

UNIVERSITY of HOUSTON

**UNDERGRADUATE COMMITTEE
OF THE FACULTY SENATE
Minutes for August 26, 2015
Room 238 Classroom & Business Building
3pm – 5pm**

Members Present: Mara Affre, Leonard Bachman, Simon Bott, Andrea Burridge, Cheryl Craig, Kerry Creelman, Daniel Currie, Jose Guillermo De los Reyes, Bret Detillier, Martha Dunkelberger, Sarah Fishman, Rebecca George, Debbie Henry, Michelle Ivey, Heidi Kennedy, Christine LeVeaux-Haley, Teri Longacre, Daniel Maxwell, Jeremy May, Sandra McNeely, William Munson, Michael Murray, Raesh Pascali, Maria Peden, Ruxandra Prodan-Boul, Amy Ramirez, Miguel Ramos, Jagannatha Rao, Robert Shimko, Jonathan Snow, Natalie Sumrow, David Christopher Taylor, Lawrence Williams

Members Absent: Roger Blakeney, Teresa Chapman, Patrick Daniel, Donald Foss, Maria Alejandra González-Peréz, Bruce Jones, Sal Loria, Andra Olivia Miljanić, Ognjen Miljanić, Karman Riaz, Shishir Shah, Nina Tucci, Djuana Young

Guests: Imelda Rodriguez

Staff: Dina Galley

I. Call to Order

- a. The Committee was called to order** by Dr. Dunkelberger@ 3:03 p.m.
- b. Introduction to Dina Galley**, Program Manager, Undergraduate Academic Affairs
- c. Introduced Jonathan Snow**, President-Elect of the Faculty Senate
 - i. JS mentioned FS has small task force promoting faculty getting to UH games - friendly competition between colleges, more details will follow
 - ii. Discussion of season tickets - Maria Peden will follow up on this issue
 - iii. Task force for rewriting the grievance policy - only starting now, faculty participation will be very important
 - iv. Don't forget to come to the Third Thursday Social Event after Thursday Faculty Senate
 - v. Question regarding task force on non-tenure track faculty: JS responded that more structure is being explored; concern over the timeline; multi-year contracts back: draft will be out shortly; will be its own policy
 - vi. Workload policy: established a long time ago, but being reviewed by deans, chairs, and Faculty Affairs; draft available; goal is for policy to address a lot more than teaching responsibilities; need method of accounting for other responsibilities
- d. Minutes from 5/13/2015 were approved**
 - i. Edit to minutes: NSM mentioned twice in July 1st paragraph
“July 1st will be the proposal deadline for LAW, HON, OPT, PHAR, GCSW, HRM, EDUC, and NSM. September 16 is the proposal deadline for BAUER. September 30 is the deadline for TECH and ENGR proposals. October 9th is the proposal deadline for CLASS.”

II. Announcements

- a. **Reminder about College deadlines:** Hoping to have subcommittee agendas ready for review ASAP.
- i. Dr. Kennedy would like to remind everyone about submitting proposals involving Core courses as early as possible, now that we are stabilizing our processes; must submit by Oct 9th, so that we can get completed approvals to OUR by end of January; Debbie Henry added that same goes for existing course changes - enrollment starts in early April
- b. **Reminder about the use of summary proposals:** As was presented and approved by the UC on May 13, 2015, when a department submits any curriculum proposals (policies, programs, or courses –except special topics) using Curriculog, they must also submit *one, over-arching* summary proposal (Proposal Template #2: “2. Department Curriculum Revision Summary/Memo” in Curriculog). The summary proposal is a departmental summary and rationale of curriculum changes; it summarizes and provides context for all of the department’s curriculum proposals for the current submission cycle.
- i. **Points of Clarification:**
 1. Only *one* summary proposal is submitted per department.
 2. A summary proposal lists all individual curriculum proposals, provides links to them, and explains any connections between curriculum proposals that would be helpful for staff assistants, subcommittees, the UC, and Provost to understand as they are reviewing curriculum proposals.
 - ❖ This means each curriculum proposal submitted by a department will end up being referenced within a summary proposal, but it doesn’t mean that each curriculum proposal needs its own *separate* summary proposal.)
 3. The summary proposal was referred to as a “memo”, and led some to believe that this was a memo that needed to be drafted and submitted to the UC on paper. Like explained above, the summary proposal is submitted through Curriculog as a “2. Department Curriculum Revision Summary/Memo” proposal type.
 4. The UC and subcommittees will not be “approving” summary proposals; they are for reference only.
 - ii. **Best Practices:** Begin an unlaunched summary proposal (Proposal Template #2), and edit as curriculum proposals are submitted. Once all curriculum proposals are submitted, launch the summary proposal.
 - iii. **Curriculog Support Staff** can provide additional explanation, templates, and example. They are also available during scheduled workshop times. Please limit requests for individual sessions, and use workshop time to seek assistance.
- c. **NOTE:** All meetings are held in room 306 (Faculty Senate Office), M.D. Anderson Library unless, otherwise noted. Facilities issues with Faculty Senate Office should be getting addressed soon, and location for next meeting will be confirmed ASAP.
- d. **Remaining 2015-2016 Meetings:**

