

UNIVERSITY of HOUSTON

**UNDERGRADUATE COMMITTEE
OF THE FACULTY SENATE
Minutes for November 18, 2015
Faculty Senate Office (Room 306, M.D. Anderson Library)
3pm – 5pm**

Members Present: Mara Affre, Leonard Bachman, Simon Bott, Andrea Burrige, Teresa Chapman, Wynne Chin, Cheryl Craig, Kerry Creelman, Daniel Currie, Jose Guillermo De Los Reyes, Bret Detillier, Martha Dunkelberger, Sarah Fishman, Albert Flavier, Rebecca George, Maria Alejandra González-Peréz, Debbie Henry, Michelle Ivey, Heidi Kennedy, Christine LeVeaux-Haley, Jeremy May, Susan Miertschin, Ognjen Miljanić, William Munson, Michael Murray, Raresh Pascali, Ruxandra Prodan-Boul, Amy Ramirez, Miguel Ramos, Jagannatha (JR) Rao, Kamran Riaz, Hugo Salinas, Lori Selzer, Robert Shimko, Natalie Sumrow, D. Christopher Taylor, Chad Wayne, Lawrence Williams, Djuana Young

Members Absent: William Epling, Donald Foss, Bruce Jones, Clint Kirchoff, Teri Longacre, Daniel Maxwell, Sandra McNeely, Andra Olivia Miljanić, Scott Moore, Maria Peden, Shishir Shah, Jonathan Snow, Len Trombetta, Nina Tucci

Guests: Imelda Rodriguez (OUR), Lin Crowson (Student Affairs)

Staff: Dina Galley

I. Call to Order

- a. **The Committee was called to order** by Dr. Dunkelberger at 3:01 pm
- b. **Minutes from 10/28/2015 were approved** with addendum of Good Academic Standing discussion

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. Discussion of rolling deadlines for next UC submission cycle
 - i. Rolling deadlines worked pretty well this year, and hope to continue these for next year, along with additional smoothing changes to overall submission process – please stay tuned for more information
 - ii. By college, please provide feedback and one primary contact for next cycle’s submissions
 - 1. Honors: can meet a late Spring deadline; contact: Christine LeVeaux-Haley
 - 2. Architecture & Design: late Spring deadline ok; contact: Trang
 - 3. Education: early deadline really not that difficult to be prepared for, but would like some flexibility for later changes in case of legislation changes requiring additional revisions later on; contact: Andrea Burridge
 - 4. NSM: contacts: Ian Evans overall, Rebecca George can work with Math Dept.
 - 5. HRM: late Spring; contact: Kevin Simon (?)
 - 6. Engineering: contact: JR Rao
 - 7. CLASS: OK with October deadline; contact: Sarah
 - 8. Business: contact: Frank, making sure to communicate with each department
 - 9. Technology: would benefit from earlier deadline; contact: Raresh
 - 10. Nursing: contact: Sandy McNeely
- b. Dr. Dunkelberger also working on setting UC meeting dates for the 2016-2017 academic year

IV. Administration Representatives’ Reports

- a. **Office of the University Registrar** (presenting in person)
 - i. Enrollment up 5.2% for Spring 2016
 - ii. Grade rosters have been generated
 - 1. Request: can these be generated in the future a few days after the last drop deadline to avoid manual upkeep? Debbie: yes.
 - iii. Grades are due 21st of December – there will be a reminder sent on December 1 of degree candidates and friendly reminders will begin on December 14th
 - 1. Urge faculty to grade degree candidates first!
 - 2. Don’t forget the second page
 - iv. Winter Mini starting Dec 18th
- b. **Student Affairs** (presenting in person) – Lin Crowson presenting on MAP Works
 - i. MAP Works is a fairly new case management tool being used in residence halls – access to 1st year students and 2nd year residential students
 - 1. Considering adding a transfer student cohort, but not available right now
 - ii. helps identify students needing assistance, at-risk; makes referrals, used as a contact system; also has reporting features (data on retention, belongingness, test anxiety, specific courses that students might be struggling with)
 - 1. When identify students that need assistance, triage efforts include targeted programing and one-on-one meetings
 - iii. Other similar programs may be available on campus, but this is the program being used by Student Life; chosen for its specific focus students’ first year experience, which is shown to be a significant factor of future college success
 - iv. Question: is Student Life working with colleges? Colleges are welcome to have access if they’d like
- c. The following reports were provided in writing:
 - i. **Admissions:** nothing at this time
 - ii. **Financial Aid:** nothing at this time
 - iii. **Student Success:** nothing at this time

