

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

## UNIVERSITY COORDINATING COMMISSION

### Minutes for December 18, 2009

A meeting of the University Coordinating Commission convened at 12:00 pm on Friday, December 18, 2009, in room 323 of the Technology Building.

Members Present: Elaine Charlson, Mark Clarke, Doug Eikenburg, T. Randall Lee on behalf of Wynne Chin, Kenneth Fomunung, James Garson, Joe Papick, Dan Wells, and Lawrence Williams

Staff: Jeanette Morales

#### **I Call to Order; Minutes for 10/9/09**

UCC Chair Mark Clarke called the meeting to order at 12:15 pm. Minutes for 10/9/09 were accepted.

#### **II Announcements**

**A Spring 2010 meeting dates:** January 22, February 26, March 26, April 30, May 21

**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 [ucc@uh.edu](mailto:ucc@uh.edu)

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

#### **III UCC 0122 09F: MAPP 01.01.02 University Coordinating Commission**

This document was submitted by the Faculty Senate

This document has been reviewed by the Faculty Senate

The UCC met to discuss formalizing the University Coordinating Commission's presence via the MAPP. Chair Mark Clarke reiterated that the UCC's role is to ensure that proposed policies are seen by the appropriate campus groups and given an opportunity to share input. The UCC does not create or amend policies.

Randall Lee provided a flowchart indicating where the UCC should be placed with regard to MAPP creation and/or change process. UCC's placement in the MAPP flowchart was discussed among the members. Dan Wells suggested that a UCC process flowchart should also be created for non-MAPP policies. UCC members recommended that a sentence should be added that MAPPs are also considered policy (under section II. POLICY of UCC 0122 09F).

Also suggested was an amendment to UCC 0122 09F language (under section V. Procedures, E of UCC 0122 09F): "All communications from relevant campus groups are logged into a tracking form that will be available on the UCC website. All comments will be returned to the originator for possible action." This will ensure that language is not ambiguous. In addition to the language amendment a new step was added in the UCC communication process. After all comments are returned to the originator, any action on the originator on a UCC document will be dealt with accordingly by the originator and the interested campus group(s) (i.e., amendments, further discussion, etc.) and then certified by the UCC. UCC documents that didn't receive comments will be submitted as is and certified by the UCC.

Randall Lee asked the UCC to re-read the UCC 0122 09F (pages one and two) and send input to the Faculty Governance Committee. He will also create the non-MAPP policy process flowchart to be discussed at the January 2010 meeting.

**IV New Business**

Spring 2010 UCC meeting dates were set and agreed upon by the members.

**V Adjournment: 1:18 pm**