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INTEROFFICE MEMORANDUM

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TO: LAWRENCE WILLIAMS, CHAIR, UNDERGRADUATE COUNCIL  
FROM: MIRANDA BENNETT, PROGRAM DIRECTOR FOR COLLECTIONS, UH LIBRARIES  
SUBJECT: LIBRARY REPRESENTATION ON UNDERGRADUATE COUNCIL  
DATE: 2/2/2009

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I propose that the University of Houston Libraries be granted one voting membership on the Undergraduate Council and that such membership be held by a librarian in a continuing-appointment-track position on the University of Houston Main Campus.

A librarian on the Undergraduate Council will open important lines of communication between the Council and the Libraries and help ensure that the Libraries are responsive to the needs of undergraduate students. In particular, Council membership for a librarian will help keep all librarians informed about the development of new courses and academic programs, enabling them to obtain resources and provide services in support of these offerings.

**Academic Policies and Procedures Committee Report**

**To:** Larry Williams, Chair  
Undergraduate Council

**FROM:** Simon Bott  
Academic Policies and Procedures Subcommittee

**SUBJECT:** Subcommittee Report February 25<sup>th</sup>, 2009

**DATE:** February 18th, 2008

The committee "met" via e-mail during the week of February 2<sup>nd</sup>. Members participating in the discussions (including other email communication): Amanda Baumle, William Munson, Norma Olvera, Charles Peters, Kevin Simon, Rebecca Achée Thornton, Dana Wierzbicki and Simon Bott.

The following documents and other issues were discussed:

**UC 10225 09S - Medical & Administrative Withdrawal**

This proposal simply asked that the vague phrase "end of semester" in the regulations for these withdrawals be replaced by the more specific 140 days. The committee unanimously recommended **approval**.

→ calendar

**UC 10230 09S - Library Representation on Undergraduate Council**

Larry Williams proposed that the by-laws of the UC be modified to add the inclusion of a continuing-appointment librarian to the council. Dr. Williams accepted a friendly amendment that the librarian be a non-voting member; the intent of the change being to increase and improve communication between the library and the UC.

- 1 year ~~term~~ appointment  
- will need to amend Bylaws.

The committee unanimously recommended **approval** of the amended document.

It should be pointed out that by-laws are not usually a charge of the APP Subcommittee. However, as the initial suggested membership of an *ad hoc* bylaws committee was made up solely of APP members, the APP was asked to review this proposal.