

UNIVERSITY of HOUSTON

UNDERGRADUATE COMMITTEE OF THE FACULTY SENATE

Minutes for August 24, 2016

238 CBB ([Classroom and Business Building – Building 499](#))

3pm – 5pm

Members Present: Mara Affre, Carolyn Boone, Kerry Creelman, Shea Culpepper, Daniel Currie, Jose Guillermo De Los Reyes, Bret Detillier, Martha Dunkelberger, Sarah Fishman, Rebecca Forrest, Rebecca George, Kristen Hassett, Debbie Henry, Arturo Hernandez, Michelle Ivey, Bruce Jones, Heidi Kennedy, Sandra Lee, Lorianne Mapps, Daniel Maxwell, Jeremy May, Andra Olivia Miljanić, Michael Murray, Raesh Pascali, Ruxandra Prodan-Boul, Amy Ramirez, Miguel Ramos, Lori Selzer, David Shattuck, Robert Shimko, Jonathan Snow, Natalie Sumrow, D. Christopher Taylor, Nina Tucci, Lawrence Williams

Members Absent: Donald Foss, Catherine Horn, Christine LeVeaux-Haley, Teri Longacre, Scott Moore, William Munson, Maria Peden, David Peng, Kamran Riaz, Shafik Rifaat

Guests: Melissa Pierson (USS)

Staff: Dina Galley

- I. **Call to Order** - The Committee was called to order by Shishir Shah, Chair, at 3:03 pm
 - a. Member introductions – new and returning members
 - b. Updates since last UC meeting:
 - i. FYI - Email vote in June 2016 re: AP credit policies and Military Absence policy – all approved
 - Credit by Exam: <http://publications.uh.edu/content.php?catoid=21&navoid=5530>
 - Excused Absence for Military Service: <http://publications.uh.edu/content.php?catoid=21&navoid=8215>
 - ii. FYI – Creation of ENGI 4100: <https://uh.curriculog.com/proposal:3110/form> - in response to changes in requirements for students on F-1 visa participating in curricular practical training
 - c. Meeting Minutes from May 11, 2016 were approved
 - d. News from Faculty Senate (Jonathan Snow)
 - i. Mary Beth Brantley of Faculty Senate Office retiring as of August 31, 2016, and Jeanette Morales will be stepping into her role. Faculty Senate office currently searching for a replacement for Jeanette's position.
 - ii. Faculty Senate Office was renovated this summer, and construction should be complete this month. Thank you to Provost Short and Dean German.
 - iii. Campus Carry policy has gone into effect August 1, 2016, and implementation has been smooth and effective with the leadership of the UH administration
 - iv. More building renovations are expected around campus, starting with CLASS buildings
 - v. Next full Faculty Senate Committee meeting will be September 21. Hope to see everyone there!
- II. **Announcements**
 - a. **NOTE:** All meetings are held in room 306 (Faculty Senate Office), M.D. Anderson Library unless, otherwise noted.
 - i. Should be back in the newly renovated Faculty Senate Office for the next full UC meeting!
 - ii. **Scheduled meetings for 2016-2017:**
 - Fall 2016: August 24, September 28, October 26, November 30
 - Spring 2017: January 25, February 22, March 22, April 26, May 17

b. Helpful Websites:

- i. Undergraduate Committee: www.uh.edu/undergraduate-committee/
- iii. 2016-2017 Undergraduate Catalog: <http://publications.uh.edu/index.php?catoid=21>
 - UH Core Curriculum: <http://publications.uh.edu/content.php?catoid=21&navoid=8044>

c. E-mail Listservs:

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

II. UC Business

- a. Subcommittee Assignments – UC chair and staff currently working on finalizing subcommittee chairs. Will share finalized groupings in email in the upcoming week.
- b. Current Snapshot:
 - Submitted for 2016-2017 review (for 2017-2018 UG Catalog) – 116 total:
<https://share.uh.edu/uc/Lists/ProposalSubmissionAndTracking/ProposalsByYear.aspx>
 - Courses: 95 total: 33 creations, 61 revisions, 1 deletion; 12 UH Core Curriculum
 - Degree Programs: 16 total: 10 bachelor's, 5 minor, 1 accelerated
 - Policy: 5 total
 - Pending:
 - Grade Exclusion proposal – forwarded to the University Coordinating Commission for review
 - Curricular Practical Training – working with colleges on catalog language and subplan development
- c. Also, keeping in mind for this AY, there will be a proposal regarding the Transfer Admissions policy coming from Enrollment Services.
- d. Nomination of Vice Chair – D. Christopher Taylor, from Hotel and Restaurant Management, has agreed to serve as Vice Chair of the Undergraduate Committee. Motion to appoint Christ Taylor to Vice Chair position seconded and approved.
- e. UC Member Distribution by College – UC Chair will be taking a look at the current UC member distribution and seeing if additional appointments are necessary. Chair will reach out to UC representative from Colleges that require additional appointees for their nominations. Colleges that need a seat replaced due to members leaving will be officially elected; all others will for now be appointed for the AY. In 2017, per the UC bylaws, there will be another apportionment by SCH, but FS also currently exploring aligning apportionment practices across the FS subcommittees.

Distribution based on 2014 Fall Semester Credit Hours from Certified CBM001 Student Report

- College of Architecture and Design – 1 representative
- College of Business – 5 representatives
- College of Education – 2 representatives
- College of Engineering – 3 representatives
- College of Hotel and Restaurant Management – 1 representative
- College of Liberal Arts and Sciences – 9 representatives (now also need to account for COTA)
- College of Natural Sciences and Mathematics – 4 representatives
- School of Nursing - 1 representative
- College of Technology – 4 representatives
- Honors College – 1 representative (per UC bylaws)

- f. **UC Member Orientation – Sept 7th, 3-5pm, Faculty Senate Office (306 M.D. Anderson Library).**
Member orientation will cover member expectations, a SharePoint overview, and some guidelines for proposal review. All UC members -- new or returning, please attend the orientation, meet with your assigned subcommittee and hopefully we'll have a smooth transition into proposal review!

III. Administration Representatives' Reports

- a. Reminder – administrative offices will present updates in person at UC meetings twice per year (schedule below), otherwise will submit reports in writing to UC Coordinator by the Friday preceding a UC meeting
- i. Admissions: August / January
 - ii. Financial Aid: Sept / February
 - iii. Student Affairs: October / March
 - iv. OUR: November / April
 - v. Student Success: December / May (For 2016-17, adjust to November and April since no December and possibly no May meetings)
- d. Admissions (Jeff Fuller)
- i. Total enrollment: 43,612 – up 2.5% from last year
 - New Freshman: 4,380 – up 7.7% from last year, and about 200 above goal
 - Transfer: 5,076 – up 4.7% from last year, and about 570 above goal
 - ii. ACT average is currently 1148, compared to last year's 1152; might change a bit in the upcoming weeks
 - iii. Already planning for 2017, Spring 2017 application opened August 1 and Fall 2017 applications already up 20% from this time last year
 - iv. SAT test make up and total changing once again, going back to a possible total of 1600; Colleges will be getting a concordance update from Admissions/Enrollment Services
 - v. November 15th: application priority date for scholarship consideration
- e. Additional announcements:
- i. Student Affairs (Dan Maxwell)
 - Dan shared that student housing is at 100% occupancy, approximately 8,000 residents, which is a great sign for UH
 - UH beginning conversation about replacement/major renovation of the Quad residence halls
 - ii. Institutional Effectiveness, Assessment and Accreditation (Miguel Ramos)
 - Finding the Next Big Thing: UH's Quality Enhancement Plan <http://www.uh.edu/provost/qep/>
Information from the QEP site: UH beginning to develop a five-year develop a five-year Quality Enhancement Plan to improve student learning, as part of the university's reaffirmation of accreditation by the Southern Association of Colleges and Schools (SACS). To help identify the focus of our Quality Enhancement Plan, proposals can be submitted on a topic in the form of a brief, two-page proposal. The topic selected will guide the development of a plan to significantly improve student learning at the University of Houston.
 - Deadline for submission of a proposal: October 10, 2016
 - Core Assessment starting next week, faculty have been selected to participate and those announcements are going to go out soon. UC members can encourage faculty to participate and send in their student work.
- f. The following reports were provided in writing:
- i. Office of the University Registrar: http://www.uh.edu/undergraduate-committee/meetings/agendas-minutes/ay-1617/M_2016_0824_AR_OUR.pdf

IV. Adjournment at 3:52 pm.