# UNIVERSITY of **HOUSTON**

**UNDERGRADUATE COMMITTEE**
**OF THE FACULTY SENATE**
**Minutes for October 28, 2015**
**Faculty Senate Office (Room 306, M.D. Anderson Library)**
**3pm – 5pm**

**Members Present:** Mara Affre, Leonard Bachman, Simon Bott, Andrea Burridge, Cheryl Craig, Daniel Currie, Jose Guillermo De Los Reyes, Bret Detillier, Martha Dunkelberger, Sarah Fishman, Rebecca George, Debbie Henry, Bruce Jones, Heidi Kennedy, Clint Kirchhoff, Daniel Maxwell, Jeremy May, Sandra McNeely, Scott Moore, William Munson, Michael Murray, Raresh Pascali, Maria Peden, Amy Ramirez, Miguel Ramos, Jagannatha (JR) Rao, Kamran Riaz, Hugo Salinas, Lori Selzer, Shishir Shah, Natalie Sumrow, D. Christopher Taylor, Chad Wayne, Lawrence Williams Djuana Young

**Members Absent:** Teresa Chapman, Wynne Chin, Kerry Creelman, William Epling, Albert Flavier, Donald Foss, Maria Alejándra González-Peréz, Michelle Ivey, Christine LeVeaux-Haley, Teri Longacre, Susan Miertschin, Andra Olivia Miljanić, Ognjen Miljanić, Ruxandra Prodan-Boul, Robert Shimko, Jonathan Snow, Len Trombetta, Nina Tucci,

**Guests:** Regina Capuano, Valerie Coleman-Ferguson, Anita Gaines, Margarete Jadamec, Jaime Ortiz, Janice Quinn Perez, Imelda Rodriguez, Lesley Sisk

**Staff:** Dina Galley

## I.   Call to Order
   a. **The Committee was called to order** by Dr. Dunkelberger at 3:01 pm
   b. **Minutes from 09/23/2015 were approved** without amendments

## II.   Announcements
   a. **NOTE**: All meetings are held in room 306 (Faculty Senate Office), M.D. Anderson Library unless, otherwise noted. We're glad to be back in our regular location, and don't anticipate further room changes.
   b. **Remaining 2015-2016 Meetings**:
      i. Fall 2015 Meetings: 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:
         UC-CORE-CURRICULUM@LISTSERV.UH.EDU
         UC-DEGREE-PROG_CB3_1@LISTSERV.UH.EDU
         UC-DEGREE-PROG_CB3_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. **New Business**
    a. **Curricular Practical Training (CPT) Policy Updates** (Presenters: Dr. Jaime Ortiz (Vice Provost, Global Strategies and Studies), Dr. Valerie Coleman-Ferguson (General Counsel), and Anita Gaines (Director, International Student and Scholar Services); Global Strategies & Studies website: http://www.uh.edu/provost/global/
        i. CPT procedures for graduate and undergraduate F1-Visa students need to be updated to address new requirements by Homeland Security. Currently students use a zero credit hour COOP course for CPT, but new requirements (to be implemented Fall 2016) dictate that courses either need to be 1 credit hour or more, OR, if zero-credit hours, be required by the student's degree program (can be an "required" elective within the degree program)
            1. New requirement ensures that the training is part of the curriculum and an integral part of the student's education
        ii. Discussion:
            1. What about Summer 2016? Students will need to use 4198 as a gap-stop measure
            2. What about students not on an F1Visa? Any changed courses would be available to all students
            3. How will for-credit work be graded/supervised? Will be decided on a college-level; up to the program to decide what counts as CPT for their students
            4. Who coordinated CPT within departments in the past – and can we get some best practices for the process from those coordinators? Dr. Dunkelberger asked presenters to provide further information regarding this question.
        iii. Additional handouts enclosed with this document
    b. **Discussion of "Good Academic Standing"** – lack of definition in the Undergraduate Catalog
        i. Curriculog 1, Curriculog 2, and APP subcommittee have all been recently involved in a conversation regarding the definition of "good academic standing", revised language proposed by the College of Business for some pre-requisite requirements
        ii. This revision in language is intended to address issue of incoming transfer students, coming in with a GPA of "0", being unable to enroll in courses with a pre-req GPA of 2.0.
        iii. Concern over defining "good academic standing" by PeopleSoft standing; Catalog needs to make it clear, in a policy, what "good academic standing" means on a university level (with a college/department caveat)
        iv. Dr. Dunkelberger asked the Catalog Subcommittee to look into this issue further, with the help of APP and Curriculog subcommittees, as well as Heidi Kennedy

