

# Undergraduate Council Meeting Minutes (APPROVED)

November 18, 2015

2:30 PM-4:00 PM

Denton	Dallas - IHSD	Houston - IHSB
ACT 301	8201	7305

1. Welcome/Introduction by 2014-2015 Co-Chair, Dr. Danielle Woolery:
  - a. Review and approve minutes of the last Undergraduate Council Meeting held 10/28/2015 - Motion to approve the minutes as written was brought to the floor by Jacob Blosser and seconded by Dolores Kearney. A vote was brought to the floor and the minutes were approved as written.
  - b. Department Name Change – Dr. Claire Sahlin – Women’s Studies has become more inclusive of gender as social analysis and race/ethnicity. The department is reflecting the new changes in the field and wants the TWU curriculum for Women’s Studies to show all of these new changes. As of December 1<sup>st</sup>, the new name of the department will be Department of Multicultural Women’s and Gender Studies. For the Undergraduate Council, the department’s minor and BGS concentration will also be called Multicultural Women’s and Gender Studies. The courses will continue to have the WS prefix. Dr. Sahlin thanked many of the campus administration for the assistance needed to complete the name change.
2. Undergraduate Council Committee Updates
  - a. Course Proposal Review Committee - Colby Parsons – The deadlines for course proposals for spring 2016:
    - i. Core Curriculum proposals: January 29, 2016 – Core Curriculum proposals will be due at this time. The deadline is set to allow the proposals to be routed to the appropriate parties. Our committee will review and then submit to the council at the February 2016 meeting. Approved courses will be submitted to the THECB at the end of March/first of April.
    - ii. Global Perspectives - February 26, 2016 – These will need to be submitted and reviewed so that they may be included in the upcoming catalog.
  - b. Assessment Committee - Gray Scott – We completed 2 workshops for faculty who were looking for assistance on developing their assignments to align with the core objectives being assessed for spring. These core objectives are Communication and Critical Thinking. The primary issue at this time for assessment is the need for more raters. We will accept graduate students, undergraduate students in honors, staff, and faculty. Training for raters is provided.
  - c. Program Review Committee - Danielle Woolery – Our committee is planning on a special guest, Dr. Jeff Robb, to come and share how they are implementing their Undergraduate Certificate Program. The committee will meet with him first and pick a meeting date that will work for him. We are trying to schedule for the January 2016 meeting.
  - d. Bylaws Review Task Force (ad-hoc) - Derek Crews (Out of town.) – Dr. Lerner spoke on behalf of Dr. Crews. The UG Council policy was reviewed by Academic Council. They requested a few editorial changes. Those changes were made and the policy was sent back to Dr. Neely for review. Dr. Neely mentioned that he did not think the policy needed to go to cabinet. The policy will be forwarded to counsel for review. The Office of Counsel will make sure that the UG Council policy is consistent with other university policies. After the policy is approved by counsel, we can then move forward with our bylaws.
  - e. Academic Policy Advisory Committee (new 2015-2016) – Shannon Scott – There were no new updates at this time.
3. TWU Undergraduate Updates – Barbara Lerner
  - a. AP – We are visiting with the Chairs regarding our AP guidelines. The new regulation states that a university cannot require an AP score higher than 3, unless the Chief Academic Officer can supply a data driven case for an exception.
  - b. Undergraduate Catalog – Rachele Land mentioned that she will be meeting with Dr. Martin and Dr. Johnson to determine when the catalog will be open for editing. Once that date is set, the request for updated degree plans and sequences will be requested via email after the holiday break. The tentative date could be in February 2016.
  - c. Strategic Retention Council (SRC) – Josh Adams – We have a couple of sub-committees within the council. One of them is the Retention Initiative Sub-Committee and it is chaired by Dr. Buggs. This fall

was our pilot program for our early warning students during our mid-term grading process. There was a follow-up and intervention with those students. We will not know the impact until final grades have come out. Dr. Hamner is handling all the data for us. We hope that we can provide the council with results by the February 2016 meeting. If there are positive results from the type of interventions that were done, we will then look at scaling up the program. Another item that is coming from this sub-committee is to look at the rationale of our early warning process and the mid-term grading process by faculty. We are looking at ways to streamline the process of early warning. The SRC is also looking at how best to forward data regarding retention and persistence to faculty and what the university goal should be regarding 2<sup>nd</sup> year retention.

- d. Council member update request – Dr. Lerner began by mentioning that she is not sure what the council would be interested in knowing. There are many initiatives happening at the university and we want to be sure that we get that information to the council. Dr. Lerner asked the council members to act as representatives of their unit. She would like to include specific information items on our upcoming agendas that are of importance to any unit. Please let us know what is important to your specific area. We can bring in appropriate people to discuss with us or at least find out the information needed to discuss with the council. A council member asked Dr. Lerner if Undergraduate Studies could provide a list of items that the department is working on so that if a council member is interested in a particular Undergraduate Studies initiative, it can be discussed at upcoming meetings. Dr. Buggs added to share this request for information with your respective units. Dr. Buggs stated that she will send out a request to the council for any agenda items your unit would like to add. Those items given to Dr. Buggs will be reviewed by the UG Council Executive Committee before it is added to the agenda. This will become a monthly call to request information.
4. Other Business – No other business was brought to the floor.
  5. Adjournment – The meeting was adjourned at 2:59pm.

**NEXT MEETING: 2:30 PM Wednesday, January 27, 2016**