

# 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 May 13, 2015, Special Session**  
**Room 306 (Faculty Senate Office), M.D. Anderson Library**  
**3<sup>rd</sup> Floor**  
**3pm – 5pm**

**Members Present:** Mara Affre, Leonard Bachman, Roger Blakeney, Simon Bott, Andrea Burridge, Kerry Creelman, Daniel Currie, Bret Detillier, Martha Dunkelberger, Sarah Fishman, Rebecca George, Maria Alejandra González-Peréz, Debbie Henry, Daniel Maxwell, Raresh Pascali, Trang Phan, Ruxandra Prodan-Boul, Jagannatha Rao, Lori Selzer, Shishir Shah, Robert Shimko, Lesley Sisk, David Christopher Taylor, Nina Tucci, Chad Wayne

**Members Absent:** Jyoti Cameron, Teresa Chapman, Wynne Chin, Cheryl Craig, Jose Guillermo De los Reyes, Donald Foss, Michelle Ivey, Clint Kirchoff, Christine LeVeaux-Haley, Teri Longacre, Andra Olivia Miljaniç, Ognjen Miljaniç, Michael Murray, Hugo Salinas, Donna Stokes, Lawrence Williams, Djuana Young

**Guests:** Amy Ramirez (OUR), Tracy Briscoe (OUR)

**Staff:** Jeanette Morales and Heidi Kennedy

### **I Call to Order; Minutes for 4/22/15**

The Committee was called to order by Dr. Dunkelberger at 3:01p.m. Minutes from 4/22/15 were approved.

### **II Announcements**

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

Spring/Summer 2015 Meetings: June 10 (tentative), July 8 (tentative)

**B** Undergraduate Committee Web Address: <http://www.uh.edu/undergraduatecouncil/index.html>  
Core Curriculum Web Address: <http://catalog.uh.edu/content.php?catoid=8&navoid=1471> (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** Dr. Simon Bott announced that faculty volunteers are needed to talk to parents during student orientations this summer. He encouraged faculty members to volunteer and also inform colleagues about this opportunity. Faculty interested in volunteering may contact him by email.

### **III Administration Representatives' Reports**

**A** Simon Bott mentioned that he liked OUR's email reminders to submit their grades.

### **IV Subcommittee Reports**

**A Student Success Subcommittee Report: Larry Williams, Chair, Unable to attend.**

**B Curriculog Workflow Process Fall 2016 Cycle Presentation: Chair Martha Dunkelberger**

With the help of Ruxandra Prodan-Boul's ad hoc subcommittee and Amy Ramirez's help (OUR), a standardized program and course rubric template has been created in Curriculog for the fall 2016 workflow cycle.

During the Powerpoint presentation, Dr. Dunkelberger explained how the new course/program template would operate in Curriculog. Hard copies of presentation were distributed to UC members. She emphasized that originators of proposals (faculty) will upload the proposals themselves (not Curriculog/UC staff).

June 1, 2015 will begin the fall 2016 cycle. July 1<sup>st</sup> will be the proposal deadline for LAW, HON, OPT, PHAR, GCSW, HRM, EDUC, and NSM. September 16 is the proposal deadline for BAUER and NSM. September 30 is the deadline for TECH and ENGR proposals. October 9<sup>th</sup> is the proposal deadline for CLASS. UC member Andrea Burridge asked for flexibility for the July 1<sup>st</sup> deadline since many faculty are on vacation in July.

Dr. Dunkelberger continues to present the features and functionality of the new Curriculog program/course template. She also mentioned that instructions, templates, and Powerpoint presentation will be uploaded to the UC web site. Curriculog training/tutorial web site will be available.

The Provost Official notification memo (from the Associate Deans) can be uploaded into Curriculog. Sarah Fishman asked for clarification about Associate Deans having to send all program changes to the Provost Office. It was also suggested to amend language to one memo per program submitted via Curriculog.

Raresh Pascali asked if a proposal can be retracted once it is submitted. Amy Ramirez informed him that submitted proposals can't be retracted. The proposal will have to be restarted. She said she will help with special requests for overrides.

Simon Bott inquired about the possibility of having only one memo to go to the next approval level. Amy Ramirez said that it can be done.

Daniel Currie asked how this new process will be communicated to the faculty. Martha Dunkelberger said communication will be sent to associate deans.

### **V Adjournment**

Meeting adjourned at 3.44p.m.