IV. **Subcommittee Reports**

    a. **Curriculog 1**: Andrea Burridge, Chair
        i. **New Courses:**
            1. GEOL - 3325 - Rocks and Minerals
            2. GEOL - 3379 - Computing and Programming for Geoscience
            3. GEOL - 4381 - Geophysical Signals and Analysis
            4. GEOL - 4383 - Elements of Reservoir Geophysics
        ii. **Revised Courses:**
            1. GEOL - 3130 - Paleobiology Laboratory
            2. GEOL - 3380 - Paleobiology
            3. GEOL - 3338 - Environmental hydrogeology
            4. GEOL - 3342 - Principles of Air Pollution
            5. GEOL - 3378 - Principles of Atmospheric Science
            6. GEOL - 4340 - Aerosols and climate
            7. GEOL - 4341 - Dynamic meteorology
            8. GEOL - 4367 - Geochemical Reaction Modelling
            9. GEOL - 4379 - Groundwater and Engineering Geophysics
            10. GEOL - 4385 - Introduction to Marine Geophysics
        iii. **Program Changes:**
            1. 2016-2017 - Earth and Atmospheric Sciences - Atmospheric Science Minor
            2. 2016-2017 - Earth and Atmospheric Sciences - Earth Science BA
            3. 2016-2017 - Earth and Atmospheric Sciences - Geophysics BS
            4. 2016-2017 - Earth and Atmospheric Sciences - Environmental Sciences BS

5. 2016-2017 - Business - ENTR_Major
6. 2016-2017 - Business - SCM Certificates

Curriculog 1 recommended all of the above course and program proposals be approved. UC approved unanimously.

**b. Curriculog 2 Subcommittee Report**: Jagannatha Rao, Chair
   **i. New Courses:**
1. ELPS - 3327 - Seminar in Family Policy
2. MATH - 2131 - Linear Algebra Labs with MATLAB
3. MATH - 4366 - Numerical Linear Algebra
   **ii. Revised Courses:**
1. HRMA 2340 - Systems of Accounts in the Hospitality Industry
2. HRMA 2350 - Managing in the Service Environment
3. HRMA 3341 - Hospitality Managerial Accounting
4. HRMA 3343 - Hospitality Cost Controls
5. HRMA 3364 - Hotel Sales
6. HRMA 4322 - Restaurant Management
7. HRMA 4328 - Restaurant Development
8. BTEC - 3320 - Introduction to Quality Assurance and Quality Control in Biotechnology
9. BTEC - 4101 - Principles of Bioprocessing Laboratory
10. BTEC - 4301 - Principles of Bioprocessing
11. BTEC - 4319 - Microbial Biotechnology
12. MECT - 4326 - Fundamentals of Offshore Systems
13. MECT - 4328 - Fundamentals of Pipeline Design
14. MECT - 4330 - Valve Design
15. ELET - 4345 - The Principles and Applications of Fuel Cell Technology
16. CNST - 2325 - Process and Industrial Subsystems
17. CNST - 2341 - Construction Documents
18. CNST - 2345 - Contract Documents for Capital Projects
19. MATH - 4331 - Introduction To Real Analysis I
20. MATH - 4332 - Introduction to Real Analysis II
21. MATH - 4350 - Differential Geometry I
22. MATH - 4351 - Differential Geometry II
23. MATH - 4362 - Theory of Differential Equations and Nonlinear Dynamics
24. MATH - 3338 - Probability
25. MATH - 3364 - Introduction to Complex Analysis
26. MATH - 3396 - Senior Research Project
27. MATH - 4315 - Graph Theory with Applications
28. MATH - 4335 - Partial Differential Equations I
29. MATH - 4336 - Partial Differential Equations II
30. MATH - 4355 - Mathematics of Signal Representation
31. MATH - 4365 - Numerical Methods for Differential Equations
32. MATH - 4377 - Advanced Linear Algebra I
33. MATH - 4388 - History of Mathematics
34. MATH - 4389 - Survey of Undergraduate Mathematics
35. MATH - 4390 - Applied Mathematics Seminar
36. MATH - 4397 - Selected Topics in Mathematics
   **iii. Program Changes:**
1. 2016-2017 - Engineering Technology – Biotechnology
2. 2016-2017 - Mathematics - Bachelor of Science in Mathematics with an Option in Mathematical Finance
3. 2016-2017 - Mathematics - Bachelor of Science in Mathematics
4. 2016-2017 - Mathematics - Bachelor of Arts in Mathematics

