

**THE UNIVERSITY COORDINATING COMMISSION:**

**2007-2008**

**PILOT PROJECT REPORT**

**Submitted by**

**Wynne W. Chin**

**Chair, UCC**

## A BRIEF HISTORY

The University Coordinating Commission (UCC) was born in the Faculty Senate Commission on University Governance (FS-COUG). In its final report on October 19, 2005, the FS-COUG called for establishment of a “broadly representative, non-policy-making group intended to facilitate decision-making in a manner that will:

- Reduce “silozation” (the vertical flow of information and decision-making),
- Strengthen connections between university governance groups,
- Facilitate input into the development of policies and procedures, and
- Broaden campus governance.”

The Faculty Senate voted to create a pilot project UCC on March 29<sup>th</sup>, 2006. The pilot project would operate from May 1, 2006 to September 1, 2007. The faculty Senate also charged the UCC to assemble a report evaluating the success of the pilot project, along with suggestions for the future operation of the UCC.

The original UCC was composed of the following members: Joe Kotarba (Chair, and Faculty Senate President-Elect), Elaine Charlson (representing the Administration); John Antel (representing the Deans); Larry Williams (Undergraduate Council); Carol Barr (Staff Council); Bruno Breitmeyer (Research Council); Brian Knoll (Graduate and Professional Studies Council); Francisco Zelaya (Student Government Association); Steve Craig (Faculty Senate President), and Al Warner (Chair, Faculty Senate, Committee on Committees).

Marsha Daly has served as Commission Staff Support, and has done an outstanding job.

The Chair visited the following campus groups in December, January, and February 2006-2007 to introduce the UCC and to ask for support and design input: Undergraduate Council, Graduate and Professional Studies Council, Staff Council, and the Student Government Association.

The purpose of the University Coordinating Commission (UCC) is to facilitate discussion throughout the University Community on policies that have been formulated but not yet approved. The UCC will try to ensure that proposed policies and procedures will be vetted by those university groups for whom they may be relevant, as quickly as possible.

The UCC arrived at the following operational definition of a policy, in order to separate policies from organizational procedures beyond the intent and scope of the UCC's work:

What is a policy?

- A broadly stated guideline for actions and decisions,
- Any governing document which describes a principle or plan,
- A general statement supporting university operations, rules regulations and use,
- The basis for procedures, but not a detailed course of action, or
- A statement in accordance with the purpose and legal structure of the university.

The Faculty Senate voted to continue the pilot project for 2007-2008 with Wynne Chin serving as chair along with those newly elected members representing Faculty Senate President-Elect, Faculty Senate Committee on Committees, Deans Council, Graduate and Professional Studies Council, Research Council, Staff Council, Student Government Association, and the Undergraduate Council.

### **UCC PROCEDURES**

- A frequent call for proposals is issued to all councils, administrators, and campus organizations (Appendix A). Appendix B was not used this past year, but may serve as a template for future use.
- Receipt notices are sent for submitted proposals. (Appendix C)
- Submitted proposals are reviewed monthly in terms of:
  - Whether they are policies or procedures,
  - What campus groups have already reviewed the proposals,
  - What campus groups should review the proposals, and
  - Whether additional information is needed before the UCC can make a decision to certify.
- If a proposal is determined not to be a policy, a no certification message is sent (Appendix D).
- A notification message of a proposed policy is sent to all relevant campus groups, with instructions to respond to the proposed policy within thirty days (Appendix E).
- All decisions and communications are logged into a tracking form (Appendix F).
- The Chair may expedite proposed policy reviews, when requested by the originator, if sufficient evidence is provided that all relevant groups have had the opportunity to see the proposal.
- Certification messages are sent to the University President and Provost with a copy to groups submitting proposed policies (Appendix G).
- Resulting decisions or modifications to proposed policies received from administration are sent back to the originator (Appendix H).
- All UCC communications are logged on its web page [www.uh.edu/ucc](http://www.uh.edu/ucc).
- A status report is issued to members at the monthly meeting (Appendix I).

