

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

## UNDERGRADUATE COUNCIL Minutes for September 3, 2008

A meeting of the University of Houston Undergraduate Council convened at 3:04 p.m. on Wednesday, September 3, 2008, in room 220 of the E. Cullen Building.

Members Present: Bill Barnes, Betty Barr, Amanda Baumle, Simon Bott, Elaine Charlson, Lawrence Curry, Agnes DeFranco, William Dupré, Luces Faulkenberry, Sarah Fishman, Catherine Hatfield, Martha Haun, Debbie Hermann, Christina Hughes, Richard Kasschau, Partha Krishnamurthy, Iain Morrison, William Munson, Norma Olvera, Charles Peters, Melissa Pierson, Laurence Rapp, Michelangelo Sabatino (for John Zemanek Fall '08), Richard Scamell, Kevin Simon, John Snyder, Maria Soliño, Rebecca Achee Thornton, Jerry Waite, Dana Wierzbicki, Lawrence Williams

Members Absent: Roger Blakeney, Stephen Huang, Du Le, Nina Tucci, Djuana Young

Guests: Josie Anderson (Admissions, for Djuana Young), Libby Barlow (IR), Miranda Bennett (UH Libraries), Sara Lee (PeopleSoft Degree Audit), Diana Velez (U Scholars @ UH)

Staff: Marsha Daly, Heidi Kennedy

### **I Call to Order; Minutes for 5/14/08**

Council was called to order by Dr. Lawrence Williams at 3:04 p.m. Minutes from 5/14/08 were accepted.

### **II Announcements**

**A** NOTE: All meetings are held in the President's Boardroom, #220 E. Cullen, unless otherwise noted.  
Fall 2008 Meetings: 9/3/08, 9/24/08, 10/22/08, 11/19/08, 12/10/08  
Spring 2009 Meetings: 1/28/09, 2/25/09, 3/25/09, 4/22/09, 6/3/09, 7/8/09

**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)

**D** Undergraduate Council Vice Chair: Simon Bott was nominated and accepted to serve.

**E** Committee Assignments: If you wish to change your assignment, please let Marsha Daly know ([madaly@uh.edu](mailto:madaly@uh.edu)).

Chairs: Academic Policies and Procedures: Simon Bott  
Core Curriculum: Maria Soliño

Degree Programs: will be split into –  
CBM003s: Luke Faulkenberry  
Programs: Richard Scamell

**F** Meetings: at each meeting we will have an invited speaker give a presentation on topics of interest to UC.

**G** Several invitations were extended to individuals that may benefit both UC and their group:  
David Mazella, Chair, Educational Policies & Student Affairs Committee, Faculty Senate.  
Dan Wells, President Elect, Faculty Senate and Chair, USD Task Group.  
Editor, The Daily Cougar.

**H** Introduction of members.

### **III Administration Representatives Reports:**

**A** Institutional Research: Libby Barlow.  
SACS made two recommendations: 1) QEP Budget, 2) General education assessment. A comprehensive plan has been written in response to #2. A copy will be shared with the UC.

Undergraduate Council will be asked to assist with the assessment of general education, continuing the efforts that several UC members began last year.

There is increased importance on public accountability and an attempt to stay ahead of the movement for standardized testing of learning outcomes.

The Coordinating Board will also want a similar assessment in 2009.

**B** Enrollment: Elaine Charlson.  
As of today there are 36,250 enrolled. Compared to 34,663 by ORD last year.

We are up in all groups and all standards, except Doctoral students (which may be as a result of a classification issue).

SCH is up 6.9%

This is a base year.

Dr. Charlson thanked everyone for their cooperation on working with the issues of space in classes.

Disenrollment will run again tomorrow night. The list is short.

### **IV PeopleSoft update: Debbie Hermann, Registrar.**

Web addresses: <http://www.uh.edu/peoplesoft/>  
<http://my.uh.edu>

**A** There are still approximately 1,800 grades missing from summer 2008.

**B** Academic Standing and NR grades: When there are NR grades on student records the academic standing calculation process will not run on that student. That means that there may be students who should be on Academic Warning, Probation, or Suspension enrolled for the Fall semester.

**C** Late Adds: Students should be notified to pay for any adds processed today and tomorrow. Failure to pay immediately will mean they will be disenrolled tomorrow night when the process runs. After classes begin it is always “best practice” to inform students that they must pay immediately for any add processed.

**V PeopleSoft Degree Audit:**

What has been built is the 2005 catalog. The team is still building 2006, 2007, and 2008 degree plans. The old audit system will continue to be used for catalogs older than 2005. Colleges are also being asked to come up with a plan to handle the older catalogs.

Majors, minors, and sub-plans (i.e., teacher certification) have been built.

Undergraduate Council may see several documents this year as departments “clean up” their catalog language to allow the degree audit program to work better.

“What if” scenarios may be run on students. For majors and minors.

Presently students cannot access the degree audits. The intent is for advisors and departments to get familiar with it for one semester. That will prepare them for the questions that students may have once they begin to access it.

This is an advisors tool that both an advisor and student need to work on together. It is not an official document. It could, in the future, be used for verification of graduation.

Bold print on the document is an item that is incomplete.

Work with Transfer Admissions is addressing the issues with transfer credit and degree audit.

**VI Old Business/New Business:**

**New:**

**A** Presidential Investiture: Dr. Curry asked faculty with regalia to participate in the processional, which will begin at 2 p.m. All were encouraged to attend the event on September 18th. You may RSVP at this web site <http://www.uh.edu/about/offices/president/investiture/rsvp>.

**B** E-mail communications with students: Dr. Kasschau asked that UC look into the issues with student e-mails. Many aren't aware they even have a UH e-mail. If they do know, they are not aware of how to forward it to an e-mail they check more regularly.

**C** Class schedule time bands: Dr. Kasschau asked that UC look into the possibility of changing the standard time bands for classes. He has already submitted a document that will be forward to Committee for review and recommendation.

**D** Distance Education: Dr. Kasschau asked that UC look into Chanel 8 being dropped form the offerings by Distance Education. This will happen at the close of the Summer 2009 sessions.

**E** Dr. Kasschau will meet with Dr. Williams to discuss other possible topics to be considered.

**VII Adjournment at 4:21 pm**