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

UNDERGRADUATE COMMITTEE
OF THE FACULTY SENATE
Agenda for August 26, 2015
Room 238, Classroom & Business Building (CBB - #499)
3pm – 5pm

TO: Mara Affre, Leonard Bachman, Roger Blakeney, Simon Bott, Andrea Burridge, Teresa Chapman, Cheryl Craig, Kerry Creelman, Daniel Currie, Patrick Daniel, Jose Guillermo De los Reyes, Bret Detillier, Martha Dunkelberger, Sarah Fishman, Donald Foss, Rebecca George, Maria Alejándra González-Peréz, Debbie Henry, Michelle Ivey, Bruce Jones, Heidi Kennedy, Christine LeVeaux-Haley, Teri Longacre, Sal Loria, Daniel Maxwell, Jeremy May, Sandra McNeely, Andra Olivia Miljanić, Ognjen Miljanić, William Munson, Michael Murray, Raresh Pascali, Maria Peden, Ruxandra Prodan-Boul, Amy Ramirez, Miguel Ramos, Jagannatha Rao, Karman Riaz, Shishir Shah, Robert Shimko, Natalie Sumrow, David Christopher Taylor, Nina Tucci, Lawrence Williams, Djuana Young

FROM: Martha Dunkelberger, Chair, Undergraduate Committee

DATE: August 19, 2015

I. **Call to Order**
   a. Review of Minutes for 05/13/2015

II. **Announcements**
   a. Introduction to Dina Galley
   b. NOTE: All meetings are held in room 306 (Faculty Senate Office), M.D. Anderson Library unless, otherwise noted. (Current conditions in Faculty Senate Office have us meeting in Room 238 of CBB.)
      i. Fall 2015 Meetings: August 26, September 23, October 28, November 18, December 2
      ii. Spring 2016 Meetings: January 27, February 24, March 23, April 20, May 11
   c. Helpful Websites:
      i. Undergraduate Committee: www.uh.edu/undergraduate-committee/
      ii. Undergraduate Catalog: catalog.uh.edu
         1. Core Curriculum: http://catalog.uh.edu/content.php?catoid=8&navoid=1471
   d. E-mail Listservs:
      i. General Membership: UNDERGRAD-COMMITTEE@LISTSERV.UH.EDU
      ii. Subcommittees:
         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-URGD-CATALOG@LISTSERV.UH.EDU
      iii. Sharing Agenda & Minutes with Membership & Campus Partners**:**
         UC-NEWS@LISTSERV.UH.EDU

III.   **2015-2016 Undergraduate Committee Membership**
    a.   Welcome New and Current UC Members
    b.   Nomination and Approval of Ruxandra Prodan-Boul as Undergraduate Committee Vice Chair
    c.   Subcommittee Assignment Announcements
    d.   Degree Programs/CBM003 Subcommittees
        i.   Proposing name change to "Curriculog Subcommittees"
        ii.   Proposing redistribution of proposals as follows:
            1.   Curriculog Subcommittee 1: Architecture, Engineering, NSM, CLASS (including Communications, Comparative Cultural Studies, Economics, English, History, Political Science and Philosophy)
            2.   Curriculog Subcommittee 2: Education, Honors, Technology, CLASS (including Art, Music, Theater and Dance, Communication Sciences and Disorders, Health and Human Performance, Sociology, Psychology, Hispanic Studies and Modern and Classical Languages)
        iii.   Proposing amendment of Bylaws to allow for redistribution of proposals based on Subcommittee membership for each cycle
    e.   Report on Distribution of Faculty Representatives

IV.   **Administration Representatives' Reports**

V.   **Subcommittee Reports**
    a.   Degree Programs/CBM003 Subcommittee #1 Report: Andrea Burridge, Chair
    b.   Degree Programs/CBM003 Subcommittee #2 Report: Jagannatha Rao, Chair
    c.   Core Curriculum Subcommittee Report: Simon Bott, Chair
    d.   Student Success Subcommittee Report: Larry Williams, Chair
    e.   Academic Policies & Procedures Subcommittee Report: Daniel Currie, Chair
    f.   Undergraduate Catalog Subcommittee Report: Michael Murray, Chair

VI.   **Old Business**
    a.   New Department - Petroleum Engineering (currently resides under Chemical and Biomolecular Engineering): included in this document
    b.   IB/AP English: https://uh.curriculog.com/proposal:1525/form
    c.   Nursing move to UH main: https://uh.curriculog.com/proposal:1697/form
    d.   ~~CBM003 FA15 Form~~ Course Correction: no attachment/link

