

UNIVERSITY of HOUSTON

UNDERGRADUATE COMMITTEE OF THE FACULTY SENATE

Minutes for May 11, 2016
Faculty Senate Office (Room 306, M.D. Anderson Library)
3pm – 5pm

Members Present: Mara Affre, Leonard Bachman, Simon Bott, Cheryl Craig, Kerry Creelman, Daniel Currie, Bret Detillier, Martha Dunkelberger, Sarah Fishman, Rebecca George, Debbie Henry, Michelle Ivey, Bruce Jones, Heidi Kennedy, Christine LeVeaux-Haley, Teri Longacre, Daniel Maxwell, Jeremy May, Sandra Lee, Susan Miertschin, Ognjen Miljanić, Michael Murray, Rares Pascali, Maria Peden, Ruxandra Prodan-Boul, Amy Ramirez, Miguel Ramos, Shishir Shah, Robert Shimko, Natalie Sumrow, D. Christopher Taylor, Chad Wayne, Djuana Young

Members Absent: Teresa Chapman, Jose Guillermo De Los Reyes, William Epling, Albert Flavier, Donald Foss, Maria Alejandra González-Peréz, Catherine Horn, Clint Kirchhoff, Andra Olivia Miljanić, Scott Moore, William Munson, Jagannatha (JR) Rao, Kamran Riaz, Hugo Salinas, Lori Selzer, Jonathan Snow, Len Trombetta, Nina Tucci, Lawrence Williams

Guests: Lesley Sisk (Engineering); Paul O'Brien, David Gratvol, and Joshua Freed (SGA)

Staff: Dina Galley

- I. **Call to Order** - The Committee was called to order by Martha Dunkelberger, Chair, at 3:03 pm
 - a. Meeting Minutes from April 20, 2016 were approved

- II. **Announcements**
 - a. **NOTE:** All meetings are held in room 306 (Faculty Senate Office), M.D. Anderson Library unless, otherwise noted.
 - i. This was the last scheduled meeting of the 2015-2016 Academic Year.
 - ii. **Scheduled meetings for 2016-2017:**
 - Fall 2016: August 24, September 28, October 26, November 30
 - Spring 2017 (tentative): January 25, February 22, March 22, April 12, May 10
 - b. **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
 - Core Curriculum: <http://catalog.uh.edu/content.php?catoid=8&navoid=1471>
 - c. **E-mail Listservs:**
 - i. General Membership: UNDERGRAD-COMMITTEE@LISTSERV.UH.EDU
 - ii. Subcommittees:
 - UC-CORE-CURRICULUM@LISTSERV.UH.EDU
 - UC-CURRICULOG_1@LISTSERV.UH.EDU

- UC-CURRICULOG_2@LISTSERV.UH.EDU
 - UC-POLICY-PROCEDURES@LISTSERV.UH.EDU
 - UC-STUDENT-SUCCESS@LISTSERV.UH.EDU
 - UC-URGD-CATALOG@LISTSERV.UH.EDU
- i. Sharing Agenda & Minutes with Membership & Campus Partners: UC-NEWS@LISTSERV.UH.EDU

III. New Business

- a. **Transfer Admissions Policy** (draft 1314) – Maureen Croft, Associate Provost, Strategic Enrollment Planning
- i. Office of Strategic Enrollment Planning has been looking at data concerning the transfer admissions policy since 2014, and after this past year, with more students transferring in than out of the university, feel comfortable with making a recommendation for some changes
 - ii. Would like to raise automatic admission to a 2.5 transfer GPA and have admissions staff conduct individual review on transfer applicants between a 2.25 and 2.5 GPA. Transfer applicants who have previously earned an associate degree would still be held to these admissions standards.
 - iii. Individual review is not a broad-brush approach – will be able to look for specific characteristics, experiences, and success indicators; if colleges and/or faculty would like to share their thoughts on individual review criteria, please contact Martha Dunkelberger and she will communicate suggestions to Maureen Croft
 - iv. Concern: what about student coming in with 45+ hours, and being auto-admitted due to 2.5+ gpa, but still not meeting college-specific/major-specific requirements? Too far into college career to be advised on a different path, but already admitted to the university. Response: Individual review will consider the applicant's chosen major
- b. **Core Assessment Methods** – Miguel Ramos
- i. Continuing earlier discussion of finding faculty members to evaluate Core assignments for reporting purposes; faculty who helped develop the assessment are done with their service, so need to find another group to complete the evaluations
 - ii. Why can't grades be used for assessment? Need aggregate scoring of specific factors, and grades don't address those specific factors
 - iii. Resolution: Miguel's staff will take care of the backlog (with some help from Bekki George, for finding faculty/instructors able to assess Calculus assignments), and, starting in Fall, will ask instructors of courses to complete assessments on own course's work. If no response, Miguel's staff will complete the assessment.
 - iv. Concern over validity of instructor assessing own course - there are concerns with any number of methods, trying to do our best with what and who is available.
- c. **Mathematics Memo (x2)** – Rebecca George (memos attached)
- i. Degree revisions for TeachHouston BS and BA were submitted and approved for the 2016-2017 catalog with an error, requesting a correction to these degree plans (memo attached) – correction approved
 - ii. Houston GPS Math Pathways Project - requiring changes in Math 1310, 1311, 1312, 1313, and 2311 pre-requisites/requirements; Math Dept. requesting the following pre-req changes to courses in order to address this request and align other courses:
 - MATH 1310 - College Algebra
 - Prerequisite: A satisfactory score on a placement examination
 - MATH 1311 - Elementary Mathematical Modeling
 - Prerequisite: A satisfactory score on a placement examination
 - MATH 1312 - Introduction to Mathematical Reasoning
 - Prerequisite: A satisfactory score on a placement examination.
 - MATH 1313 - Finite Math with Applications
 - Prerequisite: A satisfactory score on a placement examination.
 - MATH 1314 - Calculus for Business and the Life Sciences

