

# 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 October 3, 2012

A meeting of the University of Houston Faculty Senate Undergraduate Committee convened at 3:00 p.m. on Wednesday, October 3, 2012, in room 306, M.D. Anderson Library (Faculty Senate Office).

Members Present: Leonard Bachman, Roger Blakeney, Simon Bott, Andrea BurrIDGE, Jyoti Cameron, Mary Dawson, Martha Dunkelberger, Sarah Fishman, Christina Gola, Debbie Henry, Reagan Herman, Christine LeVeaux, Daniel Maxwell, David Mazella, Marcella Norwood, Monique Ogletree, Bela Patel, Donna Pattison, Charles Peters, Trang Phan, Melissa Pierson, Lesley Sisk, Donna Stokes, Larry Williams, Djuana Young, Jim Zebroski

Members Absent: Rachael Bush, Agnes DeFranco, Luces Faulkenberry, Richard Kasschau, J. Leigh Leasure, Daniel Maxwell, William Munson, Ruxandra Prodan-Boul, Shadi Rafeedie, Richard Scamell, Ron Singer, Nina Tucci

Guests: Diana Velez (UScholars), Jose Rodriguez (UScholars), David Shattuck (ENGR – Dean's Office), Sal Loria (SFA)

Staff: Jeanette Morales, Heidi Kennedy

### **I Call to Order; Minutes for 9/5/2012**

The Committee was called to order by Dr. María Elena Soliño at 3:01p.m. Minutes from 9/5/12 were approved.

### **II Introduction of New UC Members**

Monique Ogletree from the Department of Biology and Biochemistry introduced herself as one of the newest members of the UC. Sarah Fishman will temporarily serve the UC as a CLASS representative.

### **III Announcements**

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

Fall 2012 Meetings: October 31, December 5

Spring/Summer 2013 Meetings: January 23, February 20, March 27, April 24, June 5, July 10

**B** Undergraduate Committee Web Address: <http://www.uh.edu/undergraduate-committee/index.html>  
Core Curriculum Web Address: <http://www.uh.edu/academics/catalog/policies/degree-reqts/current-core/index.php>

Undergraduate Catalog Web Address: <http://www.uh.edu/academics/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-URGD-CATALOG@LISTSERV.UH.EDU  
UC-NEWS@LISTSERV.UH.EDU (Agenda and Minutes)

**IV Administrative Reports**

**A Djuana Young, Executive Director, Office of Admissions**

Admission transfer student acceptances are up by twenty percent. The Office of Admissions is gearing up for ART registration for spring 2013. ART registration deadline is December 1, 2012. ART conferences will be held December 10, 11, and 12. Admissions processed around 2800 - 3000 spring applications.

**B Debbie Henry, Registrar, Registration and Academic Records**

The PeopleSoft graduation tracking module (graduation certification) will be available by the end of fall 2012. Training will begin October 15, 2012.

**V Subcommittee Reports – Late reports will be available the day of the Committee meeting.**

**A Academic Policies & Procedures Subcommittee – Christina Gola, Chair**

**UC 11801 12F: Academic Policies & Procedures Subcommittee Report (UC 11798 12F) – 9/19/12**

UC 11798 12F: NSM Admission Requirement Change

The Committee unanimously approved UC 11798 12F.

**UC 11802 12F: Academic Policies & Procedures Subcommittee Report (UC 11799 12F) – 9/19/12**

UC 11799 12F: Proposed Change in NSM Major Requirements

The Committee unanimously approved UC 11799 12F.

Pending Item(s):

UC 11797 12F: Grade Replacement Policy

**B Core Curriculum Subcommittee – Simon Bott, Chair**

UC 11805 12F: Core Curriculum Subcommittee Report – 9/27/12

Simon Bott briefed the UC on the Core Curriculum subcommittee's goals with regards to the recertification of UH's core curriculum courses.

- 1) Add new requirement: core curriculum courses should be taught every two years instead of one year to remain eligible as core. Recommended new requirement was approved by the Committee.
- 2) Every new WID course (during the recertification process) must explicitly include the WID cycle of revision/discussion/correction/feedback. This requirement was already established when the 42 hour core curriculum was implemented fall 1999. It seems that this revision requirement was inadvertently left off on some WID core courses. The cycle of revision can be mentioned in the syllabus and the 2014 new core form. The re-establishment of the WID revision cycle was approved by the Committee.
- 3) The Core Curriculum Subcommittee will be split by FCAs (Foundational Component Area) in order to review the core course requests. Core Curriculum Subcommittee chair, Simon Bott would like to appoint extra members to this subcommittee for help with the review workload. These extra subcommittee members are well-versed in the core curriculum requirements. They are: Lori Selzer (Advisor, Department of Athletics), Monique Ogletree (Faculty Director, NSM Undergraduate Advising Center), Jyoti Cameron (Dean's Level Advising Specialist), and Sarah Fishman (Associate Dean for Undergraduate Studies, CLASS). The Committee approved these appointments.

**C Degree Programs/CBM003 Subcommittee #1- No Report**

**D Degree Programs/CBM003 Subcommittee #2 – No Report**

**E Student Success Subcommittee – No Report**

Pending item(s):

UC 11803 12F: Timely Completion of the Texas Success Initiative (TSI) Requirement

**F Undergraduate Catalog Subcommittee – Melissa Pierson, Chair**

UC 11804 12F: Undergraduate Catalog Subcommittee Report – 9/19/12

Pierson summarized the subcommittee's goals for this academic year.

Debbie mentioned that Acalog was chosen as the vendor to manage the undergraduate catalog workflow process.

**VI FYI Items**

**A** UC 11800 12F: Executive Associate Vice President for Academic Affairs Approval Memo (Academic Honesty Policy).

**VII New Business**

**A** Diana Velez, Director of Undergraduate Scholars at UH was invited by Dr. Soliño to give the UC (especially the new members) a brief presentation about the UScholars program and also discuss the TSI requirement in general. María Solino mentioned that she would like the Student Success

subcommittee to review UC 11803 12F instead of the Academic Policies & Procedures subcommittee. She asked Diana Velez to serve as a TSI resource expert on this subcommittee.

Student Success subcommittee member David Mazella mentioned that he has some ideas of researching the population of students who are not graduating in six years. He would like to collaborate with Diana Velez on possible projects.

- B** Dr. Heidi Kennedy (Director, Academic Program Management), encouraged faculty to identify students whose behavior is changing due to first exam stress or midterm stress, etc. She reminded faculty to use UH's campus resources as needed (i.e., CAPS, CART, etc.). Dr. Solino mentioned that this would be a good time to email remind faculty of these resources. Heidi Kennedy agreed to send an email reminder via the faculty listserv.

## **VIII Adjournment**

Meeting adjourned at 3:58pm.