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

## UNDERGRADUATE COUNCIL
## Minutes for November 14, 2007

A meeting of the University of Houston Undergraduate Council convened at 3:06 p.m. on Wednesday, November 14, 2007 in room 220 of the E. Cullen Building.

Members Present:  Josie Anderson, Libby Barlow, Betty Barr, Roger Blakeney, Joel Bloom, Simon Bott, Agnes DeFranco, William Dupré, Luces Faulkenberry, Sarah Fishman, Nancy Graves, Natalie Houston, Nathan Jarvis, Richard Kasschau, Partha Krishnamurthy, Barbara Lewis, Iain Morrison, Laurence Rapp, Maria Soliño, Rebecca Achee Thornton, Dalibor Torbica, George Trail, Lawrence Williams, John Zemanek

Members Absent: Elaine Charlson, Gus Forward, Martha Haun, Jacqueline Hawkins, William Munson, Charles Peters, Irving Rothman, Barbara Snelling

Guests: Pat Deeves (ART), Kevin Simon (HRM)

Staff:  Marsha Daly

**I      Call to Order; Minutes for 10/17/07**
Council was called to order by Dr. Joel Bloom at 3:06 p.m.  Minutes from 10/17/07 were accepted.

**II     Announcements**

**A**     NOTE: All meetings are held in the President's Boardroom, #220 E. Cullen, unless otherwise noted.
**Fall 2007 Meetings:**  11/14/07, 12/5/07 *(tentative)*
**Spring 2008 Meetings:**  1/23/08, 2/20/08, 3/12/08, 4/16/08, 6/4/08, 7/9/08

**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    Administration Representatives Reports:**  None.

**IV     PeopleSoft update:**

**End of Semester Grading**
With the completion of Fall 2007 grading we will have been through a compete semester cycle in PeopleSoft.  Now we can go back and refine the business processes.

The training for grading has been designed and distributed.  The calendar dates established were the best compromise to meet concerns of students, faculty and staff. Dates were based on:
      1. Best Practices – it really has taken too long to complete grading in the past.
      2. UH Policies – change of grades and end of semester Ws.
      3. Faculty needs and habits.
      4. PeopleSoft functionality – the reality that it is a batch process, not by student, and issues caused to student records in running the batch process multiple times.

Reports queries will be made available to appropriate offices to indicate what rosters are complete and/or incomplete.

**End of Semester Ws**
These will need to be done on the Academic Course Record Adjustment Forms which will provide the required Dean's signature.  Supporting documentation will need to be included for Dean's decision.

**PeopleSoft Grading Module** has more functionality that we can use in the future.  Including review by others after faculty entry and possibility for approval by designated office (Chair, Dean, etc.).

**Uploading of grades**
The team is still reviewing this issue.  At the present it is not possible to upload grades form either Excel spreadsheets or WebCT.

**V**       **Committee Reports**

**A**       **Academic Policies and Procedures Committee:**

**UC 9677 07F:  Academic Policies and Procedures Committee Report 11/7/07: Approved with one correction: UC 9436 07F was tabled.**

**B**       **Core Curriculum Committee:**

**UC 9767 07F: Core Curriculum Committee Report 10/26/07: Approved**

**C**       **Degree Programs Committee:**

**UC 9679 07F: Degree Programs Committee Report 10/31/07: Approved**

**UC 9680 07F: Degree Programs Committee Report 11/7/07: Approved**

**VII**       **Old Business/New Business**

**New:**
**Engineering Bees –** They are being relocated.

**Homecoming** is this Saturday.

**80th Anniversary** of UH is being celebrated today.

**VIII.**   **Adjourned at 4:02 p.m.**