- Prerequisite: MATH 1310 or MATH 1311 or a satisfactory score on a placement examination
- MATH 1330 - Precalculus
 - Prerequisite: MATH 1310 or a satisfactory score on a placement examination.
- MATH 1431 - Calculus I
 - Prerequisite: MATH 1330 or a satisfactory score on a placement examination.
- MATH 2311 - Introduction to Probability and Statistics
 - Prerequisite: A satisfactory score on a placement examination.
- iii. Students will need to know that they may need to take additional courses that were previously forced through the pre-requisites. Bekki George and others from the Math department will work with advisors in Technology, Business, and Education, to explain the changes and provide a helpful flowchart for reference
- iv. Need to look further into Math/Reasoning requirements and whether changes to Math 1312, 1313, and 2311 affects their Core eligibility for that component area.
- v. Motion to approve changes for Math 1310, 1311, 1312, 1313, 1314, 1330, 1431, and 2311 – approved
- d. **Military Absence Policy** – Heidi Kennedy (draft attached)
 - i. Draft included for military absence policy, needing to be added to the catalog. Heidi Kennedy working with various campus shareholders, including Faculty Affairs and Veterans Services Office, to address some procedural concerns. GPSC also making similar change to Grad Catalog. Once finalized will require an approval from the UC, likely through an email vote, so it can be added to the 2016-2107 catalog.
- e. **UC Chair Transition, Upcoming UC Cycle** – Martha Dunkelberger
 - i. Martha Dunkelberger and Shishir Shah have been planning the upcoming UC Chair transition and thinking about the upcoming academic year.
 - ii. Proposing that all subcommittees will be proposal-reviewing subcommittees in the beginning of the upcoming year, and once curriculum proposals are reviewed and out of the way, larger policies or projects can be addressed, with greater focus. Objections? None raised, and Martha shared that efforts will be made to provide new members with a UC Orientation and also to make sure that subcommittees will be well balanced and include members with proposal-reviewing experience.
 - iii. Martha thanked all subcommittee chairs and members for their leadership and efforts in the past year!

IV. Subcommittee Reports

- a. **Curriculum 1 Subcommittee Report:** Teresa Chapman, Interim Chair
 - i. Theatre BFA – Dramaturgy – Degree Revision (memo attached) - Approved
- b. **Curriculum 2 Subcommittee Report:** Jagannatha Rao, Chair
 - i. Nothing to report at this time
- c. **Core Curriculum Subcommittee Report:** Simon Bott, Chair
 - i. Nothing to report at this time
- d. **Student Success Subcommittee Report:** Larry Williams, Chair
 - i. Nothing to report at this time
- e. **Academic Policies & Procedures Subcommittee Report:** Daniel Currie, Chair
 - i. 2016-2017 - Liberal Arts & Social Sciences - CLASS Minimum GPA Proposal – Tabling request at this time
 - ii. 2016-2017 - University of Houston - Undergraduate First-year Grade Exclusion Policy (report attached)
 - After additional subcommittee work, the following is being proposed for a vote (edits in red were made at the UC meeting):

Proposed First-year Grade Exclusion Policy (Effective Fall 2017)

1. **First time freshmen and transfer** Students who receive a grade of D+ or below in a course within their first two ~~consecutive~~ long semesters in residence are eligible to repeat the course and have the original grade excluded from the computation of their cumulative grade point average.

2. Grade exclusion may only be used once per course and is applicable to a maximum of three courses, only one of which may be at a 3000-level. 4000 and 5000-level courses are ineligible for grade exclusion.
3. The course must be repeated at UH within one year of earning the original grade.
4. The original course and grade will continue to appear on the student's transcript with a notation that the course was repeated and that the original grade was not included in the computation of the student's cumulative GPA.
5. Grade exclusion will not retroactively alter academic actions, decisions, or sanctions that resulted from the original grade or original semester GPA.

A course is not eligible for grade exclusion if the student has violated UH Academic Honesty policy.

