

# Undergraduate Council Meeting Minutes (APPROVED 4/28/2015)

March 25, 2015

2:30 PM-4:00 PM

Denton	Dallas - IHSD	Houston - IHSH
MCL 505	8201	5305

---

1. Welcome/Introduction by Chair, Dr. Derek Crews:
  - a. Review and approve minutes of the last Undergraduate Council Meeting held 2/25/2015 - Motion to approve the minutes as written was brought to the floor by Dr. L. Marshall and seconded by Dr. James. 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 – Committee Representative, Dr. Stankus
    - i. For Approval – Recommendation for new Global Perspectives course – ENG 3033 – Course Review Committee brought a motion to the floor to move forward in accepting ENG 3033 as a Global Perspective course. Dr. Crews asked if there was any discussion or questions. None were brought to the floor. After a majority vote by the council, the motion passed to list ENG 3033 as a Global Perspective course.
    - ii. For Notification – Removal of Global Perspectives classification – HIS 3223 – Dr. Lerner explained that this notification will be moved to the April council meeting. Dr. Lerner is awaiting confirmation from the College of Arts & Sciences.
  - b. Program Review Committee Chair – Danielle Woolery – No new business from the committee.
  - c. Assessment Committee Chair – Gray Scott – to report with item #3.
  - d. Bylaws Review Task Force Chair – Derek Crews – The Bylaws Review Task Force was initially charged with 2 items: 1) Reviewing the current bylaws and proposing revisions; 2) Propose a new Undergraduate Council University Policy. Dr. Crews began by explaining that there has never been a University Policy for the Undergraduate Council therefore the Undergraduate Council is not recognized by the university's governance. The committee drafted a policy that mirrored the Graduate Council University Policy. The approval process for these two documents is different. The policy is an action item and the committee, by unanimous vote, is moving that we vote to approve the policy so that the vetting process through the different university councils and Board of Regents can begin. To amend or revise the bylaws, there must be a first reading with discussion and then a second reading and a vote. The discussion and questions of the council were regarding the responsibilities of the council, the standing committees, committee responsibilities, and the election of officers.
    - i. For Approval – Proposed Undergraduate Council University Policy – A motion was brought to the floor by Dr. Blosser to amend the Undergraduate Council University Policy by reducing the list of responsibilities, adding the Academic Policy Advisory Committee, and adding the verbiage “implementation of assessment in collaboration with the Office of Academic Assessment and Undergraduate Studies & Academic Partnerships” to the Assessment Committee responsibilities. Dr. Stankus seconded the motion. A vote was brought to the floor and the Undergraduate Council University Policy will move forward to the appropriate university entities for review.
    - ii. For 1<sup>st</sup> Reading & Review/Recommendations – Undergraduate Council Bylaws – It was determined that there would be 2 actions items on the April Undergraduate Council Meeting Agenda. One action item will be the 2<sup>nd</sup> reading and vote on the amendments of the Council Bylaws. The second action item for vote would be that if after the 2<sup>nd</sup> reading the council chooses not to move forward with the revised bylaws, the council will vote to amend the current bylaws to move the chair and co-chair election process to the final council meeting in April. Dr. Crews reminded council members that if the council does vote to move elections to April, that members will need to be ready to run for chair and co-chair.

3. Assessment Academy Rater Training – Gray Scott – Dr. Scott explained that there are now a little over 50 raters but the recruitment process is still taking place. The first training was completed and went very well. The raters provided great feedback on changes or improvements that could be made to streamline the process. The Assessment team is looking at reducing the number of rubric indicators from 5 to 4. It seems that the raters very seldom use 0 or 5 as a score. Dr. Scott also explained that he is working with the Office of Technology on an on-line process to gather artifacts from faculty. The two additional rater training dates are mentioned:
  - i. Friday, April 10, 2015 – 8:00am-5:00pm, MCL 410-411
  - ii. Friday, May 22, 2015 - 8:00am-5:00pm, MCL 410-411
  
4. TWU Undergraduate Updates – Dr. Barbara Lerner
  - a. Academic Program Reviews – Dr. Lerner explained that the department is in the final stages of program reviews and that the Review Follow-Up Meetings will be held at the end of April.
  - b. American Council on Education (ACE) - This is the alternative credit project. Dr. Murphy and I are among the group of founding members working with the American Council on Education in finding alternative academic transfer credits from some selected, non-accredited providers. ACE works with all universities across the country. The received a grant from the Gates Foundation. We have a list of providers that will be selected with a particular matrix and how the providers are selected. Courses will also be subjected to stringent review under a rubric that was developed by Dr. Murphy and a team of experts from across the country. They will be looking at these courses to determine that they meet the standards of on-line course instruction. Next month, I will be bringing information on the providers and the courses. There are a number of policy decisions that will have to be made about which providers will be accepted, which courses will be accepted, and how many courses we will accept. This falls very clearly under those areas of responsibilities that we did not know was coming.
  
5. Other Business – There was no additional business brought to the floor.
  
6. Adjournment – Meeting was adjourned at 3:49pm.

**NEXT MEETING: 2:30 PM Wednesday, April 29, 2015**