5. 2016-2017 - Mathematics - Bachelor of Science in Mathematics: teachHouston
6. 2016-2017 - Mathematics - Bachelor of Arts in Mathematics: teachHouston

    **iv. Policy (New/Revised):**
1. 2016-2017 - Psychological, Health, and Learning Sciences - HDFS Admissions to EC-6 degree subplan
2. 2016-2017 - Psychological, Health, and Learning Sciences - Readmission to majors in Psychological, Health, and Learning Sciences

Curriculog 2 recommended all of the above course and program proposals be approved. UC approved unanimously.

Curriculog 2 is tabling, until further review, several course proposals where the proposed pre-req is a special topics course (4397; can't be a requirement in a minor and can't be used as a pre-req). Also tabling BTEC 3302 (Molecular Genetics and Biotechnology) for further review. This is a new course proposal, and will need coordination with NSM.

    **c. Core Curriculum Subcommittee Report**: Simon Bott, Chair
       i. Nothing to report at this time

    **d. Student Success Subcommittee Report**: Larry Williams, Chair
       i. Nothing to report at this time

    **e. Academic Policies & Procedures Subcommittee Report**: Daniel Currie, Chair
       **i. Program Changes:**
1. 2016-2017 - Curriculum and Instruction - Teaching and Learning BS EC-12 Special Ed
2. 2016-2017 - Curriculum and Instruction - Teaching and Learning BS, 4-8 English Language Arts
3. 2016-2017 - Business - GEM-PP_Certificate
4. 2016-2017 - Business - PFP_Certificate

       **ii. Policy (New/Revised):**
1. 2016-2017 - Curriculum and Instruction - Readmission to Teaching and Learning Major
2. 2016-2017 - Business - College_Review_International_Applicants

APP recommended all of the above program and policy proposals be approved. UC approved unanimously.

APP tabled Chemistry's Honors Biomedical Science proposal until further review.

    **f. Undergraduate Catalog Subcommittee Report**: Michael Murray, Chair
       i. Reviewed catalog publication process, bottlenecks - wanting to explore process further and would only recommend earlier deadlines as a last resort; will continue to work on this issue as well as standard catalog layouts for colleges.

**V. Administration Representatives' Reports**
    **a. Student Affairs** (presenting in person) – gave floor to Mara Affre and Scott Moore in **Financial Aid** to talk about some upcoming changes with grade submission; **a formal announcement, with more specific information, is forthcoming**
       i. Explanation: Starting Spring 2016, instructors entering an "F" grade for a student in PeopleSoft will be automatically prompted to also provide the date of last attendance/participation for the student – this will then help Financial Aid determine whether the student will owe back any aid received
       ii. Discussion:
          1. This is not a new process as far as the reporting; it is simply being included in the PS grade submission now, so that later follow-up is not needed
          2. Instructors will not need to provide proof of date of last attendance/involvement, only maintain their own records as they have in the past
          3. Instructors are not being required to take attendance; "Last date of attendance" could mean last date on record that a student took an exam, posted a discussion on Blackboard, etc

