

Undergraduate Council Meeting Minutes (APPROVED 10/28/15)

September 30, 2015

2:30 PM-4:00 PM

Denton	Dallas - IHSD	Houston - IHSH
ACT 301	8201	7305

1. Welcome/Introduction by 2014-2015 Vice-Chair, Dr. Danielle Woolery:
 - a. Review and approve minutes of the last Undergraduate Council Meeting held 4/29/2015 - Motion to approve the minutes as written was brought to the floor by Dr. Crews and seconded by Dr. Rosen. A vote was brought to the floor and the minutes were approved as written.
 - b. Chair/Co-Chair elected 4/29/2015 for 2015-2016
 - i. Karen Petty, Chair
 - ii. Danielle Woolery, Vice-Chair
 - c. New Member Introductions for 2015-2016 Undergraduate Council – Dr. Woolery suggested that the council go around the room to introduce themselves and the new council members.
 - i. Dolores Kearney, Nutrition & Food Science
 - ii. Jim Williams, Sociology & Social Work
 - iii. Minkowan Goo, Teacher Education
 - iv. Ron Hovis, Academic Council
 - v. Shannon Scott, Council of Chairs
 - vi. Desiree Miller, Student Representative
 - vii. Christian Sopoco, Student Representative
 - d. 2015-2016 Meeting Dates and Locations – Dr. Woolery reminded the Denton attendees that the new meeting location will remain ACT 301 for 2015-2016.
2. Discussion of 2015-2016 Undergraduate Council Committees and Committee Members – Dr. Woolery explained that the committee chairs will report on upcoming or ongoing business.
 - a. Course Proposal Review Committee - responsible for reviewing proposals for core courses, and courses applying for designation as core components.
 - i. 2015-2016 Committee Chair Update – Colby Parsons – The committee felt that we needed a little more information when a core course proposal was coming up for review. The committee reviewed the form being used and made revisions to clarify what the council needs to know in order to approve a new core curriculum course. The committee provided a copy of the new, proposed form for council review. In section V, a new column has been added. This column will allow the department an area to explain how the SLO's will be met with the proposed core course. The committee also removed duplicated information to streamline the form. In section VIII (Core Objective Assessment Plan), the committee is trying to determine if this information is necessary. The assessment of a core course is not relevant regarding the approval for a course to become core curriculum. Mr. Parsons asked the council for any feedback regarding the form and the process. He also explained that the council is not required to vote on the form but that he wanted the council to be aware of the upcoming changes. Secondly, Mr. Parsons explained that there had not been a form previously for Global Perspective Course proposals. The proposed Global Perspective Proposal Form is modeled after the Core Curriculum Proposal Form. This new form will allow the department proposing the course to explain how the course will meet Global Perspective objectives. Mr. Parsons asked for any feedback from the council. Mr. Parson also explained that the EEO's were not updated with Global Perspectives in regards to the new core. This is a great time for our committee and the council to review the requirements of our Global Perspectives courses. At this time, our committee suggests that an ad-hoc committee be formed to review our Global Perspective requirements. We also suggest that this committee include stakeholders that teach or a faculty member that would propose a Global Perspectives course. We will continue to use the current EEO's that we have in place. They are constrictive for courses that would like to proposed as a Global Perspectives course. We are hoping that with this ad-hoc committee we can update our EEO's and increase our number of Global Perspectives courses offered.
 - b. Assessment Committee - responsible for developing an assessment plan for the core curriculum, is reviewing the results of assessment, contributing recommendations for improvement in the core, and periodically re-evaluating the assessment plan and process.
 - i. 2015-2016 Committee Chair Update – Gray Scott – Dr. G. Scott began by explaining that his committee will be meeting as a group soon to continue the assessment process. Dr. G. Scott also explained that Dr. Hamner's office has already pulled the student sampling for this term. We are only looking at Communication and Critical Thinking objectives this semester. We are still analyzing the data from the

spring pilot program. We have been working with IT and they are currently updating our data collection system. It will be an on-line tool that is easier to navigate. The test runs have been showing that it will be easier for faculty to upload their artifacts and that it will also make the rating process easier for the raters. We will be sending out a survey to faculty for feedback regarding the new on-line tool. During the pilot process, we began noticing that some of the criteria are always used or some are not used at all. We will be looking at the criteria used during this rating period to see if any changes need to be made with them. Dr. G. Scott explained that most of the raters were staff members of the university. He encouraged full-time faculty to join the rating process. Full-time faculty would be more accurate at rating because they are used to grading those types of artifacts. Faculty raters would be more consistent among each other and would be a great tool for assisting other raters in the room not used to that type of artifact or that subject matter.

