

Undergraduate Council Meeting Minutes (APPROVED 3/25/2015)

February 25, 2015

2:30 PM-4:00 PM

Denton	Dallas - IHSD	Houston - IHSH
MCL 505	8201	5305

1. Welcome/Introduction by Chair, Dr. Karen Petty – the meeting was called to order at 2:33pm.
 - a. Review and approve minutes of the last Undergraduate Council Meeting held 1/28/2015 – Motion to approve the minutes as written was brought to the floor by Dr. L. Marshall and seconded by Dr. Stankus. A vote was brought to the floor and the minutes were approved as written.

2. 2014-2015 Undergraduate Council Committee Updates:
 - a. Course Review Committee Chair – Colby Parsons – Mr. Parsons explained that some of the steps in reviewing courses could be simplified for easier processing. Dr. Lerner apologized to the committee regarding the charge given to the committee. The charge should have been more clear and simplified. She also expressed her thanks for the hard work that this committee has done. Mr. Parsons explained that the committee unanimously approved that both courses move forward.
 - i. For Approval – Recommendation for new core course – ENGL 2153 – Mr. Parsons explained that this course is a culmination of 3 previous core courses combined. Dr. G. Scott added that this will allow the course to have a TCCNS number. Mr. Parsons asked the council if there were any further questions or discussion. No further discussion needed. Mr. Parsons brought a motion to the floor to approve ENGL 2153 as a TWU Core Course in Language, Philosophy, & Culture. Dr. Petty asked for a council vote. The vote was unanimously approved as a TWU Core Course.
 - ii. For Approval – Recommendation for new Global Perspectives course – DH 4533 – Mr. Parsons asked if the council had any questions or discussion. No further discussion needed. Mr. Parsons brought a motion to the floor to approve DH 4533 as a TWU Global Perspectives course. Dr. Petty asked for a council vote. The vote was unanimously approved as a TWU Global Perspectives course.
 - b. Program Review Committee Chair – Danielle Woolery - Dr. Woolery explained that this undergraduate certificate had previously been approved by the council with the understanding that 2 of the selected topic courses would be approved through curriculum committee. One of the courses did go through curriculum committee. One of the courses was mistakenly overlooked. After reviewing the certificate, the committee would like to move forward with the certificate with the understanding that DRAM 4903 Selected Topics – History of Music Theatre be approved by the curriculum committee. The committee does not want to deny any students the ability to choose this certificate for their future experiences.
 - i. For Approval – Undergraduate Certificate for Musical Theatre – Dr. Woolery brought the motion to the floor to approve the Undergraduate Certificate for Musical Theatre. Dr. Petty asked for further discussion or questions by the council. No further discussion. A vote was brought to the floor and the Undergraduate Certificate for Musical Theatre was unanimously approved.
 - c. Assessment Committee Chair – Gray Scott – to report with item #3.
 - d. Bylaws Review Task Force Chair – Derek Crews – Dr. Crews began by explaining that the committee has decided not to present the bylaws at this meeting. They are continuing the work and want to present both the revised bylaws and the new proposed university policy at the March meeting. The committee should have them completed by next week. He will be sending out an email to the council for a first read through before the March meeting.

3. Assessment Academy Rater Training – Dr. G. Scott explained that the dates of training have been moved back to allow more time to prepare the training. It will also allow additional time for recruitment. There are approximately 41 volunteers as of today. We have also moved the rating days to June 4, June 5, June 11, June 12, and June 18. The volunteers will need to commit to any combination of 3 days (including ½ day combinations).
 - a. Friday, March 6, 2015 - 8:00am-5:00pm, MCL 410-411 - Assessment Academy Rater Training
 - b. Friday, April 10, 2015 – 8:00am-5:00pm, MCL 410-411 - Assessment Academy Rater Training
 - c. Friday, May 22, 2015 - 8:00am-5:00pm, MCL 410-411 - Assessment Academy Rater Training

4. TWU Undergraduate Updates – Dr. Barbara Lerner
 - a. On-line Undergraduate Catalog – Dr. Lerner asked that Rachelle Land update the council on the catalog. Mrs. Land explained that the on-line catalog is being supported by Leepfrog software. Leepfrog has already received a copy of our .pdf version of the catalog. Mrs. Land is working with Scott Martin to assimilate the Graduate and Undergraduate Catalogs. Mrs. Land explained that she is reviewing the Undergraduate Catalog for consistency. She hopes that the on-line version will go live on March 9, 2015 for departments to update their information. Mrs. Land and Mr. Martin will be having open labs during that time to assist the departments with this process. Mrs. Land hopes that the new on-line catalog will be live to the public by May 1, 2015. The on-line catalogs will become a yearly catalog instead of every 2 years.
 - b. Registrar’s Degree Audit System – Dr. Lerner asked Bobby Lothringer, Registrar, to update the council on the proposed Degree Audit System. Mr. Lothringer explained that TWU’s current DARS system is no longer supported by the software company. The Registrar’s committee has agreed that the Degree Audit System, supported by our current Colleague program, would be the best fit. With the purchase of a system called Student Planning, also supported by our current Colleague program, the Degree Audit Systems will be included with the implementation. All 3 of the systems will speak to each other and allow departments to have true analytics on students. Dr. Josh Adams also added that the Advising Technology committee, outside of the Registrar’s committee, reviewed and decided that the Degree Audit System would also be best for the university. Dr. Lerner thanked Mr. Lothringer for vetting the system throughout the many different university areas. Mr. Lothringer finished by saying that he hopes the new systems will be live by November 2016.
 - c. New Degree Programs – Dr. Lerner explained that the BS in Informatics and the BS in Health Informatics was brought before the Board of Regents and was passed at the February meeting. The next step is to send the appropriate information to the THECB for approval. When approved, the programs will be available by fall 2015.
5. Other Business – There was no additional business brought to the floor.
6. Adjournment – Meeting was adjourned at 3:15pm.

NEXT MEETING: 2:30 PM Wednesday, March 25, 2015