

UNIVERSITY of HOUSTON

UNDERGRADUATE COMMITTEE
OF THE FACULTY SENATE
Minutes for September 23, 2015
Room 238 Classroom & Business Building
3pm – 5pm

Members Present: Leonard Bachman, Teresa Chapman, Wynne Chin, Kerry Creelman, Daniel Currie, Jose Guillermo De Los Reyes, Bret Detillier, Martha Dunkelberger, William Epling, Sarah Fishman, Albert Flavier, Donald Foss, Rebecca George, Maria Alejandra González-Peréz, Debbie Henry, Michelle Ivey, Heidi Kennedy, Daniel Maxwell, Jeremy May, Sandra McNeely, Susan Miertschin, William Munson, Michael Murray, Raresh Pascali, Ruxandra Prodan-Boul, Amy Ramirez, Miguel Ramos, Jagannatha (JR) Rao, Lori Selzer, Shishir Shah, Robert Shimko, Jonathan Snow, Natalie Sumrow, Len Trombetta, Chad Wayne, Djuana Young

Members Absent: Mara Affre, Simon Bott, Andrea Burrridge, Cheryl Craig, Bruce Jones, Clint Kirchhoff, Christine LeVeaux-Haley, Teri Longacre, Andra Olivia Miljanić, Ognjen Miljanić, Scott Moore, Maria Peden, Kamran Riaz, Hugo Salinas, D. Christopher Taylor, Nina Tucci, Lawrence Williams

Guests: Imelda Rodriguez

Staff: Dina Galley

I. Call to Order

- a. **The Committee was called to order** by Dr. Dunkelberger at 3:06 pm
- b. **Introduction of Wynne Chin** - encouraged faculty to make it to the next FS meeting, Wednesday, 10/21; FS working on merit issues again; Research and Scholarship committee will be reworking the bylaws for FS; 16th Scholarship & Community Conference coming up in October – can register from fs.uh.edu; please support the faculty tailgate on north side of the stadium this Saturday - organized by our very own chair (this week only! ☺)
- c. **Minutes from 08/26/2015 were approved** without amendments

II. Announcements

- a. **Welcoming new members** - Albert Flavier, Bill Epling, Susan Miertschin, and Len Trombetta, as well as returning members Chad Wayne and Lori Selzer
- b. **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.
- c. **Remaining 2015-2016 Meetings:**
 - i. Fall 2015 Meetings: October 28, November 18, December 2
 - ii. Spring 2016 Meetings: January 27, February 24, March 23, April 20, May 11
- d. **Helpful Websites:**
 - i. Undergraduate Committee: www.uh.edu/undergraduate-committee/
 - ii. Curriculog: <https://uh.curriculog.com/>
 - iii. Curriculog Training & “How Tos” (including Curriculog Support Team contact information): <https://ssl.uh.edu/about/offices/enrollment-services/registrar/curriculog-training/index.php>
 - iv. Undergraduate Catalog: catalog.uh.edu
 1. Core Curriculum: <http://catalog.uh.edu/content.php?catoid=8&navoid=1471>
- e. **E-mail Listservs:**
 - i. General Membership: UNDERGRAD-COMMITTEE@LISTSERV.UH.EDU
 - ii. Subcommittees (please note **recent edits**):
UC-CORE-CURRICULUM@LISTSERV.UH.EDU
UC-DEGREE-PROG_CB3_1@LISTSERV.UH.EDU

UC-DEGREE-PROG_CB3_2@LISTSERV.UH.EDU

UC-POLICY-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. Subcommittee Assignment Announcements/ Report on Distribution of Faculty Representatives

- i. Recently updated once more, with several new members from Engineering and Technology
- ii. Need to replace Roger Blakeney (BUS), UC Chair will be looking for nominations

IV. Administration Representatives' Reports

a. Admissions (presenting in person, instead of Financial Aid)

- i. **Fall 2015** ended with record enrollment for both freshman and transfers. Preliminary numbers are as follows: 4,189 freshmen enrolled up 3.3% from last year. 5,166 transfers enrolled up 3.2% from last year. Official report will be done in October and the office enrollment numbers will be released. Will be able to share various student profiles in November, once confirmed by IR.
- ii. **Spring 2016** - Recruiting is underway. Majority of incoming students will be transfers (Target enrollment goal is 2,000- 2,300 with 80-100 students being freshman). Application opened August 1 and will close on December 18th. Deadline for readmission packets: December 18th! There will be Orientations in December (9th and 11th) and January (6th, 8th, 11th, 12th, 15th)
- iii. **Fall 2016** –

- 1. **Application:** Freshman application for Fall 2016 opened August 1, and will remain open until July 1, 2016. Transfer application for Fall 2016 won't open until January 2016.
- 2. **Fall 2016 Outreach & Recruitment**
 - ❖ Staff have started attending high schools fairs and visits in Dallas and the Beaumont area.
 - ❖ For those of you who have children in Houston area schools, there will be two weeks of school visits and fairs. The first week is September 28th and the second week will be October 10th
 - ❖ Cougar Preview – University Open House is scheduled for October 17th. We currently have 385 students who have RSVP to attend. Anticipate having 500-600 students attending this fall.
 - ❖ Admissions recently had their first experience with international recruitment! Two two-week recruitment trips, one to India (multiple cities – saw approx. 1500 students) and one to Latin America (multiple countries); also Admission's Jeff Fuller was able to travel to Shanghai, China, as well, as represent UH
 - ❖ HS Counselors Updates - provides counselors with information on UH points of prides, the academies colleges, scholarships/financial aid and Admissions. Having 2 events in Houston with 200 counselors at each event, 9 total in TX, and also in California and Denver.

