

UNIVERSITY of HOUSTON

UNDERGRADUATE COMMITTEE
OF THE FACULTY SENATE
Minutes for September 28, 2016
Faculty Senate Office (306 M.D. Anderson Library)
3pm – 5pm

Members Present: Mara Affre, Carolyn Boone, Kerry Creelman, Shea Culpepper, Daniel Currie, Bret Detillier, Martha Dunkelberger, Kayla Fischer, Sarah Fishman, Rebecca Forrest, Rebecca George, Kristen Hassett, Debbie Henry, Michelle Ivey, Heidi Kennedy, Sandra Lee, Daniel Maxwell, Jeremy May, A. Olivia Miljanić, Raresh Pascali, Maria Peden, Ruxandra Prodan-Boul, Amy Ramirez, Miguel Ramos, Shishir Shah, David Shattuck, Jonathan Snow, D. Christopher Taylor, Nina Tucci

Members Absent: Guillermo De Los Reyes Heredia, Donald Foss, Jeff Fuller, Arturo Hernandez, Catherine Horn, Bruce Jones, Christine LeVeaux-Haley, Teri Longacre, Lorianna Mapps, Scott Moore, William Munson, Michael Murray, David Peng, Kamran Riaz, Shafik Rifaat, Lori Selzer, Robert Shimko, Natalie Sumrow, Lawrence Williams

Guests in Attendance: Teresa Edgar (Education), Tomika Greer (Technology), Dong Liu (Engineering), Melissa Pierson (USS), Marina Sebastijanovic (Business)

Staff: Dina Galley

- I. **Call to Order** - The Committee was called to order by Shishir Shah, Chair, at 3:01 pm
 - a. Meeting Minutes from August 24, 2016 were approved

- II. **Announcements**
 - a. Shishir Shah, on behalf of UC, has been working with Colleges to come up with their individual CPT plans, if needed – reaching out, explaining changes in regulations, discussing what's needed, drafting language, etc.
 - b. **NOTE:** All meetings are held in room 306 (Faculty Senate Office), M.D. Anderson Library unless, otherwise noted.
 - i. **Scheduled meetings for 2016-2017:**
 - Fall 2016: August 24, September 28, October 26, November 30
 - Spring 2017: January 25, February 22, March 22, April 26, May 17
 - c. **Helpful Websites:**
 - i. Undergraduate Committee: www.uh.edu/undergraduate-committee/
 - ii. Current (2016-2017) Undergraduate Catalog: www.uh.edu/catalog-undergraduate
 - UH Core Curriculum section: www.uh.edu/academics/corecurriculum/
 - d. **E-mail Listservs:**
 - i. UC General Membership: UNDERGRAD-COMMITTEE@LISTSERV.UH.EDU
 - ii. UC Executive Committee: UC-EXEC@LISTSERV.UH.EDU
 - iii. UC Subcommittees:
 - UC-CORE-CURRICULUM@LISTSERV.UH.EDU
 - UC-DP_CBM_1@LISTSERV.UH.EDU
 - UC-DP_CBM_2@LISTSERV.UH.EDU
 - UC-POLICY-PROCEDURES@LISTSERV.UH.EDU
 - UC-STUDENT-SUCCESS@LISTSERV.UH.EDU
 - UC-UGRD-CATALOG@LISTSERV.UH.EDU
 - ii. UC News (Sharing UC-related information with Campus Partners): UC-NEWS@LISTSERV.UH.EDU

III. UC Business

a. Additional Appointees for UC Representation

- UC membership is defined in the bylaws by total SCH generated by Colleges using data gathered every three years. As such, UC is currently lacking representation from a few colleges, according to 2014 data – 2 from College of Technology, 1 from College of Business, and 2 from College of Engineering
- Shishir Shah has asked a few UC members from those colleges to nominate additional faculty for a 2016-2017 appointment to the UC, and names were submitted. Nominees are:
 - i. Marina Sebastijanovic, College of Business
 - ii. Dong Liu, College of Engineering
 - iii. Len Trombetta, College of Engineering
 - iv. Tomika Greer, College of Technology
 - v. Susan Miertschin, College of Technology
- A paper vote was held, and appointment for all of the above nominees was approved
- Subcommittee assignments will be updated and shared with UC members this week

b. Current Snapshot (as of 9/21/16):

- Submitted for 2016-2017 review (for 2017-2018 UG Catalog) – 218 total:
<https://share.uh.edu/uc/Lists/ProposalSubmissionAndTracking/ProposalsByYear.aspx>
 - Courses: 175 total: 58 creations, 115 revisions, 2 deletion; 15 UH Core Curriculum
 - Degree Programs: 27 total: 20 bachelor's, 7 minor
 - Policy: 13 total
 - Still accepting submissions from a few colleges; final deadline for submission is coming up (October 1), so these numbers will go up slightly, but hoping to assign all of these out quickly, and start seeing numbers go down as subcommittee continue their work!
- c. Engineering memo to UC re: BSME – [memo submitted](#) from Engineering asking to correct an oversight in catalog editing. Memo reviewed and no objections raised.

