

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

UNIVERSITY COORDINATING COMMISSION

Minutes

June 21, 2006

A meeting of the University Coordinating Commission convened at 11:45 am on Wednesday, June 21, 2006, in room 311Q of the E Cullen Building.

Members Present: Joel Bloom, Elaine Charlson, Steven Craig, Charles Henry, Brian Knoll, Joseph Kotarba, David Papell (for Bruno Breitmeyer), Allen Warner, Lawrence Williams, Francisco Zelaya

Members Absent: Je'Anna Abbott, John Antel, Bruno Breitmeyer, Martin Melosi

Guests: None

Staff: Marsha Daly

I Call to Order; Minutes for 5/31/06

UCC Chair, Joe Kotarba called the meeting to order at 11:45 am. Minutes for 5/31/06 were approved as written.

II Announcements

A Summer 2006 Meetings: July 19, August 23.

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 – under development

III Procedures

Submission of documents for consideration must be made one week before the scheduled meeting. They will be sent to UCC membership and posted on the UCC website as they are received.

Call for proposals will be made again after it is re-written to address concerns that the first version raised concerns that the UCC was overstepping its mandate.

The next e-mail will go out to the chairs of committees and councils that make policies.

The call should also request that they include what groups the policy has already been vetted to. Suggestions for where they would like it vetted would also be welcomed.

Submission of policy to the UCC is voluntary. We offer the service of vetting policy to constituencies that may be affected by the proposed policy. Councils and Committees should consider submission to USS in the interest of expediting final approval of the policy. Handling by UCC will aid higher level administration sign-off because they will see that it has been vetted to appropriate constituents by the UCC.

Website: Documents will be posted on the website for 30 days and then removed. Concern was expressed about documents being available to the “entire world.”

IV Documents to be developed:

Receipt Letter – to be mailed to those that submit policy to UCC. Dr. Kotarba will make the suggested changes to the draft letter.

E-mail of documents to constituents. The e-mail will be cc'd to the person that submitted the proposal so they may see where the policy is being vetted. The actual document will be attached to the e-mail with the location of the document on the website.

The e-mail will also include instruction on how to respond to the proposal. Once UCC receives the responses they will be forwarded to the contact person for the policy proposal.

A deadline for responses shall also be included in the e-mail.

Responses to policy may be: “Reviewed, no comment” “Reviewed, comments included,” “Reviewed, will be taken under consideration for comment by xx/xx/xxxx”, etc.

Timeline for processing documents will be developed. To include date documents are to be received, date documents sent, when it is posted on the web, when it will be removed from the web, and when closure of the document happens.

Template for submission of documents may be developed. Would include who has already seen the document and who the policy would effect.

V UCC 0002 06S: Extension of Probation Period (untenured tenure-track faculty)

Submission is from the Faculty Senate.

Vetting:

- Administration – n/a
- Faculty Senate – completed
- Graduate and Professional Studies Council – send
- Research Council – n/a
- Staff Council – n/a
- Student Government Association – n/a
- Undergraduate Council – n/a

VI Presumptive Right: Any group that wishes to will be able to have a document sent out without having to explain why they wish it forwarded.

VII Old Business/New Business

VIII Next meeting: July 19th, 12 noon – 1 pm

IX Adjournment at 1:15 pm