- i. Fall 2015 Meetings: September 23, October 28, November 18, December 2 (**not 23rd!)
- ii. Spring 2016 Meetings: January 27, February 24, March 23, April 20, May 11

e. Helpful Websites:

- i. Undergraduate Committee: www.uh.edu/undergraduate-committee/
- ii. Undergraduate Catalog: catalog.uh.edu
 - 1. Core Curriculum: <http://catalog.uh.edu/content.php?catoid=8&navoid=1471>

f. E-mail Listservs:

- i. General Membership: UNDERGRAD-COMMITTEE@LISTSERV.UH.EDU
- ii. Subcommittees:
 - 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
- iii. Sharing Agenda & Minutes with Membership & Campus Partners:
 - UC-NEWS@LISTSERV.UH.EDU

III. 2015-2016 Undergraduate Committee Membership

a. Welcome New and Current UC Members

- i. Introduction of new UC member: Jeremy May, Chemistry (NSM)
- ii. Reelected members: Dunkelberger, Currie, Burrige, Bott

b. Nomination & Approval of Ruxandra Prodan-Boul as Undergraduate Committee Vice Chair

- i. Approved, no objections

c. Subcommittee Assignment Announcements

- i. Current assignments shared – updated with ex-officio assignments will be shared soon (attached)
- ii. Members can nominate others to serve on the UC, need to have enough people to do the work – please email Dr. Dunkelberger with suggestions

d. Degree Programs/CBM003 Subcommittees

- i. Proposing name change to "Curriculog Subcommittees"
 - 1. Approved, no objections
- ii. Proposing redistribution of proposals as follows:
 - a. Curriculog Subcommittee 1: Architecture, Engineering, NSM, CLASS (including Communications, Comparative Cultural Studies, Economics, English, History, Political Science and Philosophy), **BUS**
 - b. Curriculog Subcommittee 2: Education, Honors, Technology, CLASS (including Art, Music, Theater and Dance, Communication Sciences and

Disorders, Health and Human Performance, Sociology, Psychology, Hispanic Studies and Modern and Classical Languages), **HRM**

1. Discussion: There was logic to distribution, need to review the historical approach again before making a decision; Bylaws review will be conducted by the Committee with this issue as the focus

e. Report on Distribution of Faculty Representatives

- i. Proposing amendment of Bylaws to allow for redistribution of proposals based on Subcommittee membership for each cycle; will be reviewed with Bylaws

IV. Old Business

a. New Department - Petroleum Engineering (currently resides under Chemical and Biomolecular Engineering): included in this document

1. Very large graduate department, lots of recent growth, PhD approved in spring of 2015, according to site visitors from Coordinating Board, should be its own department for better student recruitment
2. Discussion: Historically, department creations, dissolutions, etc. have gone through the UC
3. Will be approved first by UC and GPSC, before getting official approval from CB

ii. Approved, no objections

b. IB/AP English: <https://uh.curriculog.com/proposal:1525/form>

- i. Approved over the summer in a non-controversial and executive decision

c. Nursing move to UH main: <https://uh.curriculog.com/proposal:1697/form>

1. RN to BS program; serving RNs in the state seeking degree completion
2. already an existing, established program on other campuses, have pre-approval/support from THECB, requesting offering courses on UH main, 85% job placement, good completion rate, expecting doubling of enrollment
3. will stop UH Victoria classes because they will have their own program, thus the need to offer at UH Main to compensate

ii. Approved, no objections

V. Administration Representatives' Reports

a. Enrollment Services (Mara Affre): as of today (still not official until ORD) 42,481 students in all careers, 4.1% increase