- Discussion:
 - Why three courses? Covers the bulk of a semester, in case student was having issues related to transitioning.
 - What does "in residence" mean, and is it necessary to include in the language of the policy? Potential to confuse with a student's residency status.
 - Suggestion to require students to declare their intent to use the policy prior to re-enrolling in the course. Subcommittee didn't want to complicate the policy with additional procedural requirements.
 - Since the intent of the policy is to help students in their transition to UH / help with student success, why is this not a global policy? Why is the petition for grade exclusion necessary?
- Motion to approve policy, including edits made during current UC meeting – Motion approved

- f. **Undergraduate Catalog Subcommittee Report:** Michael Murray, Chair
 - i. Nothing to report at this time
- g. **Ad Hoc Committee:** Detillier, Prodan, De Los Reyes
 - i. Theatre BFA Degree Revision (memo attached) - Approved

V. Administration Representatives' Reports

- a. **Student Success** (presenting in person)
 - i. Provost Summer Read: Dave Isay's *Listening is an Act of Love: A Celebration of American Life from the StoryCorps Project*
 - Have confirmation that Dave Isay will be coming to UH in Fall to address students
 - Planning on having a StoryCorps booth on campus, looking for more opportunities to integrate the book into courses
 - Please contact Teri Longacre if you're interested in getting involved and learning more about incorporating the book into your courses
- b. The following reports will be provided in writing:
 - i. **Admissions:** Nothing to report at this time
 - i. **Financial Aid:** Nothing to report at this time
 - ii. **Office of the University Registrar:** Nothing to report at this time
 - iii. **Student Affairs:** Nothing to report at this time

VI. Old Business

- a. **AP Credit** – More policy changes are still required for some departments for the 2016-2017 catalog, will email for a vote as soon as all policies are submitted
- b. **Curricular Practical Training** – Catalog language being added for Bauer to the 2016-2017 UG Catalog, other colleges still working on their CPT-related catalog language.

- c. **2016-2017 UC Proposal Submission Process** – To sign up for one of the following Submission Process and SharePoint Information Sessions, email Dina at dbgalley@uh.edu (**Please come to 109A E Cullen for access to second floor) :
 - i. Wednesday - May 11, May 18, May 25 10-11 am, 204 E. Cullen**
 - ii. Thursday - May 12, May 19, May 26 3-4 pm, 204 E. Cullen**
 - iii. Will add a few additional sessions in June and July, as well as some in mid-late August.

VII. Announcements / Misc

- a. Simon Bott looking for additional volunteers for Orientation Family Panels. Please email him for more information and to volunteer.
- b. Sarah Fishman initiated a thank you from the Committee to Martha Dunkelberger for her service as Chair of the UC for the past two years!

VIII. Adjournment at 4:28 pm.

DRAFT Transfer Admissions Policy Review and Recommendations

Office of the Provost / Strategic Enrollment Planning

May 4, 2016

Current Transfer Student Admissions Policy

SCH	Transfer GPA	Admissions Decision
0-14 SCH	N/A	Must Meet Freshman Criteria
15-29	2.50	Admit
30+	2.00	Admit

The Proposed Transfer Student Admissions Policy

SCH	Transfer GPA	Admissions Decision
0-14 SCH	N/A	Must Meet Freshman Criteria
15+ SCH	2.50 and above	Automatic Admission
15+ SCH	Between 2.25 and 2.50	Individual Review Determines Admission

- Automatic Admission will be extended to all transfer applicants with a 2.50 transfer GPA or higher and at least 15 transfer semester credit hours earned after high school graduation.
- Applicants with fewer than 15 semester credit hours earned after high school graduation must meet freshman admission criteria.
- Applicants who have earned college credits prior to high school graduation are admitted under freshman admissions criteria if they have earned fewer than 15 transfer credit hours post-graduation.
- Applicants with transfer GPAs between 2.25 and 2.50 will be considered for admission through Individual Review of applicant credentials.
- Applicants with transfer GPAs below 2.25 (and those who do not meet Individual Review standards) will be denied admission to UH but offered referral UH Downtown.
- Applicants with Associate's degrees will be considered under the same criteria as others.

Students with Lower Transfer GPAs are Less Likely to Progress Towards a Degree

1. On average, first semester GPA is lower than transfer GPA. This relationship is more pronounced for students with a transfer GPA or 2.30 or lower ($r = .086$, $t = -2.12$, $df = 1$, $p = <.05$).

Table 3: Transfer GPA and First Semester GPA

	Students	<2.0	2.00-2.24	2.25-2.49	2.50-2.74	2.75-2.99	3.00-3.24	3.25-3.50	>3.50	Dropouts	
Transfer GPA Category	>3.50	832	4.9%	2.2%	3.4%	5.9%	6.1%	11.5%	11.7%	46.5%	7.8%
	3.25-3.50	636	10.7%	4.2%	4.7%	6.1%	8.3%	13.8%	11.5%	31.4%	9.1%
	3.00-3.24	802	12.1%	6.5%	7.0%	8.1%	8.0%	14.0%	10.8%	24.6%	9.0%
	2.75-2.99	667	17.2%	7.5%	7.2%	9.1%	7.9%	11.4%	10.6%	18.7%	10.2%
	2.50-2.74	641	21.1%	9.0%	6.6%	8.6%	9.0%	10.8%	8.3%	14.5%	12.2%
	2.25-2.49	525	24.6%	7.2%	8.0%	9.9%	7.2%	11.2%	7.6%	12.6%	11.6%
	2.00-2.24	324	27.2%	5.9%	8.3%	8.0%	9.6%	10.8%	6.8%	12.3%	11.1%
	<2.0	89	28.1%	9.0%	4.5%	6.7%	7.9%	11.2%	6.7%	12.4%	13.5%
	Total	4516*									

**Missing Data Suppressed*

2. Students transferring to UH with lower GPAs, are more likely to drop out or fail to meet minimum GPA requirements the first semester.

