

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

UNIVERSITY COORDINATING COMMISSION

Minutes

October 25, 2006

A meeting of the University Coordinating Commission convened at 12:06 pm on Wednesday, October 25, 2006, in room 311Q of the E Cullen Building.

Members Present: Carol Barr, Joel Bloom, Elaine Charlson, Steven Craig, Brian Knoll, Joseph Kotarba, Allen Warner

Members Absent: John Antel, Bruno Breitmeyer, Francisco Zelaya

Guest: Charlotte Hutchison, COMM student

Staff: Marsha Daly

I Call to Order; Minutes for 9/27/06

UCC Chair, Joe Kotarba called the meeting to order at 12:06 pm. Minutes for 9/27/06 were approved as written.

II Announcements

A Meeting Dates:

Fall 2006 Meetings: November 29, December 13 (tentative).

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

D Undergraduate Council's November 15, 2006 meeting: Dr. Kotarba will attend this meeting to discuss the UCC. He is also available to meet with other groups to talk about our work.

E Dr. Charlson announced that Dr. Foss has approved the Extension of the Probationary Period (UCC 0002 06F), with minor changes.

UCC will notify the Faculty Senate of the decision.

Certification Letter: A paragraph will be added to the letter asking for notification of the decision on the policy and a copy of the policy if changes were made from the original submission.

F Thank you to Marsha for her support of our efforts.

III MAAPs and SAMs: Should UCC consider these?

Most of these documents are on policy.

The opportunity for review by the university committee appears to be wide spread, via listserves and the web. <http://www.uh.edu/mapp/> and <http://www.uhsa.uh.edu/sam/>

They are sent to the Faculty Senate to be considered by the Executive Committee. The Executive Committee will be asked to continue it's current practice of review. They will also be asked to watch for items that should be sent to the UCC for further vetting. They will also be asked to keep a spreadsheet of all documents reviewed, noting those that UCC has been asked to consider vetting further.

IV UCC 0004 06F: Administrative Memorandum (SAM): Property Loss Claims

This was submitted as a sample of a SAM only. No action required.

V UCC 0005 06F: Manual of Administrative Policies and Procedures (MAPP): Scholarship Administration

Vetting to: Research Council, Faculty Senate, GPSC, UC, Staff Council, Dean's Council

VI Old Business:

President's Letter: Dr. Kotarba is working with the president on a memo of introduction of the UCC and why it is important.

New Business:

Mission Statement: Dr. Foss asked Dr. Charlson to bring this to UCC.

The Faculty Senate has approved the proposed mission statement (UCC 0006 06F). Once we have the final version they approved it will be vetted.

Revised Intellectual Property Policy (SAM): Faculty Senate's Faculty Affairs Committee has worked on it. We should receive the proposal soon.

Vetting to: Research Council, GPSC, UC, and Staff Council. Other groups may be added once the policy is received and reviewed at the November meeting.

VII Adjournment at 1:00 pm