

Undergraduate Council Meeting Minutes
September 24, 2014 (Approved 10/29/14)
2:30 PM-4:00 PM

Denton	Dallas - IHSD	Houston - IHSH
MCL 505	8201	5305

1. Welcome/Introduction by 2013-2014 Chair, Dr. Karen Petty at 2:37pm.
 - a. Review and approve minutes of the last Undergraduate Council Meeting held 4/28/2014 – Motion to approve the minutes as written was brought to the floor by Dr. D. Crews and seconded by Dr. S. Gamblin. A vote was brought to the floor and the minutes were unanimously approved as written.
 - b. New Member Introductions for 2014-2015 Undergraduate Council – Dr. Petty wanted to welcome everyone to our new meeting location and new meeting day. She thanked everyone that had changed their schedule in order to accommodate the council. She introduced new members and guests to the council.
 - i. Catherine Banks, Math & Comp. Science
 - ii. Nasrin Mirsaleh-Kohan, Chemistry & Biochemistry
 - iii. Jonathan Olsen, History & Government
 - iv. Lisa Rosen, Psychology & Philosophy
 - v. Brian Harding, Psychology & Philosophy
 - vi. Kimberly Mory, Comm. Sciences & Disorders
 - vii. Julio Guerrero, Health Studies
 - viii. Barbara McAlister, Nursing – Dallas
 - ix. Dan Krutka, Teacher Education
 - x. Gay James, Health Sciences – Academic Council Rep.
 - xi. Connie Briggs, Reading – Council of Chairs Rep.
 - xii. Ahmyl Jaber – Student Representative
 - xiii. Connie Maxwell, Library – Ex-Officio
 - xiv. Justin Gerstenberger, Academic Advising Coordinator – Ex-Officio
 - xv. Michelle Buggs, Director of Undergraduate Academic Programs – Ex-Officio
 - xvi. Jeannie Rickey, Director of Admissions Processing
 - xvii. Bobby Lothringer, Registrar
 - c. 2014-2015 Meeting Dates and Locations – Dr. Petty explained that all had received a list of the meeting dates and locations. The new meeting day was due to the fact that the council had grown and the available room inventory for such a group was limited.
2. Election of 2014-2015 Chair & 2014-2015 Vice-Chair
 - a. First election is 2014-2015 Chair – after a call for any additional nominations, the final nominations were Karen Petty and Kyle Biggerstaff. In a majority council vote, Dr. Karen Petty will be the 2014-2015 Undergraduate Council Chair.
 - b. Second election is 2014-2015 Vice-Chair – after a call for any additional nominations, the final nominations were Derek Crews and Brian Harding. In a majority council vote, Dr. Derek Crews will be the 2014-2015 Undergraduate Council Vice-Chair.
3. Discussion of Standing Committees – Dr. Petty began discussing the councils standing committees. She read the descriptions of each committee from the 2014-2015 Committee Interest form.
 - a. Course Proposal Review - responsible for reviewing proposals for core courses, and courses applying for designation as core components. – Dr. Petty mentioned that due to the new 2014 core, this committee will not be as extensive as it was last year. If a department wants to propose new courses or modify existing courses, this committee will review them. Dr. Lerner mentioned that the THECB has not given a timeline on when we can submit new courses but she will be in Austin on Friday to find out more information.
 - b. Assessment - responsible for developing an assessment plan for the core curriculum, reviewing the results of assessment, contributing recommendations for improvement in the core, and periodically re-evaluating

the assessment plan and process. – Dr. Senne mentioned that if you have previously served on this committee that it would be helpful if you served again.