V. Subcommittee Reports

- a. **Curriculog 1 Subcommittee Report:** Andrea Burridge, Chair
 - i. Report enclosed, All items approved
- b. **Curriculog 2 Subcommittee Report:** Jagannatha Rao, Chair
 - i. Report enclosed, All items approved

- c. **Core Curriculum Subcommittee Report:** Simon Bott, Chair
 - i. Will be done with assigned proposals by next meeting
- d. **Student Success Subcommittee Report:** Larry Williams, Chair
 - i. Currently working on project regarding transfer equivalencies, as part of a push to improve transfer students' graduation rates
 - ii. The transfer credit evaluation process has recently moved from OUR to Admissions
 - 1. Admissions has software that pulls up catalog descriptions from past 20 years and makes transfer equivalency decisions on lower-level, non-NSM courses based on those descriptions
 - iii. Issues that Student Success is addressing:
 - 1. Need to find documentation to formalize the transfer of responsibility from OUR to Admissions
 - 2. Working on creating "rules" for transferring credit and remaining consistent, but ever-changing curriculum and changes within the disciplines, make that process very difficult
 - 3. Trying to find a more efficient overall business process for transfer credit evaluation, hopefully resulting in a way that allows students up to create a viable graduation plan as early as possible (even before starting their first semester at UH)
 - 4. Working with Institutional Review to review SACS guidelines for evaluating transfer credits
- e. **Academic Policies & Procedures Subcommittee Report:** Daniel Currie, Chair
 - i. Continued to work on the agendas, and spent majority of the time helping SGA reps rework the proposal for the undergraduate grade replacement policy.
 - 1. The proposal is not yet ready to share with the committee, being revised with historical considerations in mind (Dr. Bott is willing to attend next APP meeting where this item will be discussed)
- f. **Undergraduate Catalog Subcommittee Report:** Michael Murray, Chair
 - i. Worked on Good Academic Standing language for the catalog (language provided below)
 - 1. Need to continue working on cumulative vs. major GPA

VI. Old Business

a. Good Academic Standing

Good academic standing is defined as an overall grade point average of 2.00 or the minimum established by the college in which the student is enrolled as a major, whichever is higher, or in the case of transfer students in their first semester of enrollment the minimum academic standards established by the college in which they are enrolled as a major. Students who fall below minimum standards may return to good academic standing when their overall grade point average is 2.00 (or the minimum established by their college), and they have fulfilled the terms of any academic suspension or probation. The college maintains final authority to determine academic status.

Disciplinary actions and certain circumstances may impact or prevent enrollment or academic progress regardless of academic standing. Such actions may include but are not limited to, violations of academic honesty, conduct code violations, or payment default of financial responsibility to the university.

b. Curricular Practical Training Policy Updates (Dr. Jaime Ortiz (Vice Provost, Global Strategies and Studies), Dr. Valerie Coleman-Ferguson (General Counsel), and Anita Gaines (Director, International Student and Scholar Services))

- i. **Question from last meeting:** Who coordinated CPT / assisted students within departments in the past and can we get some best practices for the process from those coordinators? **Response:** For undergraduate students, Academic Advisors are the ones who sign the CPT applications. Engineering students should contact Dr. Suresh Khator.

