

Undergraduate Council Meeting
October 29, 2014 (APPROVED 11/19/2014)
2:30 PM-4:00 PM

Denton	Dallas - IHSD	Houston - IHSH
MCL 505	8201	5305

1. Welcome/Introduction by Chair, Dr. Karen Petty at 2:30pm.
 - a. Review and approve minutes of the last Undergraduate Council Meeting held 9/24/2014. – Motion to approve the minutes as written was brought to the floor by Dr. G. James and seconded by Dr. J. Stankus. A vote was brought to the council and the minutes were unanimously approved as written.

2. 2014-2015 Undergraduate Council Committee Chair's and Committee Members – Dr. Petty recognized the committees and thanked the members for agreeing to sit on their chosen committees.
 - a. Four current Undergraduate Council Committees:
 - i. Course Review Committee
 1. Chair – to be elected by committee.
 - a. Members –
 - i. Cathy Banks
 - ii. Danielle Phillips
 - iii. Lisa Rosen
 - iv. Claire Sahlin
 - v. Colby Parsons
 - vi. Sarah Gamblin
 - vii. Julio Guerrero
 - viii. Jo-Ann Stankus
 - ix. Rachelle Nurse
 - ii. Program Review Committee
 1. Chair – to be elected by committee.
 - a. Members –
 - i. Kimberly Mory
 - ii. Gay James
 - iii. Tabitha Howard
 - iv. Danielle Woolery
 - v. Barbara McAlister
 - vi. Ahmyl Jaber
 - vii. Connie Briggs
 - iii. Assessment Committee
 1. Chair – Gray Scott
 - a. Members –
 - i. Gray Scott
 - ii. Shannon Scott
 - iii. David Marshall
 - iv. Brian Harding
 - v. Linda Marshall
 - vi. Amy Teague
 - vii. Jacob Blosser
 - viii. Dan Krutka
 - iv. Bylaws Review Task Force (adhoc)
 1. Chair – Derek Crews
 - a. Members –
 - i. Derek Crews

- ii. Kyle Biggerstaff
- iii. Jonathan Olsen
- iv. Nasrin Mirsaleh-Koha
- v. Elizabeth McCarroll (Melissa McGinnis-Brown)

3. Core Curriculum Assessment Update – Dr. Petty asked that Dr. G. Scott update the council on the completed workshops. Dr. G. Scott mentioned that they had completed 3 workshops in October with approximately 32 faculty members attending. The assessment team is planning on scheduling future workshops. There will be possible revisions to the rubrics as a result of the conversations during the workshops. Soon, there will be electronic tools and an overview video available on the TWU website. Dr. Lerner added that every department needs to make sure that they have sent faculty members to these workshops that teach core curriculum. These workshops will assist faculty with how the rubrics work, what the departments will need to do internally, creating assignments, etc.
 - a. Core Curriculum Assessment Workshops – upcoming workshop.
 - i. Friday, November 21, 2014, 2pm-4pm, MCL 501

4. TWU Undergraduate Updates – Dr. Petty asked Dr. Lerner for Undergraduate Updates.
 - a. THECB - Dr. Lerner attended the THECB Board Meeting. The THECB has adopted the new rules for the core curriculum. The THECB has put together a FAQ information list regarding the core curriculum and the new rules. THECB has moved the date forward for adding new courses to the course inventory. They have scheduled it to be on or about February 1, 2015. Within these new rules, THECB will only allow a 1 time submission of new courses. Dr. Lerner and Rachelle Land have been working on a timeline for new/existing course submission that includes dates for Curriculum Committee and Undergraduate Council. The Coordinating Board wants 75 days to review submitted courses before they are approved.
 - i. New Course Submission for Core Curriculum – The date has passed this year to submit new courses to Curriculum Committee for inclusion in the new core. In the future, new courses for submission in the core curriculum will need to be submitted to Curriculum Committee in the fall for inclusion in the core for the following fall semester.
 - ii. Existing Courses to be re-submitted for inclusion in the core – Course proposals will need to be sent to Undergraduate Studies & Academic Partnerships (UGSAP) by December 8, 2014. UGSAP will email the proposals to the Course Review Committee for review. The Course Review Committee will need to submit their recommendations for a vote to the Undergraduate Council on January 28, 2015. UGSAP will submit approved courses to THECB by the 1st or 2nd week of February.
 - b. Resubmission of courses that were rejected by THECB – Dr. Lerner mentioned that the THECB FAQ does offer guidance on how to determine what information the THECB needs to discriminate the difference between a studio course and a core course. Dr. Lerner has been visiting with those departments that had studio courses rejected and will assist them with the information that THECB needs for review.
 - c. Course Review Committee – Dr. Lerner is asking that the Course Review Committee review our current Course Proposal form that was used to submit our Core Course Proposals to the THECB. The current form is a TWU form. The THECB FAQ does provide a small amount of information regarding what they would like to see. The form should include the information needed for better review of the proposal from the THECB.
 - d. Undergraduate Certificates – Dr. Lerner mentioned that faculty had been asking questions regarding the Undergraduate Certificate programs. Any new certificate programs proposed do go through Undergraduate Council. Dr. Lerner asked that the Program Review Committee review the programs that currently exist and determine how the university and departments can enhance visibility for students.

5. Other Business – Dr. Petty asked if there was any additional business to report. Michelle Buggs mentioned that the Blackboard Survey closes Friday, October 31, 2014.

6. Adjournment – Dr. Petty adjourned the meeting at 3:00pm.

NEXT MEETING: 2:30 PM Wednesday, November 19, 2014