IV. Administration Representatives' Reports

- a. **Financial Aid** (presenting in person) – change in representative from Scott Moore to Bridget Jans, the new Executive Director of Scholarships and Financial Aid; Mara Affre requested that Financial Aid be allowed to report at the next UC meeting
- b. **Admissions** (Jeff Fuller [submitted report](#), Mara Affre presented in person) – Mara shared that the submitted report doesn't include data from Summer, so numbers are even higher
- i. A question was raised regarding plans to replace the large role Simon Bott played in summer orientation sessions (sample lessons/introduction to faculty for incoming students) – Mara shared that this role will most likely need to be shared between 3-4 people, since it is a large time commitment; if any faculty are interested, please contact Mara Affre directly!
 - ii. Suggestion was given to have Spanish-speaking faculty at parent orientations to make sure parents who are Spanish-speaking are able to ask questions, feel included, etc.
- c. **Student Affairs** (Dan Maxwell [submitted report](#) and spoke) – Undergraduate Career Services reaching out to colleges, creating many opportunities for students to explore career options and explore graduate school process and meet with departments. Also shared that Dr. Walker gave a presentation regarding DSAES accomplishments and initiatives at the previous FS meeting, and that presentation is also included in the report.
- d. **Office of the University Registrar** (Debbie Henry) – October 4th will be the start of registration for Spring 2017. Also, January 6th, 2017, is the deadline for graduation processing. Prep work needs to start now in the Colleges, so urging UC members to share this information with their respective Colleges and ask for their assistance in proactively working to meet this deadline. Question regarding issues with scheduling/room assignments – Debbie shared that AdAstra, the scheduling optimization tool, had a new release with some unforeseen bugs, OUR currently working to address these issues, but it is a lot of time-consuming work, so will update ASAP when issues have been addressed.

- e. **Institutional Effectiveness, Assessment and Accreditation** (Miguel Ramos) - Core Assessment process has started, and faculty who have been selected to participate have received communications. So far, 54% have responded, and another reminder is going out to the rest soon. UC members should encourage faculty to complete these requests and send in their student work – notice has been received that report to the THECB must be compiled and submitted.

V. Subcommittee Reports

- a. **APP Subcommittee** (Martha Dunkelberger [submitted report](#)) –
 - i. CLASS “Diversity Requirement Proposal” – UC approved in vote
 - ii. “BA in Spanish – Foreign Language Requirement” - UC approved in vote
 - iii. “French BA Second Language Proposal” - UC approved in vote
 - iv. Requesting more information for several other proposals
 - LACP 2111 (course creation) – looking for additional data on previous offerings of this course; what does the course offer to student that’s different from the services already offered from Career Services?
 - Mexican American Studies Program – don’t see a MAPP/policy stating that a Center cannot offer degrees/minors – looking for that information
 - Transfer Student Admission policy – detailed in report
- b. **Catalog Subcommittee** (Sandy Lee [submitted report](#)) – Catalog subcommittee will begin meeting next week, working on proposals as well as a few other initiatives for the upcoming year (detailed in report)
- c. **Core Subcommittee** (Guillermo De Los Reyes Heredia absent, and Sarah Fishman gave an update in his place) – the subcommittee has begun its review of several Core courses, and requested some minor revisions from departments. Once revisions have been submitted, will bring to the UC for a vote. Overall, wanted to point out that Core proposal submissions should include detailed information about the artifact that will be required as a part of the course – this helps support how learning objectives will be met and connects to the assessment requirement
- d. **DP/CBM 1 Subcommittee** (Bekki George [submitted report](#)) – Recommend approval for the following course deletions/deactivations:
 - i. POLS 4329 - European Union Politics - UC approved in vote
 - ii. POLS 4360 - Seminar on Globalization - UC approved in vote
- e. **DP/CBM 2 Subcommittee** (Dan Currie [submitted report](#))
 - i. ECON 3389 – Topics in Contemporary Economics I - UC approved in vote
 - ii. Econ 3344 – History of Economic Doctrine - UC approved in vote
 - iii. Econ 3350 – American Economic Growth - UC approved in vote
 - iv. Econ 4389 – Topics in Contemporary Economics II - UC approved in vote
 - v. Economics BA – clarification: removing statement that allows for course substitutions (not disallowing course equivalencies) - UC approved in vote
 - vi. Economics BS – clarification: removing statement that allows for course substitutions (not disallowing course equivalencies) - UC approved in vote
- f. **Student Success Subcommittee** (Kerry Creelman gave an update) – Student Success subcommittee will begin meeting next week, working on assigned proposals

VI. Adjournment at 4:40 pm.