boul, Jagannatha Rao, Hugo Salinas, Richard Scamell, Lori Selzer, Robert Shimko, Donna Stokes, Nina Tucci, Chad Wayne, Lawrence Williams, Djuana Young

Members Absent: Roger Blakeney, Andrea Burrige, Teresa Chapman, Jose Guillermo de los Reyes, Christina Gola, Shishir Shah, Lesley Sisk

Guests: John Shiflet (Cougars in Recovery), Barbara Dwyer (Cougars in Recovery), Amy Ramirez (RAR), Melissa Pierson (Exploratory Studies), Mary Dawson (HRM)

Staff: Jeanette Morales and Heidi Kennedy

### **I Call to Order; Minutes for 9/3/2014**

The Committee was called to order by Dr. Martha Dunkelberger at 3:00pm. Minutes from 9/3/14 were approved.

### **II Announcements**

**A** NOTE: All meetings are held in room 306 (Faculty Senate Office), M.D. Anderson Library unless, otherwise noted.

Fall 2014 Meetings: October 29, December 3

Spring/Summer 2015 Meetings: January 28, February 25, March 25, April 22, June 10, July 8

**B** Undergraduate Committee Web Address: <http://www.uh.edu/undergraduatecouncil/index.html>  
Core Curriculum Web Address: <http://catalog.uh.edu/content.php?catoid=3&navoid=624> (or Google search "UH Core Curriculum")

Undergraduate Catalog Web Address: <http://catalog.uh.edu/> (or [www.uh.edu/catalog](http://www.uh.edu/catalog))

### **C E-mail listservs:**

UNDERGRAD-COMMITTEE@LISTSERV.UH.EDU

UC-CORE-CURRICULUM@LISTSERV.UH.EDU

UC-DEGREE-PROG\_CB3\_1@LISTSERV.UH.EDU

UC-DEGREE-PROG\_CB3\_2@LISTSERV.UH.EDU

UC-POLICIES-PROCEDURES@LISTSERV.UH.EDU

UC-STUDENT-SUCCESS@LISTSERV.UH.EDU

UC-NEWS@LISTSERV.UH.EDU (Agenda and Minutes)

**D 2015 – 2018 Academic Calendar Cycle**

The Provost Council recently approved the 2015-2018 UHS Academic Calendar cycle (UC 12811 14F). The 2015-2016 academic calendar will be published online this week.

**E MapWorks Update: Daniel Maxell, Associate Vice President for Student Affairs**

On September 24, 2014, Student Affairs sent out the MapWorks survey to residential and commuter students. Residential advisors will work with residential students. The Dean of Students is handling the commuter students. The responses to MapWorks alert indicators have a turnaround of twenty four hours. MapWorks survey ends in November. Dan Maxwell informed the UC that he will have data after the tally.

**III UC Curriculog Training**

UC Chair Martha Dunkelberger mentioned that 17 out of 42 UC members received Curriculog this past September. The Degree Programs/CBM003 and Core subcommittee members need to be trained early on since the bulk of UC proposals involve courses and degree program changes. However it would be beneficial for the other subcommittee members to learn the workflow system. She announced that Curriculog training would end this fall semester.

Jeanette Morales has forwarded the subcommittee agendas for review. In addition, instructions on how to review proposals embedded in agendas have been created by Amy Ramirez. Hard copies are available on the table for pick up. Jeanette Morales will also send electronic copies to the UC.

**IV John Shiflet, Director and Barbara Dwyer, Program Coordinator: Cougars in Recovery (CIR)**

John Shiflet gave a presentation about Cougars in Recovery, a collegiate recovery program for students in recovery from addiction. This program began in the fall of 2013 with ten students and has grown currently to twenty students. CIR is one of sixty collegiate recovery programs offered nationwide. The floor was opened to Q and A during the presentation.

**V Administration Representatives' Reports**

**A Djuana Young, Executive, Office of Admissions**

The Office of Admissions has admitted 754 students for the spring 2015 semester. January 5, 2015 is the spring application deadline. On October 1, 2014, the student conference portal opened for spring registration.

**B Debbie Henry, University Registrar, Registration and Academic Records**

The 2015 spring class schedule will be released the first week of November 2014. RAR has finalized graduation processing for summer 2014 (90 % complete). Also RAR, will shorten graduation processing time from five weeks to four weeks for summer 2015.