c. Bylaws Review – motion to table this item approved

VII. Adjournment at 4:19 pm

UNIVERSITY of HOUSTON

To: Martha Dunkelberger, Chair,
Undergraduate Studies

From: Andrea Burrige, Chair
Degree Programs–Curriculog 1 Subcommittee

Subject: Subcommittee Report

Date: November 14, 2015

The Degree Programs/Curriculog 1 Subcommittee met on November 4th and 11th, 2015. The committee met in 112P Farish Hall. Subcommittee members present were Andrea Burrige, Teresa Chapman, Albert Flavier, Michelle Ivey, Susan Miertschin, Ognjen Miljanic, Len Trombetta, and Chris Taylor. Guests Attending included Frank Kelley (BAUER).

New Courses

1. EGRP 1131 – Engineering Applications II
2. EGRP 1141 – Engineering Applications IV
3. EGRP 1142 – Engineering Applications V
4. EGRP 1151 – Engineering Applications VII
5. EGRP 1160 – Engineering Applications VIII
6. EGRP 1170 – Engineering Applications IX
7. EGRP 1180 – Engineering Applications X
8. EGRP 1181 – Engineering Applications XI
9. EGRP 1182 – Engineering Applications XII
10. EGRP 1183 – Engineering Applications XIII
11. ENGI - 1331 - Computing and Problem Solving for Engineers
12. BIOE 4349 – Biomedical Microdevices
13. BIOE 3351 – Introduction to Diseases
14. BIOE 4150 – Genomic and Proteomic Engineering Laboratory
15. BIOE 4302 – Numerical Analysis for Biomedical Engineering
16. BIOE 4342 – Biomedical Signal Processing
17. BIOE 4350 – Genomic and Proteomic Engineering

18. BIOE 5341 – Advanced Biofluid Dynamics
19. CIVE 4397 – Selected Topics
20. ENGL 3339 – Student Literary Journal Practicum
21. ENGL 3348 – Thoreau
22. ENGL 3379 – African Literature
23. ENGL 3380 – Modern Indian Literature
24. ENGL 4342 – Gender and Writing
25. SCM - 4385 - Supply Chain Analytics and Simulation
26. POLS 4366 – Constitutional Design

Course Changes

Subject to minor editorial changes, the subcommittee recommends approval of the following course changes

1. EGRP 1130 – Engineering Applications I
2. EGRP 1140 – Engineering Applications III
3. EGRP 1150 – Engineering Applications VI
4. BIOE 2100 – Introduction to Biomedical Engineering
5. BIOE 3340 – Quantitative Physiology
6. BIOE 3341 - Biothermodynamics
7. BIOE 4315 - Bioinstrumentation
8. BIOE 4335 – Capstone Design I
9. BIOE 5316 – Transport Phenomena in Biosystems
10. BIOE 5317 – Introduction to Biomedical Imaging
11. BIOE 5320 – Introduction to Electromagnetic Imaging
12. CIVE 1100 – Introduction to Civil Engineering (delete course)
13. CIVE 1331 – Computing for Engineers (delete course)
14. CIVE 2330 – Mechanics I (Statics)
15. CIVE 3434 – Fluid Mechanics and Hydraulic Engineering
16. CIVE 4198 – Independent Study
17. CIVE 4298 – Independent Study
18. CIVE 4311 – Professional Practice in Civil Engineering
19. CIVE 4312 – Civil Engineering Design Project
20. CIVE 4398 – Independent Study
21. ECE 2100 – Circuit Analysis Laboratory
22. ECE 2201 – Circuit Analysis I
23. ECE 2202 – Circuit Analysis II
24. ECE 2300 – Circuit Analysis (delete course)
25. ECE 3155 – Electronics Laboratory
26. ECE 3317 – Applied Electromagnetic Waves

