



**Undergraduate Council Meeting Minutes**  
**September 25, 2024**  
**2:30 PM-4:00PM**

- I. Welcome to the Undergraduate Council 2023-2024:
  - a. Welcoming Remarks: Dr. Jorge Figueroa, Vice Provost for Curriculum and Strategic Initiatives welcomed everyone to the Undergraduate Council for 2024-2025. He reminded all participants that the meeting was being recorded via Zoom and Read AI for minutes purposes only.
  - b. Guest: Dr. Angela Bauer, Executive Vice President for Academic Affairs and Provost: Dr. Bauer addressed the UG Council and thanked them for their service. This council is important and relevant to our mission. She reminded everyone that if there are any questions that she can answer, to please let her know. She looks forward to what this year brings us.
  
- II. Introduction to 2024-2025 Dr. William Benner, Chair of the UG Council officially open the works for academic year 2024-2025.
  - a. Theme: Advocacy
    - i. Dr. Benner introduced the theme of Advocacy for UG Council 2024-2025 and mentioned the pilot for two UG Council Awards
      - a. The Undergraduate Council Award for Innovative Programming
      - b. The Undergraduate Council Service Award
    - ii. Inclusive Excellence Workshop—This is a continuation of the syllabi workshop, Creating Well-Rounded Syllabi, that we held with Dr. Aimée Myers and Dr. Ashely Bender. This year, we aim to open it up to more departments and have a more extensive workshop in the spring.
    - iii. Undergraduate Council Handbook – Dr. Benner indicated that he will work on getting the handbook written and have the subcommittee chairs assist in adding their roles. This is a supplemental document to serve as a guide for transition of leadership in the future. Not to be confused with the by-laws.
    - iv. Dr. William Benner formally introduced Dr. Aimée Myers as the Vice Chair for 2024-25.
      - a. In her remarks, Dr. Myers indicated her faculty status as an Associate Professor in Literacy and Language in the School of Education and addressed that, in addition to her faculty responsibilities, she was, for some years, the Assistant Director of Assessment and Accreditation.
  
- III. Welcome to New Members – Dr. William Benner, Chair, and Dr. Aimée Myers, Vice Chair, formally welcomed the new members of the UG Council.
  - a. Dr. Addison Babineau – representing Social & Behavioral Sciences - Dr. Hansong Zhang is not able to serve.

- b. Dr. Agatha Beins – representing Multicultural Women’s & Gender Studies
- c. Youlonda FitzGerald – representing College of Arts and Sciences
- d. Dr. Dan Chen – representing College of Business
- e. Dr. Pam Baker – representing College of Business
- f. Dr. Brigitte Vittrup – representing Academic Council
- g. Dr. Kristine Morris – representing Council of Chairs
- h. Dr. Peggy Landrum – representing Faculty Senate
- i. Mallorie Burnett – student representative
- j. Karyme Flores - student representative – is unable to serve this year.
- k. Danika Murphy – student representative

Dr. Figueroa recognized Dr. Kristine Morris, a former Chair of the UG Council, 's presence and returned to the council.

Mr. Scott Martin indicated that one of the student representatives will no longer continue, and its space will be covered soon.

Michele Garcia indicated that the process to find a replacement has already started.

- IV. Review and approval of April Minutes
  - a. Motion to approve minutes: Pam Baker
  - b. Second to approve minutes: Kyle Biggerstaff
- V. 2023-2024 Undergraduate Council Meeting Dates (Zoom is holding all meetings for fall)

<b>Undergraduate Council Meeting Dates</b>	<b>Time</b>	<b>Location</b>	<b>Deadline for Course and Program Proposals</b>
Wednesday, September 25, 2024	2:30 pm-4:00 pm	Zoom	Tuesday, September 3 <sup>rd</sup>
Wednesday, October 23, 2024	2:30 pm-4:00 pm	Zoom	Tuesday, October 1 <sup>st</sup>
Wednesday, December 4, 2024	2:30 pm-4:00 pm	Zoom	Tuesday, November 5 <sup>th</sup>
Wednesday, January 22, 2025	2:30 pm-4:00 pm	Zoom	Tuesday, January 7 <sup>th</sup>
Wednesday, February 26, 2025	2:30 pm-4:00 pm	Zoom	Tuesday, February 4 <sup>th</sup>
Wednesday, March 26, 2025	2:30 pm-4:00 pm	Zoom	Tuesday, March 4 <sup>th</sup>
Wednesday, April 23, 2025	2:30 pm-4:00 pm	Zoom	Tuesday, April 1 <sup>st</sup>

\*UG Council will meet one week later due to the Thanksgiving holiday.

Dr. Benner reminded the UG Council to please note the deadlines for Course and Program Proposals. If the programs or courses are submitted after the due date, they will be considered for the following month. This ensures that the subcommittees have time to

review and notify the executive committee of the proposals to the Undergraduate Council.

Scott Martin indicated that he and Ari Lovejoy had added the members of the Undergraduate Council to the FYI notifications of program and course submissions so that when the Program Review and Course Proposal subcommittees receive the proposals to review the programs and courses, the UG Council voting members can also receive at the same time and before the general meeting.

