

Comments from Bauer College regarding the UCC 0314 13F Proposal

Reviewed by the deans, department chairs, the Undergraduate Curriculum Committee and UC representatives, and Mary Gould, director of Registration and Records for Bauer College. Ron Singer and Michael Murray, two of the college's UC representatives, are on the subcommittee that was charged with developing this proposal.

From the responses received, there was overall support for the proposal and the rationale behind it, to provide information to students about curriculum and course changes earlier in the spring semester prior to registration for the following fall so they can plan more appropriately.

The initial concerns related to administrative issues and the new Acalog system, but were addressed to our satisfaction by Michael Murray as follows:

1) If we have a faculty meeting close to the end of the spring semester, and there are a lot of CBM003 forms, would the new Acalog system streamline the process enough so it would be a quick process to prepare approved documents?

Response: The reason the last day of Spring semester was chosen is because most faculty contracts cover the September - May academic year. Faculty from other colleges were concerned that extending the due date into June (or later) would mean that faculty would have to work during those months, or that changes would occur without faculty input.

2) For new courses or changes to courses and new majors, don't these need Coordinating Board approval, and doesn't that happen in the late spring/early summer, and if so, how can we publish these in the catalog as early as Feb 1st each year?

Response: Yes, the "late" approval of those courses may mean that they will not appear in the current catalog. However, most faculty felt that those courses could still be listed on the schedule under a temporary rubric so there would be no issue. The main concern is that for a number of reasons we have to provide all incoming students with a complete listing of courses (including electives) that comprise their curriculum prior to registration, and because registration starts in April for fall semester the catalog has to be finalized before then.

3) Based on this timeline, it looks like the UC would only be reviewing and approving in fall, but what if the docket is backlogged, or needs to go back for minor modifications by the college and is not reviewed again until after the winter break, would that delay the proposal another full year (for example, this fall, after Thanksgiving, there are only 3 weeks left, so apart from a few days at that time, most all of the proposals would need to be approved by mid-November, correct? Wouldn't it be better to have a February 1st UC approval deadline for last minute changes, and a Feb 15th Provost approval deadline, and the catalog go live the same time as the class schedule on March 1st. Colleges could alert students to pending changes within their college or university proposals during advising sessions held in February, just as they may provide a list of anticipated course offerings prior to the publish class schedule, and students could then check back prior to registration in April about final approved changes just as they would check the class schedule posted by March 1st.

Response: I think the consensus among the UC is that we would continue to approve CBM's on a year-round basis, as is the case now with respect to core curriculum, etc. The proposed deadlines are

intended to be the critical path milestones for obtaining a permanent rubric for a course that will be included in the next academic year's catalog. There may be a small amount of slack time, but the basic issue is that courses can't be scheduled in PeopleSoft unless they are in the catalog or are added manually via a temporary rubric. So there is an incentive to get all the courses approved and updated in the catalog prior to when scheduling for fall begins.

From: Latha Ramchand <ramchand@UH.EDU>
Sent: Friday, December 06, 2013 2:09 PM
To: Morales, Jeanette F
Subject: FW: University Coordinating Commission (UCC):
Attachments: UCC 0314 13F Proposal.docx

Our comments are attached.

Sincerely and with warm regards,
Latha Ramchand

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