

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

UNIVERSITY COORDINATING COMMISSION

Minutes

May 31, 2006

A meeting of the University Coordinating Commission convened at 12:01 pm on Wednesday, May 31, 2006, in room 407 of the E Cullen Building.

Members Present: Je'Anna Abbott, Joel Bloom, Elaine Charlson, Steven Craig, Joseph Eichberg, Charles Henry, Brian Knoll, Joseph Kotarba, Allen Warner, Lawrence Williams

Members Absent: John Antel, Bruno Breitmeyer, Martin Melosi, David Williams

Guests: Brian McKinney (UH SACS Reaffirmation of Accreditation)

Staff: Marsha Daly

I Call to Order; Minutes for 4/26/06

UCC Chair, Joe Kotarba called the meeting to order at 12:01 pm. Minutes for 4/26/06 were reviewed.

II Announcements

A All meetings will be in the President's Boardroom, E Cullen Building, room 220, unless otherwise noted.

Summer 2006 Meetings: June 21, July 12, August 23.

Fall 2006 Meetings: September 13, October 11, November 8, December 1.

B E-mail listserves:

Commission members – awaiting approval from IT

Commission news – awaiting approval from IT

C Website - underdevelopment

D Dean's Representative will be John Antel

E Student Representative has not been identified at this time

F Call for Proposals was sent via email

III SACS Reaffirmation of Accreditation

A handout of the UH SACS Organization Chart, Timeline, and sample "must statements" was distributed.

Currently Committees are working on identifying documentation, especially that documentation that is missing. Traditions, practices, ways of operating that are not currently formalized will need to be formalized/written. These will need to be approved by the appropriate entities by mid-Fall 2006.

UCC is being asked to help facilitate this codification of practices to policies.

Committees working on the SACS Reaffirmation of Accreditation will complete their review of “must statements” and identify what documentation is needed.

In September 2007 SACS will conduct their review of the UH materials that will be posted online. After this the On Site Peer Review will be conducted.

An invitation was extended for a UCC member to serve on the Compliance Certification Committee. It was suggested that Larry Williams be the representative.

SACS website: <http://www.sacs.uh.edu/>

IV Documents that may be submitted soon:

Policy on extension of probation period (Faculty Senate Women’s Commission)

Faculty Handbook revision

Ombudsperson

V To be developed:

Receipt Letter – to be mailed to those that submit policy to UCC

Template/Check List – listing all relevant groups documents should be reviewed by; requesting a response; including submission date, date document forwarded, and date replies should be made by; if a response was received. If possible, this should be available for electronic submission.

VI Opposition to issues:

If groups oppose each other on an issue the UCC may facilitate them meeting to discuss their differences.

VII Old Business/New Business

VIII Adjournment at 1:00 pm