

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

UNDERGRADUATE COMMITTEE OF THE FACULTY SENATE

Agenda for September 23, 2015

Room 238, Classroom & Business Building ([CBB - #499](#))

3pm – 5pm

TO: Mara Affre, Leonard Bachman, Roger Blakeney, Simon Bott, Andrea Burrige, Teresa Chapman, Wynne Chin, Cheryl Craig, Kerry Creelman, Daniel Currie, Jose Guillermo De Los Reyes, Bret Detillier, Martha Dunkelberger, William Epling, Sarah Fishman, Albert Flavier, Donald Foss, Dina Galley, Rebecca George, Maria Alejandra González-Peréz, Debbie Henry, Michelle Ivey, Bruce Jones, Heidi Kennedy, Clint Kirchoff, Christine LeVeaux-Haley, Teri Longacre, Sal Loria, Daniel Maxwell, Jeremy May, Sandra McNeely, Susan Miertschin, Andra Olivia Miljanić, Ognjen Miljanić, William Munson, Michael Murray, Raresh Pascali, Maria Peden, Ruxandra Prodan-Boul, Amy Ramirez, Miguel Ramos, Jagannatha (JR) Rao, Kamran Riaz, Hugo Salinas, Lori Selzer, Shishir Shah, Robert Shimko, Jonathan Snow, Natalie Sumrow, D. Christopher Taylor, Len Trombetta, Nina Tucci, Chad Wayne, Lawrence Williams, Djuana Young

FROM: Martha Dunkelberger, Chair, Undergraduate Committee

DATE: September 16, 2015

I. Call to Order

- a. Review of Minutes for [08/26/2015](#)

II. Announcements

- a. Welcoming new members (updated subcommittee list attached, Listservs updated)
- b. NOTE: All meetings are held in room 306 (Faculty Senate Office), M.D. Anderson Library unless, otherwise noted. (Current conditions in Faculty Senate Office have us meeting in Room 238 of CBB.)
 - i. Remaining Fall 2015 Meetings: September 23, October 28, November 18, December 2
 - ii. Spring 2016 Meetings: January 27, February 24, March 23, April 20, May 11
- c. Helpful Websites:
 - i. Undergraduate Committee: www.uh.edu/undergraduate-committee/
 - ii. Curriculog: <https://uh.curriculog.com/>
 - iii. Curriculog Training & “How Tos” (including Curriculog Support Team contact information): <https://ssl.uh.edu/about/offices/enrollment-services/registrar/curriculog-training/index.php>
 - iv. Undergraduate Catalog: catalog.uh.edu
 1. Core Curriculum: <http://catalog.uh.edu/content.php?catoid=8&navoid=1471>
- d. E-mail Listservs:
 - i. General Membership: UNDERGRAD-COMMITTEE@LISTSERV.UH.EDU
 - ii. Subcommittees (*please note change to Curriculog committee emails, and correct APP email*):
UC-CORE-CURRICULUM@LISTSERV.UH.EDU
UC-CURRICULOG_1@LISTSERV.UH.EDU
UC-CURRICULOG_2@LISTSERV.UH.EDU
UC-POLICY-PROCEDURES@LISTSERV.UH.EDU
UC-STUDENT-SUCCESS@LISTSERV.UH.EDU
UC-URGD-CATALOG@LISTSERV.UH.EDU
 - iii. Sharing Agenda & Minutes with Membership & Campus Partners:
UC-NEWS@LISTSERV.UH.EDU

III. 2015-2016 Undergraduate Committee Membership

- a. Subcommittee Assignment Announcements – additional updates made
- b. Report on Distribution of Faculty Representatives

