

Undergraduate Council Meeting Minutes (APPROVED)

October 28, 2015

2:30 PM-4:00 PM

Denton	Dallas - IHSD	Houston - IHSH
ACT 301	8201	7305

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1. Welcome/Introduction by 2014-2015 Chair, Karen Petty:
 - a. Review and approve minutes of the last Undergraduate Council Meeting held 9/30/2015 – Motion to approve the minutes as written was brought to the floor by Dr. L. Marshall and seconded by Dr. J. Stankus. A vote was brought to the floor and the minutes were approved as written.
 - b. Course Inventory Management System & Curriculum Committee – Jennifer Martin –
 - i. Course Inventory Management System - We are pleased to say that our new electronic system for our Course Inventory Management (CIM), pronounced KIM, is up and running. This system moves new course proposals through a workflow process electronically. The system came up late. The system works with Leapfrog, our on-line catalog. It takes information that is in the catalog regarding a course and will match the wording up from your proposal so that both the course description and the catalog will match. Due to some internal changes at Leapfrog, the CIM system was delivered 3 months later than expected. The first round of proposals was due in by Monday, October 26, 2015. Scott Martin in my office is available to offer assistance with the program. We also have videos with captioning to assist with the system. The system is fairly intuitive. We do want feedback from anyone that uses the system.
 - ii. Curriculum Committee – The next round of proposals is due by November 2, 2015. The system will be open for a month to enter proposals. They must be entered by Friday, December 4, 2015. We are in round one now (October 26, 2015 proposals). The November 2, 2015 proposals will be round two. All will be effective for Fall 2016.
 - c. Meeting Location Changes for Spring 2016 – The UG Council will have new meeting locations for Spring 2016. The new locations are listed on the UG Council website. The largest move is that the Denton location will be held in MCL 505.
 2. Undergraduate Council Committee Updates – Karen Petty
 - a. Course Proposal Review Committee - Colby Parsons - Dr. Petty reported that Mr. Parsons is out of town and that there is no new business from this committee.
 - b. Assessment Committee - Gray Scott – Dr. G. Scott provided highlights from the NTCCC conference where he presented information regarding the TWU Core Assessment. We are interested now in getting as much feedback as we can get from the TWU community. We want to be able to show validity in assessment as to retention and student learning outcomes. On our Core Assessment pilot program, the reliability of our raters was mixed based on agreeing on criteria. There were many criteria and you could not train raters on all the items that they would encounter across 6 objectives for the same term. This pilot was to assess our assessment. We wanted to see which criteria are being used the most across a specific objective. For example: Communication – the two most common criteria were comprehension and explanation of issues. The report we are preparing will cover a large amount of detail regarding the criteria being used. Dr. Hamner addressed the fact that the assessment being done by TWU is more comprehensive than other state institutions.
 - i. Upcoming Faculty Workshops for 2015-2016 Core Assessment – This session of Core Assessment will only be for Communication and Critical Thinking. These workshops will assist faculty with developing assignments and their assessment tools, criteria mapping, and reviewing the Communication and Critical Thinking objectives.
 1. Tuesday, November 10, 2015 from 2:30pm-4:00pm – ACT 501
 2. Monday, November 16, 2015 from 9:00am-10:30am – ACT 501
 - ii. Core Assessment Raters – We will be putting out a call for raters soon to all faculty and adjunct faculty. We had a heavy population of staff and graduate students during our pilot program. We would like to see more faculty participate in the rating process. Please ask your fellow faculty members to join our rating team.
 - iii. Research or Hypothesis Information – We are also interested in any faculty that has a research question or a hypothesis request that they would like the assessment to address. We would like to be able to include that information in our gathering of information. This type of information is what we need to be able to pull the data that is needed the most and is most helpful to the university and university data.
 - c. Program Review Committee - Danielle Woolery – Dr. Petty reported that Dr. Woolery is out of town and that there is no new business from this committee.

- d. Bylaws Review Task Force (ad-hoc) - Derek Crews – Dr. Crews mentioned that the task force had no news to report at this time because the proposed policy is being reviewed among university governance.
 - e. Academic Policy Advisory Committee (new 2015-2016) – Shannon Scott – Dr. S. Scott began by explaining that the committee had met since this is a new committee to the council. There were 2 items discussed by the committee:
 - i. Every program needs to understand that they need to work within their timeline to allow for additional time if they plan on making changes that would affect retention, persistence, or admission requirements. There is a form that will need to be routed to department chairs, deans, council, etc. before a program will be allowed to make a substantive change. For example, if the program is making a change to the admission requirements or GPA maintenance requirements there are a few additional steps will need to be completed for that process.
 - ii. When the bylaws task force has completed their work, we ask that those members join this committee. We have very limited representation on this committee with Psychology and Nursing. We would like additional representation from other programs.
3. TWU Undergraduate Updates – Barbara Lerner
- a. Undergraduate Council Policy – It has gone under its third review by the Academic Council. At the last review, we were asked to review a lot of the detail that will live in the bylaws. Those revisions were updated in the policy for review.
 - b. Marketable Skills - Dr. Neely will be sending out his monthly commentary in the next couple of days regarding the new THECB 60x30 Plan that will show which marketable skills are being represented by each program. This will allow students to articulate when they leave their program the employable skills that they have learned while at TWU. I feel that the Academic Policy Advisory Committee, with the inclusion of the members of the Bylaws Review Task Force, will steer the process on reaching out to programs and maybe to other institutions within the state and see what marketable skills are needed.
 - c. AP Scores – The legislature passed a bill allowing a score of 3 across the board as an acceptable AP score. There are a few programs that have a required 4 or 5 as an acceptable score. We will be working with the program chairs to determine if there is justification for a higher AP score. The bill that was passed explains that the Chief Academic Officer of the university must demonstrate to the THECB that there is a need and data supported need for a student to have a higher AP score to be successful in subsequent courses. A vast majority of our peers will have 3's which means that TWU would have to justify any of our programs that request higher scores.
 - d. Course Proposals for Core – This is just a reminder that if you have a current course that has already been approved by the Curriculum Committee and you are proposing it for Core Curriculum, we have until spring to submit them to the THECB. If it is a new course that you would also like to submit for core curriculum consideration, then the course will need to be at the Curriculum Committee by December 4th for consideration and to be included in our TWU course inventory by the THECB. If approved as TWU Curriculum, it will then go to our Course Review Committee of the Undergraduate Council for core course approval. Once approved by the Course Review Committee, the course will be submitted to the THECB in Spring 2016. Courses will be effective Fall 2016.
 - e. Undergraduate Catalog – Mrs. Rachelle Land mentioned that Dr. Martin will be opening the Undergraduate Catalog for revisions in February 2016. If you have substantive changes to your program that are going to be processed, please be sure and complete that process by February if you want to include those program changes in the 2016 Undergraduate Catalog.
4. Other Business – There was no new business brought to the floor.
5. Adjournment – The meeting was adjourned at 3:09pm.

NEXT MEETING: 2:30 PM Wednesday, November 18, 2015