27. ECE 3331 – Programming Applications in Electrical and Computer Engineering
28. ECE 3337 – Signals and Systems Analysis
29. ECE 3340 – Numerical Methods for Electrical and Computer Engineers
30. ECE 3436 – Microprocessor Systems
31. ECE 3441 – Digital Logic Design
32. ECE 3457 – Digital Electronics
33. ECE 5119 – Nanotechnology Laboratory
34. ECE 5319 – Introduction to Nanotechnology
35. ECE 5451 – Principles of Internetworking
36. CHEE 4321 – Chemical Engineering Design I
37. CHEE 4398 – Independent Study
38. INDE 4334 – Engineering Systems Design
39. MECE 2361 – Introduction to Mechanical Design
40. MECE 3336 – Mechanics II (Dynamics)
41. PETR 3318 – Well Drilling and Completion I
42. PETR 4311 – Petroleum Capstone Project I
43. ENGL 3369 – Caribbean Literature
44. ENGL 4394 – Topics in the Historical Novel
45. ENGL 4395 – Topics in Autobiography
46. ENGL 4397 – Topics in Film, Literature, and Culture
47. POLS 3312 – Arguments, Data, and Politics
48. POLS 3340 – Ancient and Medieval Political Thought
49. POLS 3341 – Foundations of Modern Politics
50. POLS 3342 – Liberalism and Its Critics
51. POLS 3343 – Democratic Theory
52. POLS 3350 – Public Law and Political Theory
53. BZAN - 3310 - Introduction to Business Analytics
54. MIS - 3360 - Systems Analysis and Design
55. MIS - 3369 - Information Technology in Organizations
56. MIS - 3370 - Information Systems Development Tools
57. MIS - 3371 - Transaction Processing Systems I
58. MIS - 3376 - Business Applications of Database Management I
59. MIS - 4393 - RED Labs Pre-accelerator
60. MIS - 4394 - RED Labs Accelerator
61. SCM - 3301 - Service and Manufacturing Operations
62. STAT - 3331 - Statistical Analysis for Business Applications I
63. ARCH - 1298 - Independent Study
64. ARCH - 1398 - Independent Study
65. ARCH - 1500 - Design Studio I
66. ARCH - 1501 - Design Studio II
67. ARCH - 2500 - Architecture and Interior Architecture Design Studio III
68. ARCH - 4325 - Building Systems Integration
69. ARCH - 4327 - Technology 5
70. ARCH - 5327 - Technology 7

71. INAR - 4393 - Senior Project Preparation

Program Changes

1. Change to BSME degree program – replace MECE 1100 with ENGI 1100, replace MECE 1331 with ENGI 1331; MECE 2336 with CIVE 2330; Move ENGI 2304 from 3rd semester to 4th semester to allow additional prereqs to be satisfied and POLS 1337 moved from 4th to 3rd semester in the degree plan.

Based on these changes, a policy change to GPA Calculation:

Currently, the major GPA is calculated simply by using all MECE courses taken in residence at UH. The proposed new language is as follows:

The major grade point average for mechanical engineering majors is calculated using all attempts in the following courses taken in residence at the University of Houston: all MECE courses, CIVE 2330 Mechanics I, CIVE 2331 Mechanics II, ENGI 2334 and all engineering computing XXXX 1331 courses.

This change is driven mainly by the degree plan changes outline above, namely for having common 1100, 1331 and Mechanics I classes that will not be under the MECE rubric.

2. Create new minor Applied Politics - The Applied Minor aims to help students integrate a practical, applied politics, experience into a coherent course of classroom study. Students taking the Minor in Applied Politics course must take courses that fall under the following three designations: Context, Applied Tools, Experiential. The minor requires a minimum of 18 semester hours; a minimum of 12 hours must be at the 3000 level or above. At least 12 of the 18 hours must be in residence. Of the 12 hours in residence, a minimum of 9 hours must be at the 3000 or above. A minimum 2.5 grade point average is required for all courses attempted in the minor.

