

# Undergraduate Council Meeting Minutes (APPROVED 2/25/15)

January 28, 2015

2:30 PM-4:00 PM

Denton	Dallas - IHSD	Houston - IHSH
MCL 505	8201	5305

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1. Welcome/Introduction by Chair, Dr. Karen Petty:
  - a. Welcome – 2 new members replacing existing members:
    - i. Christina Cool - Electronic Resource Librarian – replacing Connie Maxwell
    - ii. Christine Hall - Director, Center for Student Development – replacing Heather Speed
  - b. Review and approve minutes of the last Undergraduate Council Meeting held 11/19/2014 – Motion to approve the minutes as written was brought to the floor by Dr. James and seconded by Dr. Blosser. A vote was brought to the floor and the minutes were unanimously approved as written.
  
2. 2014-2015 Undergraduate Council Committee Updates:
  - a. Course Review Committee Chair – Colby Parsons - Two courses were brought forward to the Course Review Committee: DNCE 2162 and DNCE 3373. The committee unanimously approves that these courses be part of TWU Core Curriculum. The committee might request a few revisions, but will not prohibit the courses moving forward.
    - i. For Approval – DNCE 2162 – Mr. Parsons brought the motion to the floor to approve DNCE 2162 as a TWU Core Curriculum Course. Dr. Petty brought a request for further discussion to the floor. No further discussion. A vote was brought to the floor and the course was unanimously approved as TWU Core Curriculum.
    - ii. For Approval – DNCE 3373 – Mr. Parsons brought the motion to the floor to approve DNCE 3373 as a TWU Core Curriculum Course. Dr. Petty brought a request for further discussion to the floor. No further discussion. A vote was brought to the floor and the course was unanimously approved as TWU Core Curriculum.
  - b. Program Review Committee Chair – Danielle Woolery – Two new degree programs were presented to the committee last week for review. Dr. Woolery first wanted to thank her committee members for the very fast turn-around and hard work. The committee supports that both programs be considered for new degree programs at TWU. The committee did have a few questions regarding the programs: 1) the number of new faculty that will need to be added, 2) faculty qualifications were not addressed, 3) degree granting institution was not addressed, 4) no mention of the library resources needed, 5) facilities and equipment not addressed, 6) accreditation not addressed, and 7) costs and funding not addressed. Dr. Edward addressed all the issues. The additional information requested was included as an addendum to the documents presented during the council meeting. All funding and faculty issues were addressed prior to the program proposals by Dr. Neely. Dr. Lerner added that this process began with a large cross-cutting committee months ago. They were only finalized last week and forwarded to the council committee. Dr. Lerner also mentioned that only a one page document signed by the Provost and/or Chancellor will be submitted to the THECB. The proposals as written will remain a TWU document and revisions can be made as needed. Dr. Senne mentioned to the committee that there will need to be an assessment plan in place for both degree plans and that she would work with the writing team to put this plan in place. Dr. Petty asked Dr. Woolery to bring a motion to the floor regarding the degree proposals.
    - i. For Approval – BS in Informatics – Dr. Woolery brought the motion to the floor to approve the BS in Informatics as a new degree program for TWU. Dr. Petty brought a request for further discussion to the floor. No further discussion. A vote was brought to the floor and the BS in Informatics was unanimously approved as a new degree program for TWU.
    - ii. For Approval – BS in Health Informatics - Dr. Woolery brought the motion to the floor to approve the BS in Health Informatics as a new degree program for TWU. Dr. Petty brought a request for further discussion to the floor. No further discussion. A vote was brought to the floor and the BS in Health Informatics was unanimously approved as a new degree program for TWU.

- c. Assessment Committee Chair – Gray Scott – Dr. G. Scott requested his report be moved to item 3.
  - d. Bylaws Review Task Force Chair – Derek Crews – Dr. Crews is attending a conference. Dr. Olsen reported that the committee was meeting on 1/29/2015 to finalize the by-laws for presentation at the February council meeting.
3. Assessment Academy Training – Dr. G. Scott explained that the Assessment Committee met during the winter break. A survey was sent to department chairs asking them about how their departments were assessing students. Only a few responses were received. A letter will be sent to core faculty Friday identifying the students that have been selected to assess during the pilot program. The following week, a survey will be sent to faculty asking how they will be assessing the chosen students. The next week, instructions will be sent to faculty on how to submit artifacts or examples of student’s work. Materials from faculty regarding the assessed students will be due the last Friday of the regular term (on or around May 1<sup>st</sup>). If there is a project due during finals week, materials will be due by May 8<sup>th</sup>. Rating days will be May 12-14, 2015.

Dr. G. Scott sent out a call for raters. The applicants will be chosen in a couple of weeks. The chosen raters will be attending one of two Assessment Academy Trainings:

- a. Rater Training Day: Friday, February 27, 2015 – 8:00am-5:00pm, MCL 410-411
  - b. Rater Training Day: Friday, March 6, 2015 - 8:00am-5:00pm, MCL 410-411
4. TWU Undergraduate Updates – Dr. Barbara Lerner
- a. Academic Affairs Interns – Dr. Lerner explained that there was an application process for Academic Affairs Interns and that 2 from the Undergraduate Council were chosen. She offered congratulations to both.
    - i. Dr. Amy Teague – will be assisting Undergraduate Studies with Articulation Agreements and Transfers.
    - ii. Dr. Gray Scott – will be assisting Undergraduate Studies and the Director of Assessment with the new core assessment.
  - b. ACE Program – TWU is a part of a new program through ACE (American Council on Education). ACE will be looking at the acceptance of courses through courses or examinations taken through non-accredited schools or programs. We will not be looking at MOOC’s. There are many courses already approved by ACE. A committee of faculty from across the US will be reviewing new courses when they are presented to ACE. TWU already accepts many ACE courses and each one will be evaluated just as they are being evaluated now. We will know more in March after Dr. Lerner returns from a conference in Washington, DC.
5. Other Business – There was no other business brought to the floor.
6. Adjournment – Meeting was adjourned at 3:34pm.

**NEXT MEETING: 2:30 PM Wednesday, February 25, 2015**