IV. Administration Representatives' Reports

- a. Financial Aid (presenting in person)
- b. Reports will be provided in print and/or as attachments for:
 - i. Admissions
 - ii. Student Affairs: nothing to report at this time
 - iii. OUR:
 - 1. The Fall 2015 graduation processing deadline will January 15, 2016, in order to meet federal reporting requirements.
 - 2. Summer 2015 graduation processing was only 99% complete at the close of business September 11 with 12 outstanding, 5 of which were undergraduate in the following colleges: Business, CLASS, Education, Engineering, and NSM.
 - 3. 73 outstanding NR grades: 1 in Engineering, 72 are affiliated studies and reciprocal exchange.
 - 4. Fall 2015 enrollment numbers displayed in the dashboard fluctuate throughout the term as students drop classes. For the official certified enrollment as reported to the state, please select the Student Data tab then Certified Census Enrollment. Institutional Research usually makes the data available by after it's been report, generally mid-October to early November.
 - 5. XML version of official transcript went "live" in production as of July 27, "subplans" now appear on the official transcript.
 - 6. Change of Major work flow preliminary demonstration was September 22.
 - 7. October 3—Call for Priority registration groups week of
 - 8. October 20—Spring 2016 Class Schedule and Student Enrollment Appointments go live
 - 9. Student Enrollment Appointments assignment has been decided based upon "higher completed hours" criteria since Fall 2007 enrollment cycle. Please keep this date in mind if the UC plans to change the criteria for the Spring enrollment cycle.
 - 10. November 6—Spring 2016 priority registration begins at 8am
 - iv. Student Success

V. Subcommittee Reports

- a. Curriculum 1 Subcommittee Report: Andrea Burrige, Chair
- b. Curriculum 2 Subcommittee Report: Jagannatha Rao, Chair
- c. Core Curriculum Subcommittee Report: Simon Bott, Chair
- d. Student Success Subcommittee Report: Larry Williams, Chair
- e. Academic Policies & Procedures Subcommittee Report: Daniel Currie, Chair
- f. Undergraduate Catalog Subcommittee Report: Michael Murray, Chair

VI. Old Business

- a. Bylaws Review
 - i. Amendments/edits
 - ii. Distribution of labor
- b. Curriculum 1 & 2 Subcommittees
 - i. Proposed redistribution of proposals as follows:
 - 1. Curriculum Subcommittee 1: Architecture, Engineering, NSM, CLASS (including Communications, Comparative Cultural Studies, Economics, English, History, Political Science and Philosophy)

2. Curriculog Subcommittee 2: Education, Honors, Technology, CLASS (including Art, Music, Theater and Dance, Communication Sciences and Disorders, Health and Human Performance, Sociology, Psychology, Hispanic Studies and Modern and Classical Languages)
- ii. Proposed amendment of Bylaws to allow for redistribution of proposals based on Subcommittee membership for each cycle

VII. New Business

- a. UC News listserv: used for sharing minutes and agendas with non-UC members who need to be aware of UC proceedings; contacted Associate Deans of Undergraduate Studies and other shareholders within the following offices: Office of the Provost, ETS, Admissions, Student Services, OUR, Off-Campus Support, Campus Solutions, IR, SGA, Policy & Planning. Other suggestions?
- b. University drop policy - Business statement

VIII. Adjournment

2015-2016 Subcommittee Assignments

APP Subcommittee

Currie, Daniel - Chair
De Los Reyes, Jose Guillermo
Kirchhoff, Clint
LeVeaux-Haley, Christine
Munson, William
Shah, Shishir
Tucci, Nina

Catalog Subcommittee

Murray, Michael - Chair
Affre, Mara
Bachman, Leonard
Blakeney, Roger
Craig, Cheryl
McNeely, Sandra
Peden, Maria

Core Subcommittee

Bott, Simon - Chair
Detillier, Bret
Fishman, Sarah
George, Rebecca
Kennedy, Heidi
Prodan-Boul, Ruxandra
Ramos, Miguel
Selzer, Lori

Curriculog 1 Subcommittee

Burridge, Andrea - Chair
Chapman, Teresa
Flavier, Albert
Ivey, Michelle
Miertschin, Susan
Miljanić, Ognjen
Taylor, David Christopher
Trombetta, Len

Curriculog 2 Subcommittee

Rao, Jagannatha (JR) - Chair
Epling, William
González-Peréz, Maria Alejándra
Miljanić, Andra Olivia
Pascali, Raresh
Shimko, Robert
Wayne, Chad

Student Success Subcommittee

Williams, Lawrence - Chair
Creelman, Kerry
Foss, Donald
Longacre, Teri
Maxwell, Daniel
May, Jeremy
Salinas, Hugo
Sumrow, Natalie
Young, Djuana