Table 4: Transfer GPA and Failure Rate First Semester at UH

	Students	GPA Below 2.00	Dropouts	Failure Rate	
Transfer GPA Category	>3.50	832	41	65	12.7%
	3.25-3.50	636	68	58	19.8%
	3.00-3.24	802	97	72	21.1%
	2.75-2.99	667	115	68	27.4%
	2.50-2.74	641	135	78	33.2%
	2.25-2.49	525	129	61	36.2%
	2.00-2.24	324	88	36	38.3%
	<2.0	89	25	12	41.6%
Total	4516*	698	450	25.4%	

*Missing Data Suppressed**

Students with Lower Transfer GPAs are Not Graduating at the Same Rate

1. The four-year graduation rate is 17 percentage points lower for students who enter UH with a transfer GPA below 2.5.

Table 5: Graduation Rate for 2011 Transfer Student Cohort with SCH 60+*

Applicant GPA Band	All Students	2-year Graduates		4-Year Graduates	
		<u>N</u>	<u>%</u>	<u>N</u>	<u>%</u>
2.5 and Above	1,257	140	11%	736	59%
Below 2.5	590	41	7%	245	42%
Grand Total**	1,847	181	10%	981	53%

* 60+ Hours per LBB Reporting Standards

**Missing Data Suppressed

Fewer Majors are Open to Students with Transfer GPAs Below 2.5

1. UH colleges have raised admission standards over time. Currently, only 38 majors in five colleges are open to students with GPAs between 2.00 and 2.25. Higher admissions standards are currently under consideration by colleges, which will further restrict availability and choice for transfer students with transfer GPAs below 2.5.

Table 6: GPA Entrance Requirements for Transfer Applicants*

College	2.0 -- 2.25	2.25 -- 2.5	2.5+
Architecture	4 Majors Fall Entry Only; Portfolio recommended.	4 Majors Fall Entry Only; Portfolio recommended.	4 Majors Fall Entry Only; Portfolio recommended.
College of the Arts	7 Majors	7 Majors	11 Majors
Business	0 Majors	0 Majors	7 Majors Minimum Transfer GPA is 3.0
Education	1 Major	2 Majors	3 Majors
Engineering	0 Majors	0 Majors	8 Majors Minimum Transfer GPA is 3.0
Hotel & Restaurant Mgmt	0 Majors	0 Majors	1 Major Minimum Transfer GPA is 2.85
Liberal Arts & Social Sciences	16 Majors	18 Majors	37 Majors
Natural Sciences & Math	0 Majors	0 Majors	14 Majors
Technology	10 Majors	10 Majors	12 Majors
TOTAL Majors Available	38 Majors (5 Colleges)	41 Majors (5 Colleges)	97 Majors (9 Colleges)

*Data Sources: Institutional Research Inventory of Bachelor Degree Programs 2015-16; Office of Admissions Transfer Guide 2015-16

*Assumes 30 transfer hours

The Proposed Admissions Policy Does Not Impact Student Diversity

1. Diversity is maintained with a 2.25 transfer GPA floor.

Table 3: Racial/Ethnic Representation of New Transfer Students Before and After Establishment of New GPA Floor

		African American		Hispanic		White		Asian		International/ Other		Total	
		N	%	N	%	N	%	N	%	N	%	N	%
Fall 2014	NEW POLICY 2.25+	447	11.1%	1,428	35.4%	1,131	28.0%	713	17.7%	319	7.9%	4,038	100.0%
	OLD POLICY 2.0+	532	11.6%	1,577	34.4%	1,269	27.7%	784	17.1%	421	9.2%	4,583	100.0%
Fall 2015	NEW POLICY 2.25+	419	10.4%	1,440	35.7%	1,124	27.9%	689	17.1%	363	9.0%	4,035	100.0%
	OLD POLICY 2.0+	538	11.1%	1,666	34.2%	1,362	28.0%	797	16.4%	502	10.3%	4,865	100.0%

2. Diversity is maintained in the Automatic Admissions Process.

Table 4: Racial/Ethnic Representation of New Transfer Students Before and After Automatic Admissions

		African American		Hispanic		White		Asian		International/ Other		Total	
		N	%	N	%	N	%	N	%	N	%	N	%
Fall 2014	GPA 2.5+	376	10.7%	1,236	35.1%	986	28.0%	646	18.4%	273	7.8%	3,517	100.0%
	OLD POLICY 2.00+	532	11.6%	1,577	34.4%	1,269	27.7%	784	17.1%	421	9.2%	4,583	100.0%
Fall 2015	GPA 2.5+	341	9.7%	1,227	34.9%	996	28.3%	621	17.7%	333	9.5%	3,518	100.0%
	OLD POLICY 2.00+	538	11.1%	1,666	34.2%	1,362	28.0%	797	16.4%	502	10.3%	4,865	100.0%

The University of Houston System can Provide Additional Opportunities for Educational Success Through Referral of Applicants to UH Downtown.

Department of Mathematics

MEMO: Rectification of the Analysis Component in Math-TeachHouston BS&BA Degree Programs

From: Jiwen He, Undergraduate Studies Director

Date: May 11, 2016

Subject: Rectification of the Analysis Component in Math-TeachHouston BS&BA Degree Programs

This memo is to rectify the issue related to the requirement of the analysis component in Math-TeachHouston BS/BA degree programs.