## **RESULTS**

The UCC met for a total of five meetings to review proposed policies and to develop operating procedures for the UCC. The Commission's goal was to create a review system that would be efficient and timely, yet would not interfere in the substance of proposals. The members were impressed to see the extent of review of policy by campus groups before submission to the UCC. Overall, the Commission feels that it has created an efficient review system, but one to be improved for the future.

### **TALLY OF UCC ACTIONS**

Total documents reviewed: 37

- Documents determined to be policies: 16
- Documents determined not to be policies: 8
- Response to documents from campus groups: 9
- Revision of original documents: 0
- Withdrawn documents: 2
- Documents received in late May (Summer): 2

Certified documents: 16

Documents submitted by:

- Administration: 4
- Facilities & Planning: 2
- Faculty Senate: 4
- Graduate and Professional Studies Council: 2
- Int'l Student & Scholar Services Office: 1
- Library Advisory Committee: 1
- Staff Council: 4
- Student Affairs: 4
- Student Government Association: 10
- Undergraduate Council: 5

Policy submitted by:

- Administration: 2
- Faculty Senate: 1
- Student Affairs: 5
- Student Government Association: 5
- Undergraduate Council: 3

## Documents forwarded to:

Administration: 0  
Dean's Council: 1  
Faculty Senate: 10  
Graduate and Professional Studies Council: 3  
Research Council: 2  
Staff Council: 6  
Student Government: 7  
Undergraduate Council: 3  
33 Standing Committees: 0  
Administration and Finance: 5  
Associate Deans: 1  
Athletic Advisory Council: 1  
Facilities & Planning: 2  
Faculty Senate Council of Chairs: 1  
Food Service Advisory Committee: 1  
General Counsel: 2  
Int'l Student & Scholar Services Office: 1  
Library Advisory Committee: 1  
Plant Operations: 2  
Student Affairs: 5

## **ACHIEVEMENT OF GOALS**

- The UCC has established an efficient mechanism for reviewing proposed policies.
- The UCC has significantly impacted the university culture by “training” faculty, staff and students to immediately send proposed policies to the UCC for distribution.
- The UCC has been successful in processing proposed policies without interfering in their content.

## **RECOMMENDATIONS**

- Administration should be constantly encouraged to seek UCC review before approving any proposed policy, including those emanating from the administration.
- Campus groups should be encouraged to submit proposals to the UCC as early as possible in order to expedite review and to involve as many relevant campus groups as early as possible in the policy-making process.

- Campus groups should submit proposed policies no later than the group itself has approved it.
- For changes to existing policies, campus groups should provide statements or identifiers as to identify the new changes along with the underlying objective or rationale for these changes.
- Campus groups proposed policies should not be processed unless they list those groups (otherwise state none) that have already seen the proposed policy, to preclude redundancy.
- Campus groups should provide recommendations for groups that should see their proposed policies.
- The President and Provost should insist that all policies be submitted to the UCC before they approve the policy.
- If the UCC Chair receives information with a proposal that the document has been widely reviewed before submission to UCC, he or she may decide to expedite the document without the 30 day review. The UCC members would be notified that the document has been expedited.
- The UCC should not meet during the summer in order to reaffirm the strong belief that campus policy should not be enacted during the summer.
- The UCC should now be established as a permanent University committee.

## **APPENDIX A: CALL FOR PROPOSALS**

**University of Houston**

### **THE UNIVERSITY COORDINATING COMMISSION**

#### **Call for Policy and Procedure Proposals**

The purpose of the University Coordinating Commission (UCC) is to facilitate discussion throughout the University Community on policies that have been formulated but not yet approved. The UCC will try to ensure that proposed policies and procedures will be available to those university groups for whom they may be relevant, as quickly as possible.

Please send your proposed policy to Marsha Ann Daly, the UCC staff support. Attach a letter that has the following information:

- The name of the policy.
- The group proposing the policy.
- The contact person/phone/email for your group.
- The groups on campus who have already vetted your proposal.
- Groups on campus you suggest vet your proposal.

Thanks.

