

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

UNDERGRADUATE COUNCIL Minutes for September 1, 2010

A meeting of the University of Houston Undergraduate Council convened at 3:00 p.m. on Wednesday, September 1, 2010, in the Elizabeth D. Rockwell Pavilion, M.D. Anderson Library (2nd floor).

Members Present: Betty Barr, Roger Blakeney, Joel Bloom, Simon Bott, Elaine Charlson, Agnes DeFranco, Martha Dunkelberger, Williams Dupré, Lucas Faulkenberry, Sarah Fishman, Christina Gola, Debbie Hermann-Henry, Stephen Huang, Richard Kasschau, Peter Lam, Christine Leveaux, Syed Mehdi, Williams Munson, Charles Peters, Melissa Pierson, Laurence Rapp, Michelangelo Sabatino, Jarron Saint Onge, Richard Scamell, Kevin Simon, John Snyder, María Elena Soliño, George Trail, Jerry Waite, Larry Williams, Barry Wood, Djuana Young

Members Absent: Dennis Bozeman, Christina Hughes, Ron Singer, Nina Tucci, Louis Williams

Guests: Lawrence Curry

Staff: Jeanette Morales, Heidi Kennedy

I Call to Order; Minutes for 6/2/2010

Council was called to order by Dr. Simon Bott at 3:01 p.m. Minutes from 6/2/2010 were accepted.

II Announcements

A NOTE: All meetings are held in the Elizabeth D. Rockwell Pavilion, M.D. Anderson Library (2nd floor), unless otherwise noted.

Fall 2010 Meetings: September 22, October 20, November 17, December 8

Spring 2011 Meetings: January 26, February 23, March 23, April 20, June 1, July 6

B Undergraduate Council Web Address: <http://www.uh.edu/undergraduatecouncil/index.html>
Core Curriculum Website Address: <http://www.uh.edu/academics/corecurriculum/>
Undergraduate Studies Catalog Web Address: <http://www.uh.edu/academics/catalog/>

C E-mail listserves:

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 (Minutes only)

D Council chair Simon Bott announced that hard copy packets will no longer be mailed out to members. Electronic copies will be sent via email. He urged members to contact Jeanette Morales to update their email addresses if needed.

III Introduction of Council Members

IV Administrative Reports

Executive Associate Vice President for Academic Affairs Elaine Charlson thanked the Council for their help in helping UH meet its enrollment target. UH has enrolled 37,787 students. As for FTIC students, 3329 were enrolled and 4227 transfer were enrolled. The average SATs of FTICs is 1088 (up from 1079 last year). She also thanked everyone for their help in raising the graduation rate to 45.5% for 2010 as compared to last year's 44.0%. This cohort had a good retention rate. Agnes DeFranco and the advisors are working with each cohort with regard to retention.

Executive Director of Admissions Djuana Young was pleased to announce that her office is planning for next year's New Student Orientations (NSO). Next year's NSO dates will be set by the end of September 2010. Tara Boyle, Assistant Director for Student Orientation will send out email surveys for campus input. Lastly, Admissions counselors are already traveling to recruit prospective students.

Registrar Debbie Hermann-Henry also thanked the Council for helping UH reach enrollment targets.

V Appointment of Undergraduate Council Vice Chair

Chair Simon Bott appointed Dr. María Elena Soliño as the 2010-2011 UC Vice Chair.

VI Undergraduate Council Projects

A Bylaw Changes – formal charge after language is finalized by Larry Williams

- 1) Include Librarian appointment into the bylaws
- 2) Student rep appointment discrepancy
- 3) Formalize Degree Programs – CBM003 Committee

Council member Larry Williams will finalize the bylaw language. At the next Council meeting a formal charge will be brought forth to amend the Council bylaws.

B Removal of course catalog punctuation

Council members did not have any issues about the philosophy of removing course catalog punctuation. However, mechanics will be a larger effort than Dr. Bott initially thought. The CBM2 committee (chaired by Kevin Simon) was formed to help with the coordination with departments to remove the punctuation via CBM003 forms.

Dr. Lawrence Curry brought up a previous UC item regarding the name change of special problem courses to independent study courses and selected topics to special topics courses. Simon Bott asked Dr. Curry to find the old paperwork on this issue. He mentioned that a group may be formed to discuss whether this will take a large effort or not.

C Faculty and Advising Accountability

The state legislature will be focusing on advising, especially the role of faculty advisors at college/universities. The state legislature specifically would like to know the difference between a faculty advisor and staff advisor (currently this is poorly defined across the campus). Simon Bott asked for volunteers to form a task force to work with the Faculty Senate's EPSAC committee. The Academic Policies & Procedures and the Degree Programs committees were asked to generate a list to find out who are the faculty advisors in the colleges, find out what their duties are (3-4 weeks) and

create a report on the findings. Lastly, this taskforce would meet with EPSAC to see what the next steps would be (i.e., develop a general definition/description of faculty advising).

D Unification of Faculty Governance

As mentioned in Simon Bott's email, one of President Khator's and Provost Antel's goals is for UH faculty to have one coordinated line of communication and voice. A document describing four possible methods of unifying faculty governance groups was distributed to the UC for input. Simon Bott opened up the floor to preliminary discussions. Lawrence Curry noticed that these options didn't include students and administrators who are currently member of the council. Would Faculty Senate Bylaws or council bylaws need to be changed? Other Council members voiced their input. There will be an October 8th Faculty Senate retreat (along with the three Councils) to discuss the four options further and make recommendations. Simon Bott would like to gather everyone's input by the next Council meeting which will be held September 22, 2010.

VII Old Business

Larry Rapp inquired about the implementation status of the NR policy. RAR will implement the process at the end of fall 2010. Debbie Hermann-Henry mentioned that many faculty have done a good job in submitting their grades.

VIII FYI Documents were acknowledged by the Undergraduate Council

UC 10822 10S: Executive Associate Vice President for Academic Affairs Approval Memo
UC 10829 10S: Executive Associate Vice President for Academic Affairs Approval Memo
UC 10830 10S: Executive Associate Vice President for Academic Affairs Approval Memo

IX Adjournment 4:21pm