

*Discussed w/ UC
10/31/12*
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Memo

To: Dr. Maria Elena Solino, Chair, Undergraduate Committee
 From: Melissa Pierson, Undergraduate Catalog Subcommittee
 Date: 10/29/2012
 Re: Undergraduate Catalog Subcommittee Report

The Undergraduate Catalog Subcommittee met on October 10, 17, and 24, 2012 at 3:00 pm in Farish Hall room 160. Committee members attending were: Debbie Henry, J. Leigh Leasure, Michael Murray, Marcella Norwood, and Ron Singer. Administrative members: Heidi Kennedy, and Jeanette Morales.

The purpose of these meetings was to review and make recommendations about the Academic Policies section of catalog for accuracy, currency, clarity, and logic.

As we conducted our review, we noticed that our recommendations fell into multiple categories with implications for other individuals and groups. Those categories were coded in our notes as follows to assist our next steps:

- [CHANGE] indicates minor edits (e.g., typos, missing punctuation, simple rewordings for clarity, etc.) or things we know are incorrect (e.g., the UH Mission statement didn't match the mission statement elsewhere on the website)--Jeanette will make those changes immediately.
- [LOOK UP] means the subcommittee knows what should be inserted and knows that it exists somewhere, but just needs to locate that information.
- [NAV] indicates issues with navigation (e.g., broken links). We suggest we table these issues until we have the new system as navigational routes may change.
- [APP] designates things we recommend that the Academic Policy and Procedures subcommittee review because there are policy implications.
- [STUDENT SUCCESS] designates things we recommend that the Student Success subcommittee review because understanding of this section has implications for student success.
- [RECOMMEND FOR HANDBOOK] means we recommend this be considered for inclusion in the student handbook.
- [TABLE FOR NOW] means that this section requires a longer discussion, and we are tabling now to return to once the "easy" fixes are done.
- [OVERALL] This is a consideration to make globally, and likely before the content of the catalog is transferred into the new system. (e.g., the entire catalog should be reviewed for consistency for 3rd person or 2nd person; some commentary is directed to "students" while other is directed to "you.")
- [someone's name] Indicates that there is a person who probably knows the answer to our questions, so conversations with those people are needed to clarify.

Moving forward, we anticipate submitting separate reports for the affected subcommittees.