- i. 4% increase in SCH; will be doing some cancellations,
- ii. FA15 FTIC (not including those who started in summer and continuing to FA15) = 4,098; transfers: 4K+, 5% increase
- iii. UH in 4 – 2,800+ at this point, which is 899 requests for participation ahead of last year

- iv. Large number applied before June 1, but didn't complete until 8/1 deadline; looking at an earlier deadline because recognize need to change behavior, but need to do so in a purposeful manner
- v. Discussion: Technology has had double digit growth, but students can't get in to class - including UH in 4 students - and when these inaccessible courses are pre-reqs, this means a delay in graduation; Response: UAA hasn't heard of this problem for UH in 4; Concern is extended to transfer population as well; this is a problem due in part because of the late Aug 1 deadline - can't address need for seats/resources until very late in the process; Suggestion: Departments with rapid growth could get together to talk about these issues and solutions; important and good information, need to revisit and address soon
- b. **OUR (Debbie Henry):** reminder that deadline for certifying degrees is 9/11, give advisors time to do so on time to avoid later issues
- c. **Intro to Natalie and Maria, from ACT** - Natalie advises in Bauer, and Maria in Athletics; will represent advisor community

VI. Subcommittee Reports – No Subcommittee Reports on 08/26/15

- a. Degree Programs/CBM003 Subcommittee #1 Report: Andrea Burrige, Chair
- b. Degree Programs/CBM003 Subcommittee #2 Report: Jagannatha Rao, Chair
- c. Core Curriculum Subcommittee Report: Simon Bott, Chair
- d. Student Success Subcommittee Report: Larry Williams, Chair
- e. Academic Policies & Procedures Subcommittee Report: Daniel Currie, Chair
- f. Undergraduate Catalog Subcommittee Report: Michael Murray, Chair

VII. New Business

- a. **Self-introductions of UC members**
- b. **Proposal to limit administrative reports to one per meeting.** Administrative reports can be made by memo to the committee in other months:
 - 1. Admissions: August & January
 - 2. Financial Aid: September & February
 - 3. Student Affairs: October & March
 - 4. OUR: November & April
 - 5. Student Success: December & May
- ii. Discussion/concern: ORD numbers won't be available in August/January, but could provide numbers later in report form; will move through meeting better, and pay better attention when less information is presented
- iii. Approved, no objections
- c. **Bylaws Review**
 - i. Dr. Dunkelberger will email comments to bylaws to the committee at large, would like comments back by Sept 15th, so can approve at September 23rd meeting; silence is

agreement, but please don't be silent. Should also include constitution of Faculty Senate in email for reference.

- ii. Biggest issues: committee representation, publication of rolling deadlines
- iii. Discussions:
 - 1. technical proposals should be going to APP - started bleeding over to Curriculum committees, but need to clear that up and make a distinction
 - 2. bear in mind that we don't get too specific in bylaws, because too difficult to adjust later
 - 3. Is it in the bylaws for department creation in dissolution? What else is in that section?
 - 4. Can wait to approve past Sept, but only if action is being taken, don't want it to linger. If need to do something contrary to FS constitution, can do so, but submit to FS for approval

VIII. Adjournment 4:29 pm

2015-2016 Subcommittee Assignments

APP Subcommittee

Currie, Daniel - Chair
De Los Reyes, Jose Guillermo
Kirchhoff, Clint
LeVeaux-Haley, Christine
Munson, William
Shah, Shishir
Tucci, Nina

Catalog Subcommittee

Murray, Michael - Chair
Affre, Mara
Bachman, Leonard
Blakeney, Roger
Craig, Cheryl
McNeely, Sandra
Peden, Maria

Core Subcommittee

Bott, Simon - Chair
Detillier, Bret
Fishman, Sarah
George, Rebecca
Kennedy, Heidi
Prodan-Boul, Ruxandra
Ramos, Miguel
Selzer, Lori

Curriculog 1 Subcommittee

Burridge, Andrea - Chair
Chapman, Teresa
Ivey, Michelle
Miertschin, Susan
Miljanić, Ognjen
Taylor, David Christopher
Trombetta, Len

Curriculog 2 Subcommittee

Rao, Jagannatha (JR) - Chair
Epling, William
González-Peréz, Maria Alejándra
Miljanić, Andra Olivia
Pascali, Raresh
Shimko, Robert
Wayne, Chad

Student Success Subcommittee

Williams, Lawrence - Chair
Creelman, Kerry
Foss, Donald
Longacre, Teri
Maxwell, Daniel
May, Jeremy
Salinas, Hugo
Sumrow, Natalie
Young, Djuana