**C Melissa Pierson, Assistant Vice Provost for Undergraduate Student Success**

Dr. Pierson announced that Exploratory Studies hired new staff recently. They are ready to start seeing students in Cougar Village II. She also informed the UC that students who are not TSI

complete after being auto-evaluated will have a TSI checklist inserted into their myUH account. This checklist has a feature embedded to where students can upload exemption documentation.

## **VI Subcommittee Reports**

### **A Undergraduate Catalog Subcommittee, Michael Murray, Chair**

UC 12812 14F: Undergraduate Catalog Subcommittee Report - 9/25/14

Dr. Murray briefly summarized the three main tasks on his report (online catalog publishing process, catalog format, & change management using Curriculog). Dr. Dunkelberger expressed concern over change management using Curriculog and asked the UC for suggestion on other ways to advertise this new workflow system. A few UC members suggested that department chairs can help communicate about Curriculog. Many agreed with this recommendation since most proposals begin at the department level. Martha Dunkelberger stated that once Curriculog processes are more streamlined the UC will reach out to the department chairs.

### **B Student Success Subcommittee, Larry Williams, Chair**

UC 12813 14F: Student Success Subcommittee Report – 9/17/14

Larry Williams informed the UC that this report was a general overview of what his subcommittee was charged with reviewing: Academic Advising Survey and the redesign the CORE 1101.

UC 12814 14F: Student Success Subcommittee Report (Academic Advising Survey) – 9/24/14

Dr. Williams presented the recommendations for improving the Academic Advising Survey. He mentioned to UC members that the advising survey is not intended to be a part of the annual employee performance review. This survey is for students to provide feedback about their advising experience. Questions and comments were encouraged during the discussion.

The Undergraduate Committee approved the UC 12814F.

The Student Success Subcommittee will meet next Wednesday (October 8, 2014) to discuss CORE 1101.

## **VII Tara Boyle, Director of Retention & Graduation Initiatives: Provost Summer Read Program Update**

She thanked the faculty for participating in the inaugural year of the Provost Summer Reading Program. About 1300 freshman participated the first year. Tara had mention that a Communication Marketing faculty member offered to have her Communication marketing students help market this reading program. The summer reading program was successful and the lecture delivered by CBS correspondent Byron Pitts (the author of the book, Step Out on Nothing) positively touched many students.

## **VIII Old Business**

### **A General Requirements for Baccalaureate Degree: Residency Requirement (UC 12754 14S & UC 12794 14S)**

UC chair Martha Dunkelberger charged the Academic Policies & Procedures Subcommittee to revisit this policy. However, she requested the UC to briefly discuss this policy to obtain general sentiment. Next, she asked Jyoti Cameron to give a brief explanation of the policy change proposal. The proposal was created in response to CLASS receiving student petitions to take courses at another institution during their last 30 hours.

A few UC members wondered how often students are petitioning for this exception, the number of students and the proportion. Also, which courses are students petitioning to take at another institution (are any of the courses in online format)? Obtaining data with regard to these questions can help the UC make a better determination.

One committee member inquired if study abroad courses would be considered part of the residency? The response was that if the study abroad course was affiliated with UH for credit it considered part of the last thirty hours. Another UC member commented that this policy also emphasizes quality control: in other words graduating with a UH degree with a reasonable amount UH courses.

**B UH in 4 Program**

Dr. Jagannatha Rao asked Teri Longacre for a list of UH in 4 students for his college. He also requested a set of brief guidelines/checklist on what to look out for when advising UH in 4 students. As a faculty advisor, he felt these would be helpful tools.

**IX New Business**

**A Review of Selected Topics and Independent Courses**

The UC Chair charged the Academic Policies & Procedures subcommittee to review content of the Selected Topics/Independent Study Courses web page. It was mentioned that the Selected Topics policy/procedure stated on the web site hasn't been reinforced in the past. Also the other concern was that changes made to this web page need UC consultation and review prior to posting.

**B UC Mission Statement Review**

Chair Martha Dunkelberger asked the subcommittee chairs to examine the bylaws and mission statement and offer input. Larry Williams added since the UC is a part of the Faculty Senate, the Faculty Senate constitution needs to be taken into account when making changes.

**X Meeting adjourned at 4:24pm.**