Wynne Chin, Chair  
UCC

Marsha Ann Daly  
Academic Program Management  
207 E. Cullen Building Room 109  
APM 2035  
713.743.0919 (voice)  
713.743.0717 (fax)  
madaly@uh.edu

Wynne Chin  
Chair, UCC  
President-elect, Faculty Senate  
Professor of Decision and Information Sciences  
University of Houston  
[wchin@uh.edu](mailto:wchin@uh.edu)  
T: 713-743-4728  
F: 713-743-4940

## **APPENDIX B: PRESIDENT KHATOR'S SUPPORT LETTER**

DATE

Dear Colleagues:

Shared governance is one of the exciting, yet necessary, administrative features of the University of Houston. As we move towards our goal to become a major research university that still values high-quality teaching and service, we must ensure that all members of our university community have the opportunity to contribute to the development of policies and procedures.

The University Coordinating Commission was established by the Administration and the Faculty Senate to facilitate discussion throughout the university community on policies that have been formulated but not yet approved. The Commission will try to ensure input as quickly as possible from all relevant university groups for proposed policies and procedures.

If your group is working on a new policy, or significantly revising an existing one, please contact either Wynne Chin, the Commission Chair at 713-743-4728, or Marsha Ann Daly, the Commission Staff Support at 713-743-0919.

I appreciate your work and all that you do for our students and university.

Sincerely,

Renu Khator

RK/wc

## APPENDIX C: RECEIPT MESSAGE

Dear NAME(S):

The purpose of this message is to acknowledge receipt of your proposal, TITLE. We have logged your proposal as UCC # . You may track the progress of the proposal at our Web site <http://www.uh.edu/ucc/>.

In order to expedite review of this document, please send us a list of the campus groups (e.g., councils and administrators) who have already reviewed your proposal. You may also include a list of campus groups that you believe should see the document. E-mail this information to [ucc@uh.edu](mailto:ucc@uh.edu) *as soon as possible*.

The University Coordinating Commission will discuss your proposal at our meeting on DATE and send it to other campus groups we feel may have an interest in reviewing it. These groups have until DATE to respond to you if they so choose. At that time, we will forward your proposal to the appropriate administrator(s) for action.

If you have any questions, please feel free to contact us.

Sincerely,

Wynne Chin, Chair  
University Coordinating Commission  
[WCHIN@UH.EDU](mailto:WCHIN@UH.EDU)  
713-743-4728

<http://www.uh.edu/ucc/>

## APPENDIX D: NOTIFICATION OF NO CERTIFICATION

Dear NAME(S):

Thank you for submitting TITLE (UCC #) to the UCC for consideration. This submission has been duly noted by the University Coordinating Commission (UCC), but was determined not to constitute a policy. The purpose of the UCC is to facilitate discussion throughout the University Community on policies that have been formulated but not yet approved by the administration. The UCC mandate is to ensure that proposed policies will be vetted by those university groups for whom they may be relevant, as quickly as possible.

Our current working definition of a policy in contrast to working procedures are:

- A broadly stated guideline for actions and decisions;
- Any governing Document which describes a principle or plan;
- A general statement supporting university operations, rules regulations and use;
- The basis for procedures, but not a detailed course of action; or
- A statement in accordance with the purpose and legal structure of the university.

Inasmuch as it was deemed that the document you submitted did not constitute a policy, no certification was necessary from our group. If you feel we are in error or would like further clarification, please don't hesitate to contact us at [ucc@uh.edu](mailto:ucc@uh.edu).

Sincerely,  
Wynne Chin, Chair  
University Coordinating Commission  
[WCHIN@UH.EDU](mailto:WCHIN@UH.EDU)  
713-743-4728  
<http://www.uh.edu/ucc/>

## APPENDIX E: NOTIFICATION OF A PROPOSED POLICY

Dear NAME(S):

The purpose of the University Coordinating Commission (UCC) is to facilitate discussion throughout the University Community on proposals that have been formulated but not yet approved. The UCC will try to ensure that proposed policies and procedures will be available to those university groups for whom they may be relevant, as quickly as possible.

The NAME OF GROUP has submitted a proposal titled NAME OF PROPOSAL, and the UCC has decided that this proposal may be relevant to your group. Please review the attached document and, if relevant, relay your comments and suggestions to the group making the proposal no later than DATE. Copies of dissenting opinion should be forwarded, in writing, to the originator of the policy and the UCC (EMAIL OF CONTACTS and [ucc@uh.edu](mailto:ucc@uh.edu)) by the date noted above.

