

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

## UNDERGRADUATE COMMITTEE OF THE FACULTY SENATE Minutes for September 28, 2011

A meeting of the University of Houston Faculty Senate Undergraduate Committee convened at 3:00 p.m. on Wednesday, September 28, 2011, in room 306, M.D. Anderson Library (Faculty Senate Office).

Members Present: Richard Armstrong, Leonard Bachman, Brandon Balwant, Roger Blakeney, Simon Bott, Andrea Burrige, Mary Dawson, Agnes DeFranco, Richard DeFrank, Martha Dunkelberger, William Dupré, Luces Faulkenberry, Tamara Fish, Christina Gola, Debbie Henry, Richard Kasschau, Christine LeVeaux, William Munson, Mike Nguyen, Monique Ogletree, Charles Peters, Melissa Pierson, Ruxandra Prodan-Boul, Richard Scamell, Shishir Shah, Ron Singer, María Elena Soliño, Stephen Soutullo, Nina Tucci, Jerry Waite, Larry Williams, Barry Wood, Djuana Young

Members Absent: Carmen Carter, Reagan Herman, Kevin Simon

Guests: Patrick Daniel (University Testing Services), Leah Wolfthal (Sustainability for University Services), Dave Shattuck (ENGR/ECE Dept.), Libby Barlow (Institutional Research), Lesley Sisk (ENGR – Dean’s Office), Tara Boyle (Admissions), Richard Alderman (Law Center/Dean’s Office)

Staff: Jeanette Morales, Heidi Kennedy

### **I Call to Order; Minutes for 9/7/2011**

The Committee was called to order by Dr. Simon Bott at 3:01p.m. Minutes from 9/7/2011 were accepted.

### **II Announcements**

**A** NOTE: All meetings are held in room 306 (Faculty Senate Office), M.D. Anderson Library, unless otherwise noted.

Fall 2011 Meetings: October 26, November 16, December 7

Spring/Summer 2012 Meetings: January 25, February 22, March 21, April 18, June 6, July 11

**B** Undergraduate Council Web Address: <http://www.uh.edu/undergraduatecouncil/index.html>

Core Curriculum Web Address: <http://www.uh.edu/academics/catalog/policies/degree-reqts/current-core/index.php>

Undergraduate Catalog Web Address: <http://www.uh.edu/academics/catalog/>

**C** E-mail listservs:

UNDERGRAD-COUNCIL@LISTSERV.UH.EDU

UC-DEGREE-PROGRAMS@LISTSERV.UH.EDU

UC-POLICIES-PROCEDURES@LISTSERV.UH.EDU

UC-CORE-CURRICULUM@LISTSERV.UH.EDU

UC-NEWS@LISTSERV.UH.EDU (Agenda and Minutes)

**D** Chair Simon Bott welcomed the three newest UC members: Monique Ogletree (BIO/BCH/NSM), Shishir Shah (COSC/NSM), and Andrea Burrige (HDFS/EDUC).

### **III Tara Boyle, Office of Admissions: Student Orientation Summer 2011**

Tara Boyle, Director of New Student Conferences & Programs presented the summer 2011 statistics regarding the New Student and ART conferences. She informed the Committee that the registration fee had changed. The registration fee is now all inclusive (includes parking, meals, and overnight accommodations without raising the fee). NSO registration (new freshmen) is \$120 and \$60 for ART sessions (transfer students). She continued to report on several aspects of the conference stats (i.e., onsite check-in experience, customer overall satisfaction, etc.) and answered UC members' questions.

### **IV Administrative Representatives' Reports**

#### **A Williams Munson, Dean of Students Office: CART – Conduct Assessment and Response Team**

Willie Munson presented a basic overview of CART. CART helps promote UH's goal of keeping the learning environment safe for students. CART is made up of members from multi-discipline areas. They coordinate and interface with UHPD to track students who exhibit behavior that is threatening to others and/or themselves. They also intervene to provide help for students. Willie Munson encourages faculty to contact CART if they have any concerns regarding a student's behavior. Committee member Charles Peters asked that a list of helpful resource contacts be sent to faculty. Resources for faculty/staff can also be found at the CART website, [www.uh.edu/cart](http://www.uh.edu/cart).

#### **B Libby Barlow, Institutional Research: Online Course Evaluations**

Libby Barlow, Executive Director of Institutional Research informed the UC that House Bill 524 has a provision for universities to do online course evaluations and that UH needs to revisit this topic. She asked Patrick Daniel of University Testing Services to do a cost analysis for paper evaluations. The cost analysis results revealed that it cost \$25,000 per semester to generate paper evaluations (\$75,000 per year). Libby mentioned that departments can use online electronic information more readily instead of utilizing paper evaluations (high cost of manual labor for creating and maintaining evaluations).

Dr. Barlow had asked Richard Alderman (Associate Dean, Academic Affairs, Law Center) to speak to the UC about the Law Center's experience with online course evaluations. Richard informed the UC that the Law Center switched to online course evaluations because the college wasn't getting a sufficient number of paper evaluations from students. The Law Center takes student evaluations into account for post tenure reviews. Law faculty encourages students to do the online course evaluations on time (i.e., give a small portion of class time to do the evaluations). Students usually have three weeks to fill out the course evaluations. Now the Law Center is over 75% in student participation rate with regard to online evaluations. Patrick Daniel's department assists the Law Center in sending email reminders to students to do the online course evaluations. Committee members asked several questions and expressed their concerns during the discussion.

Patrick Daniel distributed handout on "Strategies for Increasing Student Response Rates on Online Course Evaluations." He gave a brief outline how the electronic process works. Turnaround is usually two weeks to get reports to the college. Libby Barlow asked that the UC be aware that electronic conversion will take place in the near future (early as spring 2012).

### **V Larry Williams, Ad Hoc Bylaws Subcommittee: Undergraduate Committee Bylaws Discussion**

Larry Williams went through the draft bylaws and indicated to the Committee where changes were made. The Undergraduate Committee adopted the new bylaws unanimously. With that adoption, chair Simon Bott disbanded the Ad Hoc Bylaw Subcommittee.

Since the new bylaws were adopted and the two new Degree Program/CBM003 Subcommittees established, Dr. Bott appointed the chairs to these new subcommittees. Charles Peters was appointed to the Degree Programs/CBM003 Subcommittee #1 and Luke Faulkenberry was appointed as chair to the Degree Programs/CBM003 Subcommittee #2. It was suggested that a style sheet for CBM003 forms be created as reference guide for subcommittee members.

**VI Other Business**

- A** Simon Bott reminded the UC that they can still nominate people for extra expertise that they feel would be beneficial to the Committee.
- B** Libby Barlow mentioned that IR was seeing discrepancies regarding lecture/lab hours on their CB3 reports. She asked someone could look into this issue.

**VII Adjournment**

Meeting was adjourned at 4:42pm.