- In our 2014 memo, we requested the removal of the analysis component (MATH3334/MATH3335/MATH3364) from the Math-TeachHouston BS&BA degree requirements. The proposal was approved by UC for the 15-16 UG Catalog.
- In our 2015 memo, we mistakenly referred to the old 14-15 UG Catalog requirements for the Math-TeachHouston BS&BA degree plans when proposing a new one unit course MATH 2131. The proposal was reviewed by a subcommittee and the UC, and approved by the Provost with the language originally proposed. Subsequently, the analysis component (MATH3334/MATH3335/MATH3364) was reinstated in the MATH-TeachHouston BS&BA degree plan for the 16-17 UG Catalog. This was an accidental error.

We request a rectification of this mistake by removing the analysis component (MATH3334/MATH3335/MATH3364) from the degree requirements in the 16-17 UG Catalog for

- Bachelor of Science in Mathematics (teachHouston)
- Bachelor of Arts in Mathematics (teachHouston)

We also request the prerequisite changes for MATH 1310, 1311, 1312, 1313 and 2311 for the 16-17 UG Catalog. These changes are needed to be in compliance with a statewide agreement that is part of a Memorandum of Understanding signed by the Provost and Chancellor of UH.

Our 2014 and 2015 memos together with a memo from the Provost office are enclosed with this memo as attachments.

Also specified changes for 1314, 1330, and 1431
for streamlining purposes

Cc.
the Provost and
the Vice Provost for Academic Programs,
the Vice Provost and Dean of Graduate Studies,
the Vice Provost and Dean of Undergraduate Student Success,
the Chair of the Graduate Professional Studies Committee (GPSC) and
the chair of the Undergraduate Committee (UC).

YOU ARE THE PRIDE



**UNIVERSITY OF HOUSTON SYSTEM
UNIVERSITY OF HOUSTON**

PAULA MYRICK SHORT, PH.D.

Theresa M. Monaco Chair
Senior Vice Chancellor for Academic Affairs, UH System
Senior Vice President for Academic Affairs and Provost, UH
Distinguished Professor of Education

MEMORANDUM

To: Undergraduate Committee

From: Paula Myrick Short, Ph.D. *Paula*
Senior Vice Chancellor for Academic Affairs, UH System
Senior Vice President for Academic Affairs and Provost, UH

Date: May 11, 2016

Subject: Math Pathways

The Houston Math Pathways project started early in the fall of 2014, as part of an MOU that included the Houston area two- and four-year colleges. The goals of the project included aligning mathematics prerequisites and requirements across two- and four-year schools in the Houston area to aid student transfer and ensure that non-STEM majors have access to core mathematics courses appropriate to their course of study. These same agreements are in place at all two-year colleges and most four-year colleges across the state of Texas. Since that time, mathematics faculty members and staff from the University of Houston (UH), the University of Houston – Downtown (UHD), the University of Houston – Clear Lake (UHCL), San Jacinto College District (SJCD), Houston Community College System (HCC), Wharton County Junior College (WCJC), and Lone Star College System (LSC) have embarked on a 1.5 year process to study student success rates, and investigate statewide mathematics recommendations and requirements for Texas which has led to agreements in line with other two- and four-year institutions across the state.

In the past, the absence of this sort of agreement led to difficulty and confusion for students transferring to the University of Houston. For the University of Houston, the core of these changes amounts to the removal of prerequisites, other than *College Ready*, for Math 1310, 1311, 1313, and 2311. The Department of Mathematics currently gives a math placement exam to all students without college mathematics credit, and *College Ready* will be interpreted at UH as students demonstrating that they can pass the placement exam to enter our Math 1310 or Math 1311.

Undergraduate Committee

Target implementation: Fall 2016

Proposal: ADD policy for "Excused Absence for Military Service" in accordance with State guidelines in effect since 2005

D R A F T rev: 5/11/2016

Components of Draft::

A Policy authorization

B Steps for request

C Parameters

- time of absence

- distance learning

- military withdrawal option

D Appeal

In accordance with section 51.9111 of the Texas Education Code and the General Provisions of the Texas Administrative Code **Chapter 4**, a student is excused from attending classes or engaging in other required activities, including exams, if he or she is called to active military service of a reasonably brief duration.

A student who has been called up for military service after a semester begins should immediately initiate the request for excused absence by providing the course instructors a copy of the military orders.

The student shall be excused from attending class and be allowed to complete an assignment or take an examination from which the student is excused within a reasonable time after the absence.

The maximum period for which a student may be excused as defined by the Texas Higher Education Coordinating Board "shall be no more than 25% (twenty-five percent) of the total number of class meetings or the contact hour equivalent (not including the final examination period) for the specific course or courses in which the student is currently enrolled at the beginning of the period of active military service."

If the absence is for more than 25% of the class meetings, the student may consider withdrawal for military service. Students who withdraw from the University for reasons of military service are provided assistance for military withdrawal under the University of Houston System policy for *Students Called to Active Duty*. <http://www.uh.edu/af/universityservices/policies/sam/6AcadmicAffairs/6B1.pdf>

Students enrolled in distance learning, hybrid, and other asynchronous courses are to receive equivalent consideration for the purposes of determining acceptable duration of excused absences and time limits for the completion of course work following an excused absence under this policy.

