

## **TWU Undergraduate Council**

**September 28, 2009**

### **Minutes**

#### **Members Present**

Karen Dunlap	Stoerm Anderson	Jordan Fuchs
Allen Waldo	David Rylander	Don Edwards
AnaLouise Keating	Penelope Hanstein	Roger Shipley
Pat Devereaux	Joni Jensen	Gloria Byrd
Terre Senne	Lybeth Hodges	Susan Eitel
Sarah Adams		

#### **Ex Officio Members Present**

Judith Bean	Carol Kominski
Laura Rocchio	Kieth Restine

#### **Members Not Present**

Guy Litton	Brian Harding	Sharon Vincent
Mahmoud Sadri	Peggy Landrum	Bobbie Ferrell
Margaret Compton	Patricia Holden-Huchton	Kim Wilson-Booker

#### **Guests**

Ann Huestis

#### **1) Review and Approve Minutes**

The meeting was called to order at 2:30 p.m. by Dr. David Rylander, Chair of Committee. April 20, 2009 minutes were unanimously approved.

#### **4) Report on Undergraduate Certificates**

Dr. Rylander distributed information on Certificate Programs and requested that members offer feedback and begin thinking about Programs that might add value in their own disciplines.

#### **3) Update on Embedded Assessment and Undergraduate Advisory Committee**

Dr. Judith Bean discussed upcoming changes in the Undergraduate Education Advisory Committee requirements for course productivity (Undergraduate minimum 5 per year; Masters minimum 3 per year; Doctoral minimum 2 per year). She also discussed changes in the undergraduate catalog and upcoming events. These included the following:

- reduced tuition for excess hours (\$35 p/hour),
- reversal of the “last grade” policy for repeated courses (current policy is “best grade”),
- elimination of printed schedules, and
- Major Fair on October 14<sup>th</sup> during the noon hour.

Dr. Bean ended by offering thanks to those departments who had complete core assessments.

## **2) Election of Council Chair and Vice Chair**

Dr. Rylander opened the floor for nominations of Council Chair and Vice Chair. Dr. Lybeth Hodges nominated Dr. Rylander for Council Chair, and it was moved that he be accepted by acclamation. Dr. Rylander was unanimously voted Chair. Dr. Joni Jenson was nominated for Vice Chair and it was again moved that she be accepted by acclamation. The vote for Dr. Jenson was unanimous.

## **5) Report on Graduating Student Survey from Spring 2009**

Dr. Carol Kominski was invited to discuss the report on the Graduating Student Survey. She reported on the following for undergraduate, masters, and doctoral classifications:

- 63% response rate overall,
- campuses where classes were taken and percentage of online classes,
- factors affecting enrollment,
- educational plans of graduates,
- employment plans of graduates,
- employment status of respondents while attending TWU,
- years to graduation.

Dr. Kominski distributed copies of the full report and invited members to request data particular to their disciplines and/or interests. She then called for questions and Dr. Edwards expressed his concern that in distributing this report to Deans, Deans had received information about individual faculty members that the faculty members themselves had not yet received. Dr. Hodges asked why opinions about class size had not been solicited.

Dr. Rylander thanked Dr. Kominski and confirmed that there was a general consensus that chairs and individual faculty members receive any information from the report that is distributed to deans.

## 6) **Committee Reports**

### Program Committee

- No report

### Course Review Committee

- Dr. Hodges reported that GOV 4533: International Relations had been proposed, reviewed, and approved, and she asked for affirmation of that decision. Affirmation was unanimous.

### Assessment Committee

- No report

### Retention Committee

- Dr. Bean reported that retention was up 3% for the second year in a row and that the current level of 74.9% was an all-time high. She also reported on the piloting of the Noel Levitz College Student Inventory (CSI), a 100 question survey designed to identify students' strengths and challenges with regard to retention. 355 UNIV1011 students from the NET communities took the survey, and Undergraduate Studies is now in the process of piloting mentoring programs to intervene with students identified to be at-risk.
- Dr. Ann Huestis reported on the summary results of the inventory and then walked members through a sample individual's CSI report.
- Dr. Hodges asked if there was evidence that the Early Alert System helps with retention and Dr. AnaLouise Keating expressed concern that many students reported as failing were failing because they hadn't bought the book.
- Dr. Rylander suggested that the Retention Committee might discuss ways to address the high cost of textbooks.

## 7) **Committee Membership Assignments**

Dr. Rylander reviewed the summary of committee assignments (attached) and then briefly delineated the duties of each. He asked if there were any objections to these assignments. There were none expressed. It was decided that Dr. Terre Senne, the one member of the Assessment Committee, would join Dr. Kominski's Assessment Committee and report progress to the Council. It was further decided that Dr. Hodges would chair Global Perspectives, Dr. Keating would chair Women's Studies, and Dr. Karen Dunlap would chair Oral Communications. Dr. Jensen volunteered to organize a meeting of the Program Review Committee in order to elect a chair, and Dr. Bean agreed to organize the initial meeting of the Retention Committee.

**8) Other Business**

Dr. Penelope Hanstein expressed concerns about the inadequacy of the meeting room for discussion and for the remote locations.

The meeting was adjourned at 3:45.

<b>Program Review</b>	Jensen; Hanstein; Shipley; Compton; Edwards; Harding; Waldo					
<b>Assessment</b>	Senne;					
<b>Student Retention</b>	Holden- Hutchton; Litton; Eitel; Adams; Jensen; Byrd					
<b>Global Perspectives</b>	Hodges; Fuchs; Devereaux; Ferrell					
<b>Multicultural Women's Studies</b>	Booker; Mahmoud; Anderson; Keating;					
<b>Oral Communication</b>	Dunlap; Waldo; Shipley;					

Notes: 1) Hanstein has volunteered to serve on any of these committees. 2) Anderson and Keating are both willing to chair the Multicultural Women's Studies Committee. 3) Shipley and Jensen are willing to serve as leader/chairperson of a committee. 4) Jensen is willing to run for Vice Chair of the Council. 5) Shipley is willing to run for Chair or Vice Chair of the Council.