4. Concern regarding instructors' ability to upload grade information into PS, rather than one by one, with new process – PS testing is being done right now, and will explore a solution for this issue

b. The following reports were provided in writing:
   i. **Admissions**:
      1. Spring 2016 Admissions
         ❖ Target enrollment goal is 2,000- 2,300 with 80-100 freshman.
         ❖ Application deadline is December 18th and the credentials deadline is January 6th.
         ❖ The New Student Orientation (NSO) registration site opened on October 14th. 272 students have already RSVP to attend.
         ❖ Currently students are able to sign up to attend NSO on December 9th, 11th or January 8th. The remaining January conferences will open after December 12th.
      2. Application and Admit Numbers
         ❖ Transfer: 2,237 transfer applications have been received. Applications are down 11.8% from 2015. 873 transfer students have been admitted. Admits are down 14.7% from 2015.
         ❖ Freshman: 353 freshman applications have been received. Applications are down 27.4% from 2015. 52 freshmen have been admitted. Admits are down by 14.7% from 2015.
         ❖ Former Students: 442 former student applications have been received. Applications are down 6.8% from 2015. 115 former students have been admitted. Admits are up by 16.2% from 2015.
      3. Fall 2016 Admissions
         ❖ Freshman: 5,887 freshman applications have been received. Applications are up 18.9% from 2015. 947 freshmen have been admitted. Admits are up by 47.7% from 2015.
         ❖ The Transfer and Former Student Application will open on January 2, 2016.
         ❖ Cougar Preview – University Open House was held on October 17th. There were approximately 1,100 guests (600 students) in attendance.
   ii. **Financial Aid**: see above

   iii. **OUR**: Nothing to report at this time

   iv. **Student Success:** Nothing to report at this time

VI. **Old Business**
   a. **Bylaws Review:** update
      i. Executive Committee needs to meet to discuss FS request for UC to switch from doing business on an academic calendar to a calendar year. Dr. Dunkelberger will send out a meeting request.

VII. **Adjournment** at 4:25 pm

# UNIVERSITY of HOUSTON

## OFFICE OF THE PROVOST
### International Student and Scholar Services

## Curricular Practical Training Through Cooperative Education Policy Review

Curricular Practical Training (CPT) policies vary widely at institutions across the U.S. Information on the different CPT policies was obtained via telephone conversations, e-mails, and/or websites sources for: University of Texas – Austin, Texas A&M University, Texas Tech University, University of Texas – Dallas, University of North Texas, Massachusetts Institute of Technology, Rochester Institute of Technology, Georgia Tech, University of Florida, University of Michigan, University of Massachusetts Dartmouth, Northeastern University, among others.

The current University of Houston policy for CPT allows students attending on an F-1 visa to make use of Cooperative Education, which is a non-credit bearing program.

As such, it is necessary to revise the University of Houston policy in order to be consistent with the direction of current guidelines from the Student and Exchange Visitor Program (SEVP) training as described below:

### NAFSA Adviser's Manual

### 3.38 What is CPT?

The regulations state that a student may participate in a Curricular Practical Training program that is:

> *"...an integral part of an established curriculum," and "directly related to the student's major area of study..."*

The regulations further define CPT as:

> *"...alternate work/study, internship, cooperative education, or any other type of required internship or practicum which is offered by sponsoring employers through cooperative agreements with the school."*

### Curricular Practical Training Through Cooperative Education Policy Review

The CPT regulations are brief, but dense, and subject to interpretation especially on such issues as what constitutes enrollment during a period of CPT, and what constitutes an *"integral part of an established curriculum."*

**8 C.F.R. § 214.2(f)(10)(i)**

(i) Curricular practical training. An F-1 student may be authorized by the DSO to participate in a curricular practical training program that is an ==integral part of an established curriculum. Curricular practical training is defined to be alternative work/study, internship, cooperative education, or any other type of required internship or practicum that is offered by sponsoring employers through cooperative agreements with the school.== Students who have received one year or more of full time curricular practical training are ineligible for post-completion academic training. Exceptions to the one academic year requirement are provided for students enrolled in graduate studies that require immediate participation in curricular practical training. A request for authorization for curricular practical training must be made to the DSO. A student may begin curricular practical training only after receiving his or her Form I-20 with the DSO endorsement.