b. The following reports were provided in writing:

- i. **Financial Aid:** will report next time; Scott Moore taking over for Sal Loria
- ii. **Student Affairs:** Family Weekend this weekend, will be hosting parents, including a family tailgate
- iii. **OUR:**
 - 1. **Please note: The Fall 2015 graduation processing deadline will January 15, 2016, in order to meet federal reporting requirements.**
 - 2. Summer 2015 graduation processing was only 99% complete at the close of business September 11 with 12 outstanding, 5 of which were undergraduate in the following colleges: Business, CLASS, Education, Engineering, and NSM.
 - 3. 73 outstanding NR grades: 1 in Engineering, 72 are affiliated studies and reciprocal exchange.
 - 4. Fall 2015 enrollment numbers displayed in the dashboard fluctuate throughout the term as students drop classes. For the official certified enrollment as reported to the state, please select the Student

Data tab then Certified Census Enrollment. Institutional Research usually makes the data available by after it's been report, generally mid-October to early November.

5. XML version of official transcript went "live" in production as of July 27, "subplans" now appear on the official transcript.
6. Change of Major work flow preliminary demonstration was September 22.
7. October 3—Call for Priority registration groups week of
8. October 20—Spring 2016 Class Schedule and Student Enrollment Appointments go live
9. Student Enrollment Appointments assignment has been decided based upon "higher completed hours" criteria since Fall 2007 enrollment cycle. Please keep this date in mind if the UC plans to change the criteria for the Spring enrollment cycle.
10. November 6—Spring 2016 priority registration begins at 8am

iv. **Student Success:** nothing to report at this time

V. Subcommittee Reports

- a. **Curriculog 1 Subcommittee Report:** Andrea Burrige, Chair - nothing to report at this time
- b. **Curriculog 2 Subcommittee Report:** Jagannatha Rao, Chair - nothing to report at this time
- c. **Core Curriculum Subcommittee Report:** Simon Bott, Chair - nothing to report at this time
- d. **Student Success Subcommittee Report:** Larry Williams, Chair - nothing to report at this time
- e. **Academic Policies & Procedures Subcommittee Report:** Daniel Currie, Chair - nothing to report at this time
- f. **Undergraduate Catalog Subcommittee Report:** Michael Murray, Chair
 - i. Planning on addressing the following two items:
 1. Catalog publishing process: milestones, bottlenecks and overall process improvement
 2. Improving catalog "functionality" – this is an item from last year's agenda dealing with how various groups (advisers, students, faculty) use the catalog and trying to develop ways to present the information in a standard format
 - ii. Next steps
 1. To improve the catalog publishing process we plan to review the current process in detail to:
 - ❖ Document each facet of the process (course/curriculum changes, policies and procedures, etc.);
 - ❖ Determine the critical path(s); and
 - ❖ Identify potential bottlenecks and select milestones that can be used to indicate progress.
 2. To improve the catalog functionality we plan to return to the process of benchmarking catalog "best practices", and make recommendations based on our findings.

VI. Old Business

a. Bylaws Review

- i. Membership: need to explore why we use student credit hours to determine size of the UC; FS requests that UC looks critically at UC membership - perhaps faculty size could be the deciding factor, gave example of GPSC decision; what does everyone, especially chairs, think the right size is for the UC?; MD looking for input on ideas
- ii. Elections: Do UC election processes work well? Sufficient new membership? General consensus that elections work well
- iii. UC Calendar Cycles: FS would like UC to run on yearly calendar, rather than academic, to be better synced with FS; another benefit is getting experience in Spring for heavier Fall load; might better align with optimal catalog publication schedule; no objections were voiced for moving to calendar year – details need to be discussed concerning term of current chair; continued feedback will be solicited
- iv. UC Chair Nomination: proposal for FS president to nominate UC chair for confirmation by UC
 1. Approved, without objection, as long as wording in Bylaws states that FS president "may nominate", not "will appoint", the UC Chair
- v. Distribution of labor - Curriculog 1 & 2 Subcommittees
 1. Previously proposed redistributing college/department assignments to each of the Curriculog committees in the Bylaws, but after discussion, committee agrees that distribution does not need to be so specific, just be equal
 2. Proposed that bylaws remove specific listing, and simply suggest even distribution

❖ Approved by the Committee, without objection

VII. New Business

- a. **UC News listserv:** used for sharing minutes and agendas with non-UC members who need to be aware of UC proceedings; contacted Associate Deans of Undergraduate Studies and other shareholders within the following offices: Office of the Provost, ETS, Admissions, Student Services, OUR, Off-Campus Support, Campus Solutions, IR, SGA, Policy & Planning. Other suggestions? Please let us know.
- b. **University drop policy** - Business statement - would like to remove erroneous statement from catalogue
 - i. Approved by the Committee, without objection

VIII. Adjournment at 4:09 pm