VII.   **New Business**
    a.   Proposal to limit administrative reports to one per meeting. Administrative reports can be made by memo to the committee in other months:
        i.   Admissions: August & January
        ii.   Financial Aid: September & February
        iii.   Student Affairs: October & March
        iv.   OUR: November & April
        v.   Student Success: December & May
    b.   Bylaws Review
        i.   Review schedule
        ii.   Committee membership
        iii.   Publication of rolling deadlines
        iv.   Distribution of labor
        v.   Amendments/edits to Chair by Wednesday, September 16

VIII.   **Adjournment**

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Department Creation and Department Changes

The review, prospect and *creation of a new department*, *dissolution of departments*, *name changes of departments*, *consolidations of departments* and *movement of a program into another department* as well as *merge existing College of Science and College of Liberal Arts into a new College of Arts and Sciences*, etc., must follow the steps provided below:

Step 1: Documentation Needed (Two Items)

Item #1: Complete the THECB one-page form that is provided with the link below. Once you click on the link, next click on "Administrative Change Form" to secure the one-page form. (Include A Proposed CIP Code (http://www.txhighereddata.org/Interactive/CIP/) in Request for Change):

THECB Administrative Unit Changes Form (http://www.thecb.state.tx.us/index.cfm?objectid=A62F5614-C753-0BA8-F2644D68A1087B29)

Item #2: Complete the following as a separate document:

- In a memo format, develop an **executive summary** with attachments and/or appendices if necessary, that describes the nature and rationale/justification for the administrative change (i.e., national research trends and changes in the discipline, student demographic changes, changing workforce needs). Address the memo **(To)** the Provost and **(From)** the Dean of the Academic Unit that is requesting the change. **(Cc)** the Vice Provost for Academic Programs, the Vice Provost and Dean of Graduate Studies, the Vice Provost and Dean of Undergraduate Student Success, the Chair of the Graduate Professional Studies Committee (GPSC) and the chair of the Undergraduate Committee (UC). Where appropriate, the Department Chair may be in the (Cc) column.[1] (#ftn1)

- **Business Plan** (required for new departments, schools, colleges and consolidations)

Step 2: Campus Reviews

Submitted the two items above for review and approval by the department faculty, department chair, dean, Undergraduate Committee and Graduate and Professional Studies Committee of the Faculty Senate. The councils will then submit the request to the Provost's office.

Step 3: Office of the Provost Review

Review by Academic Programs and Academic Program Assessment with final review by the Provost.

Notification Form for Administrative Changes
Texas Higher Education Coordinating Board

Directions: An institution shall use this form to notify the Board of an administrative change.

Information: Contact the Division of Workforce, Academic Affairs and Research at 512/427-6200 for more information.

Administrative Information

1. Institution: **University of Houston – Central Campus**

2. Description of Administrative Change: (*e.g., create a new Department of Sociology; merge existing College of Science and College of Liberals Arts into a new College of Arts and Science, etc.*)

Creation of Petroleum Engineering Department within the College of Engineering

3. Program Inventory –

ENGINEERING	14			
PETROLEUM ENGINEERING	14.2501.00	BSPETE (126 SCH) Start date: 01/29/2009	MPETE (36 SCH), MSPETE (30 SCH) Start date: 01/19/1970	PHD (60 SCH) Start date: 04/23/2015
PETROLEUM WELL DESIGN ENGINEERING	14.2501.00		MS (36 SCH) Start date: 07/28/2011	
PETROLEUM WELL COMPLETION AND INTERVENTION ENGINEERING	14.2501.00		MS (36 SCH) Start date: 07/28/2011	

4. Implementation Date: (MM/DD/YY)

09/01/2015

5. Phase Out Date (if applicable): (MM/DD/YY)

6. Contact Person: Provide contact information for the person who can answer specific questions about the program.

Name: **Suresh K. Khator**

Title: **Associate Dean, Graduate Programs**

E-mail: **skhator@uh.edu**

Phone: **713-743-4205**

June 2, 2015

To: Dr. Paula Short, Provost

From: Joseph Tedesco, Dean, Cullen College of Engineering

Sub: Creation of Petroleum Engineering Department

Dear Paula:

During the site visit for the PhD program in Petroleum Engineering, it was strongly recommended that we form a separate Petroleum Engineering Department. The mian reason given was that it will facilitate faculty hiring and grant application process.

As you know, the Petroleum Engineering activities are now under the Chemical and Biomolecular Engineering Department. The PhD degree was approved by the Texas Higher Education Coordinating Board on April 24, 2015 and we will be admitting PhD students beginning Fall 2015. We have large number of students in our Petroleum Engineering degrees, over 850 undergraduate students, more than 150 Masters students and now we will be admitting PhD students. Petroleum Engineering is the fastest growing area in the College of Engineering and perhaps in the university. In order to accommodate this growth and meet the recommendation of the site visit for the recently approved PhD program, I would like to request you to give approval for forming the Petroleum Engineering Department as the seventh department within the Cullen College of Engineering. The last department that was created in the College was Biomedical Engineering back in 2010-11.