- c. Program Review Committee - 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.
 - i. 2015-2016 Committee Chair Update – Danielle Woolery – Dr. Woolery began by explaining that this year the committee will review how minors are proposed to the university. A proposed Undergraduate Minors and Certificates Routing form is in the meeting attachments for review. Dr. Woolery explained that Dr. Lerner will be addressing this issue more extensively in item #3.
 - d. Bylaws Review Task Force (ad-hoc) - responsible for writing the University Policy and updating the governing bylaws of the council.
 - i. 2015-2016 Committee Chair Update – Derek Crews – Dr. Crews explained how this task force was formed and explained that this is not a standing committee. The council has never been recognized by the university as a council because there was no University Policy of the Undergraduate Council. This means the Undergraduate Council has no voice within university governance. The task force is currently awaiting the approval from the appropriate university governance. It will then go before the Board of Regents. Once the Board of Regents approves the University Policy of the Undergraduate Council, the task force will reconvene to revise and update the council bylaws.
 - e. Academic Policy Advisory Committee (new 2015-2016) - responsible for reviewing and making recommendations regarding existing and proposed academic policies that impact undergraduate education.
 - i. 2015-2016 Committee Chair – Dr. Lerner explained that this committee will meet and determine a chair. Undergraduate Studies will assist with setting up that meeting.
3. TWU Undergraduate Updates – Barbara Lerner
- a. Role of Undergraduate Studies – Dr. Lerner began by explaining that all eyes are on undergraduate education. It is critical to the success of the university. Dr. Lerner has been talking with Dr. Neely regarding the trends in undergraduate education: retention, dual credit, college readiness, K-12, etc. We feel that these issues should also be included in the university’s strategic planning. Dr. Lerner thanked all of the council members, past and present, for the role they have played in undergraduate education. Undergraduate Studies plays a supporting role to the council and the council’s efforts. At a later date, Dr. Lerner plans to bring the Strategic Plan of the THECB to the council to show how important the state is taking undergraduate education.
 - b. New Core Courses – Rachelle Land – Mrs. Land updated the council on the 3 courses that were submitted to the THECB for core curriculum. They were all approved. Those courses were: ENG 2153 – Intro to Literature, DNCE 2162 – Wellness through Movement (2 content areas: CAO and Creative Arts Core), and DNCE 3373 – World of the Imagination: Art, Dance and Film. Mrs. Land explained that if a department is interested in submitting a new course to be included in the 2016 fall core curriculum, the course proposal will need to be submitted to the Curriculum Committee’s first meeting in October. Mrs. Land added that the Curriculum Committee is working on a new on-line course proposal processes to go along with our new on-line catalog. They are holding off on a committee meeting until Mr. Martin has completed the new workflow to submit new courses.
 - c. Substantive Changes to Academic Programs – Barbara Lerner - Dr. Lerner began by explaining that she hopes that the role of the UG Council is changing. Things have been brought to Dr. Lerner’s attention regarding certain university processes that she could not find an actual written university rule. Many seem to think that because a process has been in the catalog that it is a rule for the university. Many of those type issues are now being looked at across the university. Dr. Lerner would like to turn to the council, as owners of undergraduate education, to begin reviewing and recommending processes on university undergraduate academic policy and/or procedures. The UG Council serves as an advisory council to the Provost. There are two items that the UG Council needs to begin reviewing for this term:
 - i. Minors & Certificates – The undergraduate certificates are currently reviewed and recommended by our Program Review Committee for approval, as they should be. Dr. Lerner was recently asked by a program what the current university process was for proposing a minor for a current program. It was determined

that the university does not have a current set of rules or processes to propose a minor. Dr. Lerner also noted that there are many minors at the university that are under-utilized by students. A minor and/or a certificate are good vehicles for a student to identify skills in addition to the skills obtained through their major. Dr. Lerner is creating a process similar to the recommendation process of the undergraduate certificates. This will allow the Program Review Committee to review and make recommendations to the council regarding newly proposed minors. The committee will need to look at proposed minors and determine if the courses are a cohesive series of courses, what might the students learn through the series of courses, and what is the rationale of the minor. This will allow another level of review by peers that will help with the approval of minors.