Faculty must retain a student's course work completed during the portion of the course prior to the student being called to active military service and retain the course syllabus or other instructional plan, to ensure that the student is able to complete the course under the same course requirements that were in effect when the student enrolled in the course. Instructors are encouraged to outline for the student before the start of active duty as possible the parameters and deadlines for completing make-up requirements and to make clear the consequences of a student's failure to meet requirements by the agreed upon deadlines.

Should any dispute arise as to the student's inability to complete assignments or examinations within a reasonable time after the absence, the student should first seek resolution with the faculty member, the department chair and then the dean of the college under which the course(s) are taught.

(copy of TAC follows p 2)

? delineate active military service vs guard/reserve duty?

PENDING:: Make sure these are covered in our policy....

(c) Each institution shall adopt a policy under this subsection which includes:

- (1) the retention of a student's course work completed during the portion of the course prior to the student being called to active military service;*
- (2) the course syllabus or other instructional plan, so that the student will be able to complete the course without prejudice and under the same course requirements that were in effect when the student enrolled in the course;*
- (3) a definition of a reasonable time after the absence for the completion of assignments and examinations;*
- (4) procedures for failure of a student to satisfactorily complete the assignment or examination within a reasonable time after the absence; and*
- (5) an institutional dispute resolution process regarding the policy.*

TEXAS ADMINISTRATIVE CODE (THECB)

[http://texreg.sos.state.tx.us/public/readtac\\$ext.TacPage?sl=R&app=9&p_dir=&p_rloc=&p_tloc=&p_ploc=&pg=1&p_tac=&ti=19&pt=1&ch=4&rl=9](http://texreg.sos.state.tx.us/public/readtac$ext.TacPage?sl=R&app=9&p_dir=&p_rloc=&p_tloc=&p_ploc=&pg=1&p_tac=&ti=19&pt=1&ch=4&rl=9)

(a) Upon notice from a student required to participate in active military service, an institution shall excuse a student from attending classes or engaging in other required activities, including examinations.

(b) A student shall not be penalized for an absence which is excused under this subsection and shall be allowed to complete an assignment or take an examination from which the student is excused within a reasonable time after the absence.

(c) Each institution shall adopt a policy under this subsection which includes:

- (1) the retention of a student's course work completed during the portion of the course prior to the student being called to active military service;
- (2) the course syllabus or other instructional plan, so that the student will be able to complete the course without prejudice and under the same course requirements that were in effect when the student enrolled in the course;
- (3) a definition of a reasonable time after the absence for the completion of assignments and examinations;
- (4) procedures for failure of a student to satisfactorily complete the assignment or examination within a reasonable time after the absence; and
- (5) an institutional dispute resolution process regarding the policy.

(d) The maximum period for which a student may be excused under this section shall be no more than 25% (twenty-five percent) of the total number of class meetings or the contact hour equivalent (not including the final examination period) for the specific course or courses in which the student is currently enrolled at the beginning of the period of active military service.

(e) Institutions are directed to develop and publish policies and procedures to ensure that students enrolled in distance learning, self-paced, correspondence, and other asynchronous courses receive equivalent consideration for the purposes of determining acceptable duration of excused absences and time limits for the completion of course work following an excused absence under this section.

June 9, 2015

To: CLASS Undergraduate Studies Committee

From: BFA Playwriting/Dramaturgy track, School of Theatre & Dance
Associate Professor Rob Shimko, Ph.D.

Subject: Submission of 7 CBMs and a degree plan change proposal for the BFA in
Playwriting/Dramaturgy

- I. Justification: The primary reason for the proposed changes is to offer a fuller curriculum of specialized playwriting and dramaturgy courses more equivalent to the credit count as well as the depth of experience that BFA theatre students on our other tracks receive (all graduating theatre students receive a BFA in theatre; the specialized tracks are an internal departmental distinction which allow students to focus on a given specialty). The proposed changes will take the Playwriting/Dramaturgy BFA from 57 to 72 in-major credit hours. For comparison, the BFA track in acting requires 81 in-major credit hours, the BFA track in theatre production requires 78 in-major credit hours, and the BFA track in stage management requires 80 in-major credit hours. The proposed new courses replace a lot of open electives in the current BFA Playwriting/Dramaturgy course progression and will not increase the overall credit count for the degree (it will remain at 120 total credits including in-major credits, CORE credits, and electives). The changes also take into account the new roles that recent theatre faculty hires Assistant Professor Keith Byron Kirk, Ph.D. and Distinguished Visiting Professor of Playwriting Theresa Rebeck, Ph.d. now play in teaching ongoing courses within the degree plan. In other words, we now have sufficient faculty to offer a BFA track more comparable to the other tracks in the theatre department in terms of credit hours and scope of training.
- II. Proposed Cuts: We propose striking from the catalog the following courses: THEA 3310—Playwriting I, THEA 3311—Playwriting II, and THEA 4331—Playwriting III. These courses will be replaced by an expanded and newly numbered and titled progression of playwriting and dramaturgy courses.
- III. Proposed Additions (new courses):
 - a. THEA 3302—Playwriting Workshop: Realism
 - b. THEA 3303—Playwriting Workshop: Non-Realism
 - c. THEA 3304—Playwriting Workshop: Myth & Ritual
 - d. THEA 3305—Playwriting Workshop: Comedy
 - e. THEA 3308—Creative Collaboration
 - f. THEA 3309—Performance Studies Seminar
 - g. THEA 4313—Advanced Playwriting
- IV. Explanation: THEA 3302-05, taught by Prof. Shimko, will constitute a four-year rotating cycle of specialized playwriting workshops. Once course from the cycle will be offered