3. Revise Law, Values, and Policy minor – 6 hours of advanced courses must be taken in residence.
4. Revise National Security Studies minor - Students complete a National Security Studies Minor by completing a minimum of eighteen hours in approved courses with a minimum 12 of the 18 hours taken in residence, and at least nine hours in advanced courses 6 of which must be in residence.
5. Revise Architecture and Design - Bachelor of Architecture – Changes to degree plan reflecting change of 4 SCH courses to 3 SCH courses, and resulting credits absorbed in degree related objectives.
6. Revise Architecture and Design - Bachelor of Science in Environmental Design – Degree related electives are added in place of redundant formal science courses.
7. Revise Architecture and Design - Bachelor of Science in Industrial Design -- Degree related electives are added in place of redundant formal science courses.
8. Revise Architecture and Design - Bachelor of Science in Interior Architecture -- Degree related electives are added in place of redundant formal science courses.

UNIVERSITY of HOUSTON

To: Martha Dunkelberger
Chair, Undergraduate Committee

From: J.R. Rao,
Curriculum-2 Subcommittee

Subject: Subcommittee Report

Date: November 17, 2015

The Curriculum-2 subcommittee has recently met two times as follows:

1. November 4, 2015. 3-4:15 PM in Room 202, Engineering Bldg. 1.
2. November 11, 2015. 3-4:15 pm in Room 202, Engineering Bldg. 1

After these two meetings, the Curriculum-2 subcommittee is ready to present the following proposals for the consideration of the full UC:

The Honors College

Proposals for New courses:

HON - 3302 - Readings in Public Health & Community Medicine

HON - 3303 - Readings in Mental Health & Society

HON - 3307 - Narrative Medicine

HON - 3308 - Lyric Medicine

HON - 4301 - Medicine, Science & Technology in the Ancient World

HON - 4302 - The Holocaust and Medical Ethics

The subcommittee recommends that these new courses be approved.

Revision of the Minor in Medicine & Society

The above new courses have been incorporated in the revised degree plan for this popular minor. The subcommittee recommends that the revisions in this minor degree plan be approved.

School of Theatre and Dance

The dance program is preparing the groundwork for a new BFA in Dance Performance. The following course proposals are in support of this new initiative:

Course Revisions:

DAN - 1300 - Dance as a Fine Art

DAN - 2303 - Dance Production

DAN - 2306 - Dance Composition – II

THEA - 4313 - Playwriting III

DAN - 4330 - Career Skills for the Practicing Dance Artist

Proposals for New Courses:

DAN - 1103 - Freshman Seminar in Somatics
DAN - 1202 - Freshman Dance Technique
DAN - 2202 - Sophomore Dance Technique
DAN - 3103 - Junior Seminar in Somatics
DAN - 3203 - Contact Improvisation
DAN - 3305 - Dance Composition III
DAN - 3314 - Technology in Dance
DAN - 4112 - Dance Performance Workshop
THEA - 3302 - Playwriting Workshop: Realism
THEA - 3303 - Playwriting Workshop: Non-Realism
THEA - 3304 - Playwriting Workshop: Myth & Ritual
THEA - 3305 - Playwriting Workshop: Comedy
THEA - 3308 - Creative Collaboration
THEA - 3309 - Performance Studies Seminar

Course deletions:

THEA - 3310 - Playwriting I
THEA - 3311 - Playwriting II

The subcommittee recommends that these course proposals be approved.

School of Communication

Course Revisions:

COMM - 2310 - Writing for Print and Digital Media
COMM - 3317 - Multimedia Journalism
COMM - 3320 - Audio Production
COMM - 3360 - Principles of Advertising
COMM - 3380 - Electronic Field Production
COMM - 3382 - Television Production II
COMM - 3383 - Non-Linear Editing
COMM - 4361 - Advertising Campaign Competition
COMM - 4363 - Integrated Communication Campaigns
COMM - 4368 - Public Relations Campaigns
COMM - 4381 - Digital Cinematography

Proposals for New Courses:

COMM - 2383 - Food As Communication
COMM - 3318 - Multimedia Storytelling
COMM - 3374 - Strategic Social Media
COMM - 3377 - Strategic Public Relations Planning

The subcommittee recommends that these course proposals be approved.