- c. Program Review - responsible for reviewing proposals for new degree programs or certificates, developing a plan for academic reviews of existing undergraduate degree programs on a rotating cycle, and periodically re-evaluating the program review policy and process.
 - d. Academic Success - monitors retention and makes suggestions to improve retention.
 - e. Undergraduate Council Bylaws Review Task Force (ad hoc) - responsible for reviewing and updating the governing bylaws of the council. – A question was brought to the floor regarding membership assignments on the council. Dr. Lerner explained that the membership portion of the bylaws were reviewed and updated in April of 2014 in order to accommodate the new core. The Foundational Component Area section is for departments that teach core. The Core Objective section is for members that may want to sit on the assessment committee.
4. Vote to Disband the Academic Success Committee - Dr. Lerner explained that this committee was once an integral part of learning about retention and persistence at TWU. The university now has many different constituents that are looking at these items: Pioneer Center for Student Excellence, QEP, Institutional Research and Data Management, and Academic Assessment. The council executive committee believes that this committee no longer needs to live with the council. Dr. Petty called for a motion to disband the Academic Success Committee. Dr. G. James brought the motion to the floor and Dr. D. Crews seconded the motions. There was no further discussion and a unanimous vote to disband the Academic Success Committee was approved.
 5. Addition of Bylaws Review Task Force – Dr. Petty asked that Dr. Lerner discuss the Bylaws Review Task Force. Dr. Lerner explained that the council has existed for approximately 10 years. The bylaws at the time the council was set up was to get the council up and running but does not allow the council to actually do the work. The council is not recognized in University Policy. With the revision of the bylaws, the council will have a clear definition and can begin to work on the policy. The task force will not be a committee but only an ad hoc task force.
 6. Committee and Chair Volunteers for 2014-2015:
 - a. Committee Interest Form and Committee Sign-Up – Dr. Petty asked that everyone complete the forms and return them to Elizabeth Brown at mbrown36@twu.edu by October 10th.
 7. Undergraduate Studies Introductions – Dr. Petty asked that Dr. Lerner introduce the staff of Undergraduate Studies to the new members of the council. Dr. Lerner introduced herself as the Associate Provost of Undergraduate Studies and Academic Partnerships. She mentioned that the newest member of the team is Ms. Michelle Buggs, Director of Undergraduate Academic Programs. Ms. Buggs has been with the university for over 6 years. She held a position as Assistant Director in the Office of Intercultural Services. Ms. Buggs' role includes working on UNIV 1231, Undergraduate Council, Academic Program Review, etc. Dr. Lerner also explained that Mrs. Rachelle Land has advanced into a new role as the Coordinator for Compliance and Transfer. She has a comprehensive understanding of the core curriculum, undergraduate degree programs, compliance with state mandates and laws, core course evaluations and how the course is applied, and the Texas Success Initiative. Dr. Lerner mentioned that Ms. Elizabeth Brown is the Sr. Administrative Assistant for the department and is assisting Ms. Buggs as the administrative assistant for the council.
 8. Core Curriculum Assessment Update – Dr. Petty asked that Dr. Lerner discuss the new core curriculum assessment. Dr. Lerner began by explaining that the new core curriculum, the core curriculum submissions, and the new academic assessment plan are on the Undergraduate Studies webpage in full transparency. The university will have an opportunity to submit new courses to the core, but at this time we do not have a timeline from the THECB. Currently, the only courses that were not approved by the THECB were courses described as “studio courses”. Dr. Lerner explained that she will be attending the Undergraduate Education Advisory Committee in Austin on Friday and will learn more about resubmitting art courses for review. Dr. Lerner asked Dr. T. Senne and Dr. G. Scott to discuss the new academic assessment. Dr. Senne began by explaining that the universities old assessment was based on course discipline. With the new core, the assessment will be based on the new state based core objectives. The Core Objectives that will be assessed are: Communication, Critical Thinking, Empirical & Quantitative Skills, Personal Responsibility, Social Responsibility, and Teamwork. TWU will pilot the first year beginning spring semester. Assessment will include course embedded assignments. Each course will have 3-4 core objectives to be assessed.

- a. Core Curriculum Assessment Workshops – Ms. Buggs mentions that there will be 3 Assessment Workshops for faculty. All 3 workshops will be the same and will be recorded. Dr. Senne asked that faculty bring an assignment with them to the workshop so that it can be reviewed and/or modified to better serve the assessment goals. The workshop dates and times:
 - i. Friday, October 24th, 10am-12pm, MCL 505 (largest room capacity)
 - ii. Monday, October 27th, 1pm-3pm, PCSE 234 (seats only 25, we will be taking RSVP's)
 - iii. Tuesday, October 28th, 1pm-3pm, PCSE 234 (seats only 25, we will be taking RSVP's)

Dr. G. Scott mentioned that these workshops are being treated as an orientation for faculty on how courses and assignments will be assessed. They will also allow the assessment team to discuss with faculty how to customize a course for easy assessment. He also mentioned that the assessment rubrics are in draft form all year. The assessment team is looking for feedback before the rubrics become approved. There is no current deadline to turn in assignments for assessment on the university level, at this time. This is the reason we need to acquire as much feedback as we can. Dr. Lerner mentioned that these workshops will help departments in utilizing the rubrics and how these rubrics will affect their assignments. She also wanted to thank Dr. Senne, Dr. Hamner, and Dr. G. Scott for putting together such an effective plan.

9. TWU Undergraduate Updates - Dr. Lerner began by explaining that all undergraduate degree plans and class sequences have been posted on the Undergraduate Studies webpage. Rachelle Land was an integral part of acquiring all of the plans from each department and making sure that they comply with THECB rules. I want to thank her for that. We only have a few that are over 120 hours. If a degree plan is over 120 hours, the department must write a rationale explaining why the plan is over. That rationale will be reviewed by the Dean, Undergraduate Studies, and Dr. Neely. It is the University's discretion to determine if a plan over 120 hours will be accepted.
10. Adjournment – Dr. Petty asked for any additional business. No other business was brought to the floor. Dr. Petty adjourned the meeting at 3:39pm.

NEXT MEETING: 2:30 PM Wednesday, October 29, 2014