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in order each fall semester, so that in four years a student on the Playwriting/Dramaturgy track will take all four classes. The courses are structured so that it does not matter when a student begins the cycle. The only prerequisites for these workshop courses will be instructor permission. THEA 3308 and 3309, taught by Prof. Kirk, will be offered in alternating spring semesters. Both of those courses have been successfully offered as special topics courses already. THEA 4313, taught by Prof. Rebeck, will replace Playwriting III, which she taught in spring '15 (the course content will remain the same, so this is really just a course title/number change).

- V. Proposed Addition (existing course):
- a. THEA 3333—Directing II
- VI. Explanation: THEA 3333 is already in the catalog. We are just proposing that it become a required course for the degree track, as opposed to an elective, which it is currently.

CURRENT DEGREE PLAN (IN-MAJOR COURSES ONLY; COURSES TO BE CUT HIGHLIGHTED):

Bachelor of Fine Arts (BFA) in Theatre - Concentration in Playwriting/Dramaturgy

Requirements

- [THEA 1111/1112 - Production](#) **Credit Hours: 1.0** (x three semesters)
- [THEA 1332 - Fundamentals of Theatre](#) **Credit Hours: 3.0**
- [THEA 1338 - Acting I](#) **Credit Hours: 3.0**
- [THEA 1339 - Acting II](#) **Credit Hours: 3.0**
- [THEA 2335 - Scenic Technology](#) **Credit Hours: 3.0**
- [THEA 2336 - Lighting and Sound Technology](#) **Credit Hours: 3.0**
- [THEA 2342 - Dramatic Structures and Genres](#) **Credit Hours: 3.0**
- [THEA 2344 - American Drama](#) **Credit Hours: 3.0**
- [THEA 2373 - Costume Technology](#) **Credit Hours: 3.0**
- [THEA 3310 - Playwriting I](#) **Credit Hours: 3.0**
- [THEA 3311 - Playwriting II](#) **Credit Hours: 3.0**
- [THEA 4331 - Playwriting III](#) **Credit Hours: 3.0**
- [THEA 4339 - Dramaturgy](#) **Credit Hours: 3.0**
- [THEA 3332 - Directing I](#) **Credit Hours: 3.0**
- [THEA 3335 - History of the Theatre I](#) **Credit Hours: 3.0**
- [THEA 3336 - History of the Theatre II](#) **Credit Hours: 3.0**
- [THEA 3371 - History of Architecture, Interiors, and Decorative Arts](#) **Credit Hours: 3.0**
- [THEA 4345 - Dramaturgy Practicum](#) **Credit Hours: 3.0**
- [THEA 4352 - Senior Project Capstone](#) **Credit Hours: 3.0**

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Total 57

PROPOSED DEGREE PLAN (IN-MAJOR COURSES ONLY; COURSES TO BE ADDED HIGHLIGHTED):

Bachelor of Fine Arts (BFA) in Theatre - Concentration in Playwriting/Dramaturgy

Requirements

- [THEA 1111/1112 - Production](#) **Credit Hours: 1.0** (x three semesters)
- [THEA 1332 - Fundamentals of Theatre](#) **Credit Hours: 3.0**
- [THEA 1338 - Acting I](#) **Credit Hours: 3.0**
- [THEA 1339 - Acting II](#) **Credit Hours: 3.0**
- [THEA 2335 - Scenic Technology](#) **Credit Hours: 3.0**
- [THEA 2336 - Lighting and Sound Technology](#) **Credit Hours: 3.0**
- [THEA 2342 - Dramatic Structures and Genres](#) **Credit Hours: 3.0**
- [THEA 2344 - American Drama](#) **Credit Hours: 3.0**
- [THEA 2373 - Costume Technology](#) **Credit Hours: 3.0**
- [THEA 3302 - Playwriting Workshop: Realism](#) **Credit Hours: 3.0**
- [THEA 3303 - Playwriting Workshop: Non-Realism](#) **Credit Hours: 3.0**
- [THEA 3304 - Playwriting Workshop: Myth & Ritual](#) **Credit Hours: 3.0**
- [THEA 3305 - Playwriting Workshop: Comedy](#) **Credit Hours: 3.0**
- [THEA 3308 - Creative Collaboration](#) **Credit Hours: 3.0**
- [THEA 3309 - Performance Studies Seminar](#) **Credit Hours: 3.0**
- [THEA 3332 - Directing I](#) **Credit Hours: 3.0**
- [THEA 3333 - Directing II](#) **Credit Hours: 3.0**
- [THEA 3335 - History of the Theatre I](#) **Credit Hours: 3.0**
- [THEA 3336 - History of the Theatre II](#) **Credit Hours: 3.0**
- [THEA 3371 - History of Architecture, Interiors, and Decorative Arts](#) **Credit Hours: 3.0**
- [THEA 4313 - Advanced Playwriting](#) **Credit Hours: 3.0**
- [THEA 4339 - Dramaturgy](#) **Credit Hours: 3.0**
- [THEA 4345 - Dramaturgy Practicum](#) **Credit Hours: 3.0**
- [THEA 4352 - Senior Project Capstone](#) **Credit Hours: 3.0**

