

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

UNIVERSITY COORDINATING COMMISSION

Minutes

July 19, 2006

A meeting of the University Coordinating Commission convened at 12:05 pm on Wednesday, July 19, 2006, in room 311Q of the E Cullen Building.

Members Present: Elaine Charlson, Steven Craig, Brian Knoll, Joseph Kotarba, David Papell (for Bruno Breitmeyer), Allen Warner, Lawrence Williams

Members Absent: Je' Anna Abbott, John Antel, Joel Bloom, Bruno Breitmeyer, Charles Henry, Martin Melosi, Francisco Zelaya

Staff: Marsha Daly

I Call to Order; Minutes for 6/21/06

UCC Chair, Joe Kotarba called the meeting to order at 12:05 pm. Minutes for 6/21/06 were approved as written.

II Announcements

A Summer 2006 Meetings: August 23 – Cancelled.

Fall 2006 Meetings: September 13, October 11, November 8, December 1.

B E-mail listserves:

UC-COORD-COMMISSION@LISTSERV.UH.EDU - Commission members

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

C Website – www.uh.edu/ucc

Send comments to Marsha Daly at madaly@uh.edu

III Review of revised documents

Call for proposals: What we are really doing is “certifying” that all relevant groups have had an opportunity to see policies before they are approved by the administration.

It would be good to have a paragraph on why the administration wants documents to go through the UCC before they receive administration’s approval. Perhaps the President could write a letter addressing this. This paragraph or letter would be included on the UCC website also.

Receipt letter: The response expected in the thirty-day time period is either “no comment” or “comment” which is to be made to the policy proposer. The UCC does not need to know what that comment is.

Transmittal Form (new): To be used to certify documents for the administration. Will include a list of who we forwarded the policy to and “comment” or “no comment”. UCC will not need to know what the comments are, just that they have comments that they will address with the policy proposer(s).

IV Questions:

Communication: We will communicate to constituents via e-mail. Including in the e-mail a link to the document on the web.

The e-mail will be set up so that a “return receipt” will come back indicating the e-mail was received and opened.

List to put out the call for proposals: no discussion held.

When to submit policy: Once the committee/council has approved the policy and before submission to the administrative authority for approval.

Groups would be wise to contact constituents that may have an interest in the policy before submitting to UCC, and most likely will have done just that. The UCC will review and “certify” that it has been vetted as indicated by proposer.

Do we only see policy that is approved?

V Case Study: UCC 0003 06F Graduate Student Parking Policy: Given the timing of submission (summer) we cannot certify this. A letter will be sent thanking them for the submission and opportunity to review the document and telling them that we cannot certify it.

VI Policy proposals to be formally reviewed in Fall:

Policy of extension of probationary period (UCC 0002 06F) – Without established procedures for the UCC it was not possible to transmit this document. The Faculty Senate has patiently awaited our vetting of the document. Members realize that the Senate may wish to avoid further delay by submitting it to the President for signature without further delay.

Faculty Handbook revisions

Parking policy (UCC 0003 06F) – see above VI above

Ombudsperson

VII MAAP and SAM proposals: These policy changes will be considered if they are submitted.

VIII Old Business: none

New Business:

There are 36 committees with faculty representation on them. These committees also make policy. We will consider them when reviewing policy for transmittal and could expect policy submissions from them. Interaction with these committees would be beneficial for all.

Standard Procedures: For each policy submitted the UCC will meet and decide the constituents that should received a copy of the policy. The transmittal will be via e-mail to the constituents identified, the policy submitting committee/council, and the policy proposer(s). In the e-mail we will include a list of constituents that is receiving the transmittal and further instructions.

IX Adjournment at 1:32 pm