

# U N I V E R S I T Y *of* H O U S T O N

## UNIVERSITY COORDINATING COMMISSION

### Minutes

April 25, 2007

A meeting of the University Coordinating Commission convened at 12:15 pm on Wednesday, April 25, 2007, in room 220 of the E Cullen Building.

Members Present: Carol Barr, Joel Bloom, Bruno Breitmeyer, Elaine Charlson, Wynne Chin, Katy Greenwood, Brian Knoll, Joseph Kotarba,

Members Absent: John Antel, Francisco Zelaya

Staff:: Marsha Daly

#### I Call to Order; Minutes for 3/28/07

UCC Chair, Joe Kotarba called the meeting to order at 12:15 pm. Minutes for 3/28/07 were approved.

#### II Announcements

##### A Meeting dates:

All meetings are from 12 noon – 1:00 pm in the President’s Boardroom, E. Cullen room 220 unless otherwise noted.

Spring 2007 Meetings: April 25, May 16 (optional)

##### B E-mail listserves:

[UC-COORD-COMMISSION@LISTSERV.UH.EDU](mailto:UC-COORD-COMMISSION@LISTSERV.UH.EDU) - Commission members

[UCC-NEWS@LISTSERV.UH.EDU](mailto:UCC-NEWS@LISTSERV.UH.EDU) - Commission news: UH community members may subscribe by sending an e-mail request to madaly@uh.edu

##### C Website: <http://www.uh.edu/ucc/>

#### III UCC 0019 07S: MAPP 05.03.04: Undergraduate Tuition Rebate

This document was submitted to UCC by Allen Warner, Faculty Senate.

The changes being made are driven by State statute.

The document will be sent to Undergraduate Council “For Their Information” only.

No further distribution necessary.

**Document is certified.**

#### IV UCC 0020 07S: Faculty Senate Resolution on Parking Rate Increases

This document was submitted to UCC by Joe Kotarba, Faculty Senate.

It was submitted as a test case as to “what is a policy”. The document is a recommendation that may result in a policy. Should a policy develop from it, that should be submitted to UCC.

We will send the document back to the Faculty Senate and suggest that they may wish to circulate it to other groups on campus themselves.

This is not a policy and therefore **does not need to be certified.**

#### V UCC 0021 07S: Repeat Policy

This document was submitted by Dr. Charlson.  
This document has been seen by: Undergraduate Council.  
No further distribution necessary.  
**Document is certified.**

**VI UCC 0022 07S: Academic Notice Policy**  
This document was submitted by Dr. Charlson.  
This document has been seen by: Undergraduate Council.  
No further distribution necessary.  
**Document is certified.**

**VII UCC 0023 07S: Undergraduate Grievance Policy**  
This document was submitted by Dr. Charlson.  
This document has been seen by: Undergraduate Council.  
No further distribution necessary.  
**Document is certified.**

**VIII What is a policy?**

Components to a policy:

- Extent to which it employs resources.
- Something that must be “signed off”.
- “Law” at the institutional level. Imposes requirements on some portion or all of the institution.
- Has “weight” and broad application.
- Organizational document/rule set down to give objectivity to a process.
- “Ties your hands”.
- Obligatory.
- Something put into force by highest level and broad based.
- University policy, where departments and college policy must adhere to overriding university policy.
- Impact and scope.
- Change in university structure or power.
- University wide impact.

Dr. Kotarba asked Dr. Foss if any policy had skipped UCC. His answer was “no.”

Should UCC specify that any policy that needs to be signed off by Drs. Gogue, Foss or Charlson must come to UCC? It was noted that everything they sign off on is not policy.

Should proposals for new centers be considered by UCC? They have impact, scope, and change the university structure.

Should we use something other than the word policy? Initiative?

When should we see a policy or initiative?

Before it is signed off or earlier?

If it comes to UCC too early, the Council/Committee might still be collecting information that would change the outcome.

The decision was that UCC should receive documents after they are formulated and ready to be submitted for signature.

Our role is not to be involved in the deliberations of Councils/Committees. We have an information sharing role, not information collection.

Those that sign policy should consider if the document should be, or has been, certified by UCC.

Proposers of policy should ask for certification to expedite the sign off.

It was suggested that UCC could post all policy documents on a website and point the campus community to that site with instructions to review frequently for policy of interest to their group. It is not be our responsibility to make sure that everyone reads documents, we are to make them available. An information letter of what policy has been addressed by UCC and instruction on what should be submitted would be sent each quarter. The website could also have check boxes for groups to mark when they reviewed the site and they would have a box for any comments they wanted to make. Documents would be posted for 30 days on the website and then they would be certified.

Does Faculty Senate have any duty to attend Council meeting? Dr. Kotarba will speak to them about assigning someone to Councils.

**IX Old Business/New Business:**

**Old Business:**

UCC Report to Faculty Senate: A draft report will be submitted to members via email for review.

**New Business:**

Does Faculty Senate have any duty to attend Council meetings? Dr. Kotarba will speak to them about assigning someone to Councils.

**X Adjournment: 1:25 pm**