Total 72

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UNIVERSITY of HOUSTON

To: Martha Dunkelberger, Chair,
Undergraduate Studies

From Daniel Currie, Chair
Academic Policies and Procedures Committee (APP)

Subject: Subcommittee Report

Date: May 9, 2016

The APP subcommittee met several times in April and again on May 4. In attendance at our meeting were these subcommittee members: Sarah Fishman, Bret Detillier, Christine Leveaux-Haley, Shishir Shaw, Willie Munson, Nina Tucci, Jose Guillermo De Los Reyes and Daniel Currie. Martha was there too.

This subcommittee would also like to extend its appreciation to faculty and staff from advising, the registrars office, academic affairs and others that contributed to our discussions and deliberations.

Policy (New/Revise Existing/Remove)	2016-2017 - University of Houston - Undergraduate Grade Replacement Policy
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The sole issue with which we dealt since the last meeting was the SGA proposal for a “Grade Replacement” policy, later re-named after discussion to “Grade Exclusion” policy.

At our meeting of May 4, we reached agreement on the wording of a Grade Exclusion policy on which we could all agree. The overriding and most persuasive rationale for the policy is the role it could play in assisting students that struggle academically (and in other ways) in their transition years at the University of Houston. Accordingly, the policy is framed to apply to Freshmen and transfer students only with prescribed limitations in terms of applicable grades, availability of policy, number of courses to which the policy applies and a provision with respect to academic honesty.

The Academic Policies and Procedures subcommittee would like to recommend the approval of the Proposed First-year Grade Exclusion Policy, the wording of which follows.

Proposed First-year Grade Exclusion Policy

1. First time freshmen and transfer students who receive a grade of D+ or below in a course within their first two consecutive long semesters in residence are eligible to repeat the course and have the original grade excluded from the computation of their cumulative grade point average.
2. Grade exclusion may only be used once per course and is applicable to a maximum of three courses, only one of which may be at a 3000-level. 4000 and 5000-level courses are ineligible for grade exclusion.
3. The course must be repeated at UH within one year of earning the original grade.
4. The original course and grade will continue to appear on the student's transcript with a notation that the course was repeated and that the original grade was not included in the computation of the student's cumulative GPA.
5. Grade exclusion will not retroactively alter academic actions, decisions, or sanctions that resulted from the original grade or original semester GPA.

A course is not eligible for grade exclusion if the student has violated UH Academic Honesty policy.

Memo

From: Jim Johnson, Sara Becker, Teresa Chapman,
School of Theatre and Dance

To: CLASS

Re: Theatre BFA Degree plan, THEA 1111/1112 requirement

Multiple Concentration Areas: Acting,
 Playwriting/Dramaturgy,
 Production,
 Stage Management,
 Theatre Education.

Date: April 20, 2016

We would like to request that the catalog for BFA Theatre Degrees feature consistent wording across concentrations in regards to the THEA 1111/1112 production requirements.

We have added BFA concentrations over time, and consistency would help alleviate much confusion. The THEA 1111 is offered in the fall, and THEA 1112 is the spring section. Separating them out in the catalog makes it appear that students need to take double the amount of production hours, and dictates narrowly when they can fulfill this requirement.

Please note that this change keeps the current SCH of the degree at 120.

The proposed catalog changes are highlighted below:

BFA Acting

Catalog currently reads:

THEA 1111 – Production **Credit Hours: 1.0** (three semesters)

THEA 1112 – Production **Credit Hours: 1.0** (three semesters)

Proposed Correction:

THEA 1111 **or** THEA 1112 – Production **Credit Hours: 1.0** (four semesters)

BFA Playwriting/Dramaturgy

Catalog currently reads:

THEA 1111 – Production **Credit Hours: 1.0** (three semesters)

THEA 1112 – Production **Credit Hours: 1.0** (three semesters)

Proposed Correction:

THEA 1111 **or** THEA 1112 – Production **Credit Hours: 1.0** (three semesters)

BFA Production

Catalog currently reads:

THEA 1111 – Production **Credit Hours: 1.0** or

THEA 1112 – Production **Credit Hours: 1.0** (six semesters)

Proposed Correction:

THEA 1111 **or** THEA 1112 – Production **Credit Hours: 1.0** (six semesters)

BFA Stage Management

Catalog currently reads:

THEA 1111 – Production **Credit Hours: 1.0** (four semesters)

THEA 1112 – Production **Credit Hours: 1.0** (four semesters)

Proposed Correction:

THEA 1111 **or** THEA 1112 – Production **Credit Hours: 1.0** (four semesters)

BFA Theatre Education

Catalog currently reads:

Complete 4.0 credit hours from one of the following:

THEA 1111 – Production **Credit Hours: 1.0 OR**

THEA 1112 – Production **Credit Hours: 1.0**

Proposed Correction:

THEA 1111 **or** THEA 1112 – Production **Credit Hours: 1.0** (three semesters)