Existing Degree Program Revision:

All of the 2016-17 program changes in the major degree plans in Communication are due to the following actions:

1. Reorganize the required courses along either 3 or 4 tiers, as follows:
 - i. JJVSOC requirements of all majors in the college
 - ii. Concentration area requirements, which are 9, 12 or 18 depending on the concentration
 - iii. One group of required electives. Variable, depending on concentration.
 - iv. Another group of required electives. Variable, depending on concentration.
 2. Add new courses for specific concentrations.
 3. Remove unnecessary courses or courses that are no longer taught for specific concentrations.
 4. No changes to the total SCH.
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2016-2017 - Communication - BA, Communication - Corporate Communication

2016-2017 - Communication - BA, Communication - Integrated Communication

2016-2017 - Communication - BA, Communication - Journalism

2016-2017 - Communication - BA, Communication - Media Studies

For these four concentration areas, there are no major changes apart from changes to the summary language in the catalog. The subcommittee recommends that these four proposals be approved.

2016-2017 - Communication - BA, Communication - Advertising

- i. JJVSOC requirements of 12 hours (4 courses)
- ii. Concentration requirement of 18 hours (5 specified courses plus choice of 1 out of 2 courses)
- iii. Group of required electives for 9 hours (choice of 3 out of 25 courses)

2016-2017 - Communication - BA, Communication - Health Communication

- i. JJVSOC requirements of 12 hours (4 courses)
- ii. Concentration requirement of 12 hours (4 courses)
- iii. Group of required electives for 6 hours (choice of 2 out of 4 courses)
- iv. Another group of required electives for 9 hours (choice of 3 out of 16 courses)

2016-2017 - Communication - BA, Communication - Interpersonal Communication

- i. JJVSOC requirements of 12 hours (4 courses)
- ii. Concentration requirement of 9 hours (3 courses)
- iii. Group of required electives for 18 hours (choice of 6 out of several)

2016-2017 - Communication - BA, Communication - Media Production

- i. JJVSOC requirements of 12 hours (4 courses)
- ii. Concentration requirement of 9 hours (choice of 3 out of 4 courses)
- iii. Group of required electives for 15 hours (choice of 5 out of 20 courses, 1 new)
- iv. Another group of required electives for 3 hours (choice of 1 out of 11 courses, 1 new)

2016-2017 - Communication - BA, Communication - Public Relations

- i. JJVSOC requirements of 12 hours (4 courses)
- ii. Concentration requirement of 18 hours (6 courses)
- iii. Group of required electives for 3 hours (choice of 1 out of 3 courses)
- iv. Another group of required electives for 6 hours (choice of 2 out of 8 courses)

The subcommittee recommends that these five proposals for degree program revisions be approved.

Minor Program Creation and Changes:

All of the 2016-17 program changes in Communication Minors are the result of the following actions:

- i. Reorganize the required courses for the minor along 2 tiers:
 - a. Concentration requirement: 6 (for Interpersonal Communication) and 9 (for all others)
 - b. Required electives: 12(for Interpersonal Communication) and 9 (for all others)
- ii. Add new courses for specific concentrations
- iii. Remove unnecessary courses or courses that are no longer taught for specific concentrations.
- iv. No changes to the total SCH.

- 2016-2017 - Communication - Communication - Minor Advertising
- 2016-2017 - Communication - Communication Minor - Corporate Communication
- 2016-2017 - Communication - Communication Minor - Film Studies
- 2016-2017 - Communication - Communication Minor - Integrated Communication
- 2016-2017 - Communication - Communication Minor - Interpersonal Communication
- 2016-2017 - Communication - Communication Minor - Journalism
- 2016-2017 - Communication - Communication Minor - Media Production
- 2016-2017 - Communication - Communication Minor - Media Studies
- 2016-2017 - Communication - Communication Minor - Public Relations
- 2016-2017 - Communication - Minor in Communication

The subcommittee recommends that these ten proposals for program revisions in Communication Minors be approved.