- ii. Admission Requirements – Dr. Lerner began by explaining that 2nd admit programs have an impact on persistence and retention. These impacts can be both good and bad. Dr. Lerner explained that there were no university rules on 2nd admit programs and how they decided what the guidelines of that admissions standard would be. Dr. Lerner feels that if she is to recommend programs with 2nd admit statuses to the Provost that the council should first review and recommend the requirements of the program. We want the admission requirements to benefit the students, the programs, and the university. We are proposing a process that will allow the programs to provide the Academic Policy Advisory Committee with a rationale and data showing the impact on a 2nd admission requirement. A question was brought to the floor regarding a department that has a current 2nd admit requirement in place. Dr. Lerner explained that it will remain. Those programs that have requested changes have been asked to wait until this new process can be reviewed and put into place.
4. Student Retention Council & Early Alert Pilot Program – Josh Adams –
 - a. Student Retention Council (SRC) – Dr. Adams began by explaining that the SRC is a new advisory body on campus that is currently working on its bylaws and university policy. The SRC has been charged by the Chancellor and the Cabinet with developing and examining data, patterns, and outcomes impacting student enrollment, retention, and success across any unit. The council is to also recommend specific initiatives and actions that positively impact the ability of students to persist and reach graduation and to develop procedures and/or provide oversight as authorized by the Chancellor for evaluation of administrative proposals, standards, and decisions that impact student success, enrollment, or retention. Dr. Adams explained that this is our formal charge. The council is really beginning to look at a data driven and data charged decision making process. The council is made up of a diverse group that includes 3 divisional areas on campus: 1. Academic Affairs, 2. Student Life, and 3. Enrollment Services. This leads to a discussion across our different departments regarding how one change in Academic Affairs could impact Enrollment Services. This type of council is a standard practice at many universities.
 - b. Early Alert Pilot Program – Dr. Adams began by saying that one of the early initiatives of the SRC is the Early Warning Alert Pilot Program. Dr. Stankey and Dr. Hamner have many data pieces that show why a student persists at TWU or what we can look at in predicting a student’s retention. The SRC took that data, and in conjunction with the Early Warning process, are piloting an intervention process for students. The Registrar’s Office has notified students via email of their alerted grades. Dr. Adams will also send the students an additional notification indicating in more detail the support services provided to them by TWU. Within a couple of weeks, Dr. Buggs will begin a more intentional intervention with our 1st and 2nd year students. The SRC is using this fall as a pilot to make sure that the process is correct before rolling it out to all undergraduate students. We have chosen to use the UNIV 1231 FYE Ambassadors to intervene our 1st year students and our Academic Coaches from the Pioneer Center for our 2nd year students. We will have results after fall grades post.
 5. Undergraduate Academic Program Review – Michelle Buggs – Dr. Buggs began by showing the council the list of programs that will be reviewed this year. The programs that were reviewed last fall are now in the follow up stages of the review process. We have requested information from those programs regarding the recommendations that were presented to them by the review committee. Those who presented in the spring are also in the follow up stage of the process. We were catching up on 2 years of review. Our current programs under review will turn in their program reviews in the spring. We will be asking for volunteers for review committee members. Please contact Dr. Buggs directly with committee member volunteers. Dr. Hamner’s team is prepared to begin meeting with the programs to gather the data needed for their review.
 6. Other Business – There was no additional business brought to the floor.
 7. Adjournment – Dr. Woolery adjourned the meeting at 3:27pm.

NEXT MEETING: 2:30 PM Wednesday, October 28, 2015