Finally, please complete the information below and email it to Marsha Daly, [madaly@uh.edu](mailto:madaly@uh.edu).

Sincerely,

Wynne Chin, Chair  
University Coordinating Commission  
[WCHIN@UH.EDU](mailto:WCHIN@UH.EDU)  
713-743-4728

<http://www.uh.edu/ucc/>

INFORMATION REQUESTED:

Your group's decision on the relevance of the proposal to you.

Did you contact the group submitting the proposal?

If so, when?

## APPENDIX F: TRACKING FORM

<b>UCC 0011 07S</b>	<b>Faculty Senate Textbook and Educational Materials Poli</b>	
Date Received	1/29/07	
Received From (group/person)	Faculty Senate	Steven Craig
Responses To (group/person)		
<b>Handling:</b>		
Receipt of Document Letter	1/31/07	
Date of UCC meeting	1/31/07	
Due Date for Comments	3/2/07	
<b>Sent to:</b>		
Faculty Senate	n/a	seen
Undergraduate Council	y	1/31/07
Graduate Council	y	1/31/07
Research Council	n/a	
Administration	y	1/31/07
Staff Council	y	1/31/07
Student Government	y	1/31/07
33 Standing Committees	n/a	
Forward to Others	everyone has seen this via FS	
<b>Final Actions</b>		
Comments Returned to UCC		3/6/07
Forwarded to Contact Person		
Decision on Document		
Certified	C	3/5/07
Certified To:	Gogue, Foss, Kotarba	

## APPENDIX G: CERTIFICATION MESSAGE

Dear Dr. Khator, Dr. Foss, and Originator:

The purpose of this message is to forward UCC # TITLE to you for action. The UCC met on DATE to review the proposal and certifies that the proposal has been reviewed by the following campus groups/administrators:

### GROUP - COMMENTS

Please forward a copy of your decision on the proposal to the UCC email, [ucc@uh.edu](mailto:ucc@uh.edu). If you have made any changes to the proposal we would also appreciate a copy of the revised document.

If you have any questions, please feel free to contact us.

Sincerely,

Wynne Chin, Chair  
University Coordinating Commission  
[WCHIN@UH.EDU](mailto:WCHIN@UH.EDU)  
713-743-4728

<http://www.uh.edu/ucc/>

## APPENDIX H: NOTIFICATION OF ADMINISTRATIVE DECISION

Dear ORIGINATOR

We have received notice that an administrative decision on your proposal, NAME OF PROPOSAL (UCC # ) has been made. NAME OF PERSON DECIDING has DECISION MADE.

Thank you for allowing the UCC to help you in the development of this policy.

Sincerely,

Wynne Chin, Chair  
University Coordinating Commission  
[WCHIN@UH.EDU](mailto:WCHIN@UH.EDU)  
713-743-4728  
<http://www.uh.edu/ucc/>

# APPENDIX I: MONTHLY STATUS REPORT

## UCC Documents

#	Title of Document	Received	From	Sent To	Date Sent	Comments	
UCC 0001 06F	SACS Reaffirmation of Accreditation	5/31/06	UH SACS Leadership Team	Faculty Senate	n/a	Due Date	n/a
			Brian McKinney	Undergraduate Council	n/a	Comments Returned	n/a
			Reply to	Graduate Council	n/a	Comments Forwarded	na
				Research Council	n/a		
				Administration	n/a		
				Staff Council	n/a		
				Student Government	n/a		
				33 Standing Committees	n/a		
				Others	n/a		
				<b>Certified:</b> n/a n/a			
	Certified To n/a						
UCC 0002 06F	Extention of Probationary Period for Emergencies	6/21/06	Faculty Senate	Faculty Senate	n/a	Due Date	
			Joe Kotarba	Undergraduate Council	n/a	Comments Returned	
			Reply to	Graduate Council	y	9/28/06	Comments Forwarded
				Research Council	n/a		
				Administration	n/a		
				Staff Council	n/a		
				Student Government	n/a		
				33 Standing Committees	n/a		
				Others	n/a		
				<b>Certified:</b> C 10/24/06			
	Certified To Gogue, Foss						