(A) Non-SEVIS process. [NAFSA note: This provision is no longer applicable] A student must request authorization for curricular practical training using Form I-538. Upon approving the request for authorization, the DSO shall: certify Form I-538 and send the form to the Service's data processing center; endorse the student's Form I-20 ID with "full-time (or part-time) curricular practical training authorized for (employer) at (location) from (date) to (date)"; and sign and date the Form I-20ID before returning it to the student.

(B) SEVIS process. To grant authorization for a student to engage in curricular practical training, a DSO at a SEVIS school will update the student's record in SEVIS as being authorized for curricular practical training that is **directly related to the student's major area of study**. The DSO will indicate whether the training is full-time or part-time, the employer and location, and the employment start and end date. The DSO will then print a copy of the employment page of the SEVIS Form I-20 indicating that curricular practical training has been approved. The DSO must sign, date, and return the SEVIS Form I-20 to the student prior to the student's commencement of employment.

==Since schools handle enrollment during internships and training programs very differently, it would be difficult to formulate detailed rules that would fit all situations. Some schools provide academic credit for training programs; others do not. In any case, the student would have to be seen as pursuing a full course of study and making normal progress in achieving his or her educational objective. SEVP's online DSO training== states that,

==",In practical terms, 'integral part of an established curriculum' means an opportunity must be required by the curriculum or, if not required, the student must receive credit for the training."==

### Proposed CPT Policy and Procedures for the University of Houston

Based on the current guidance, it would be beneficial to have both a one credit hour Cooperative Education Course option and a one credit hour Internship Course in each college at undergraduate and graduate levels. The current Curricular Practical Training Application Form can be edited to include the proposed changes. The same signatures of officials required on the current form could be required on the edited form. The college faculty coordinator would approve the student's ==planned option== to include Coop and/or Internship within their curriculum, and their signature would verify that the proposed employment is an 'integral part of an established curriculum.' If the student changes employers, the student must repeat the process to apply for CPT. The student would be required to write a paper and submit to the faculty coordinator who would evaluate the student's paper and assign a letter grade. The course should be available to repeat multiple semesters if the student is eligible to do so.

# UNIVERSITY of HOUSTON

## GLOBAL STRATEGIES and STUDIES
### International Student and Scholar Services

## Internship and Cooperative Education

- Employers prefer to hire graduates with hands-on experience in their majors.
- Students gain real-world experience and enhance their classroom learning.
- Students gain insight and acquire a competitive advantage in the job market because of the skills they develop.
- UH can potentially increase student enrollment and enhance its visibility.

### Curricular Practical Training (CPT) Authorization
#### January - September 2015

| Semester | F-1 Students Authorized | Percentage |
|---|---|---|
| Spring 2015 | 257 | 0.31 |
| Summer 2015 | 364 | 0.43 |
| Fall 2015 | 217 | 0.26 |
| Total | 838 | 1.00 |

| Degree Level and Professional Programs | F-1 Students Authorized | Percentage |
|---|---|---|
| Undergraduates | 295 | 0.35 |
| Graduates | 492 | 0.59 |
| Law | 9 | 0.01 |
| Optometry | 4 | 0.005 |
| Pharmacy | 38 | 0.05 |
| Total | 838 | 1.00 |

| College or School | F-1 Students Authorized | Percentage |
|---|---|---|
| Architecture | 12 | 0.01 |
| Business | 221 | 0.26 |
| Liberal Arts and Social Sciences | 85 | 0.10 |
| Education | 7 | 0.01 |
| Engineering | 202 | 0.24 |
| Hotel and Restaurant Management | 88 | 0.11 |
| Law | 9 | 0.01 |
| Natural Sciences and Mathematics | 94 | 0.11 |
| Nursing | 0 | 0.00 |
| Optometry | 4 | 0.005 |
| Pharmacy | 51 | 0.06 |
| Social Work | 8 | 0.01 |
| Technology | 57 | 0.07 |
| Total | 838 | 1.00 |