VI. Introduction of Undergraduate Council Sub-Committees & Sub-Committee Chairs—Dr. William Benner, Chair, and Dr. Aimée Myers, Vice Chair

Dr. Benner and Dr. Myers introduced the Chairs of the standing subcommittees in the UG Council and gave them 5 minutes to meet independently with their respective subcommittee members. A document with the responsibilities of the Subcommittees and Chairs was attached.

- a. Course Proposal Sub-Committee – Dr. Joy Spadachene, Chair
  - i. Dr. Spadachene indicated that this is her first year serving as the sub-committee chair and looks forward to it.
- b. Assessment Sub-Committee – Dr. Aubri Thurmond, Chair
  - i. The sub-committee members elected Dr. Thurmond as part of their 5-minute meeting. Dr. Thurmond expressed her interest in serving this year.
- c. Program Review Sub-Committee – Dr. Jerry Burkett, Chair
  - i. Dr. Burkett greeted the UG Council members and indicated that this is his second year as chair for this sub-committee and third year on the UG Council.
- d. Academic Policy Advisory Sub-Committee - Dr. Matt Brown, Chair
  - i. Dr. Brown greeted the UG Council members and stated this was his last year serving.

VII. Sub Committee Updates

Dr. Benner opened the floor for UG Council sub-committee updates.

- a. Course Proposal Sub-Committee – Dr. Joy Spadachene, Chair
  - i. Dr. Spadachene indicated that READ 2813 has been received and is under review for the next meeting.
- b. Assessment Sub-Committee – Dr. Aubri Thurmond, Chair – No updates
- c. Program Review Sub-Committee – Dr. Jerry Burkett, Chair
  - i. Bachelor of Science in Multidisciplinary Studies
    - a. This program replaces the Bachelor of General Studies (BGS). The THECB required that the BGS be closed for this program to be offered. The only change is that a capstone course was added.
    - b. Approved by committee.**

- ii. Bachelor of Science in Child Development (Mental Health Emphasis)
  - a. This program is similar to pre-occupational therapy and pre-physical therapy paths. This is a pre-mental health track. This is a very well-written proposal and degree path. The sub-committee did have one question: Is this similar to a program that TWU already offers?
    1. Dr. Vittrup: A few of the courses are similar, but with a different focus (counseling, family therapy, developmental psychopathology).. The track could lead to students becoming interested in counseling and family therapy, but also potentially psychology or social work (mental health fields). But we are aligning it with our Human Development and Family Studies fields.
    2. Dr. Biggerstaff: Since the psychology and social work departments are similar, did they review the program?
    3. Dr. Vittrup: No, I do not believe that they did. There was an informal conversation: If they were to add their courses, the other programs would not have the capacity. We did not want to add to another program's workload with the potential growth (another institution's mental health minor grew to 400 in a year).
    4. Dr. Biggerstaff: Let me ask it differently. Will this course compete with another one of our programs?
    5. Dr. Vittrup: No, I don't believe it will, as our courses are a broad overview that gives our students the knowledge to move into graduate school and pursue licensing specifically in Counseling or Marriage & Family Therapy.
    6. Dr. Benner: What kind of career does this align with for this degree path?
    7. Dr. Vittrup: So this is a new track, not a new degree. This track is more of a gateway to graduate school for these students in the child development field and family studies. It could lead to the LPC or LMFT route, but could also aid in their child development or family studies careers.
    8. Dr. Beins: My question is regarding workload and hiring of adjunct faculty.
    9. Dr. Vittrup: Yes, we have a good supply of adjuncts who currently help relieve course load. We also have a doctoral program in MFT that could help teach some of these undergraduate-level courses. This would allow the students to get teaching experience in their specialized field..
    10. Dr. Beins: I also noticed that the credit totals did not match the 120.

11. Scott Martin: Yes, that is a manual task that we have to do, and I will go in to ensure that the number of credits does match the 120.
  12. Scott Martin checked and corrected the number, totaling 120 credits for the track.
- b. Approved by committee.**
- iii. Bachelor of Science in Early Childhood Education (EC: PreK-3)
    - a. There are two versions of this degree, and this proposal would be a non-track program that would allow transfer students with an AAS workforce degree to come in and pursue a full bachelor's degree in this field. This is ideal for students who are teacher aides who are bilingual and ESL certified. There is a need for this degree as there are many folks looking to get certified for pre-k through three.
    - b. Dr. Snider: One thing about this program is that we will be the first in Texas to offer this degree.

**c. Approved by committee.**

  - iv. Undergraduate Certificate in Spanish-English Medical Interpreting  
For the presentation of this Certificate, Dr. Benner let Dr. Myers run the process as he is the proposal's author.
    - a. This is a cool one! It is a certificate for our pre-med majors to develop Spanish and English medical interpreting skills. This certificate will give our students a competitive edge when seeking advanced degrees. It is a 13-hour medical interpreting certificate. It will improve language training for students and get them better prepared and certified as medical interpreters. It will also provide 50 hours of medical interpreting experience before graduation. It will align with TWU's Hispanic Serving Institution status, enhancing our student's Spanish proficiency and giving them opportunities for leadership positions in hospitals and clinical settings. And this helps meet a dire need for quality bilingual medical and health care in Texas. The marketing needs are very clear.
    - b. Dr. Morris: Not a question, but the College of Nursing is very excited about this opportunity.
    - c. Dr. Spadachene: I have a question: Is this open to anyone, even if they are not actively seeking their bachelor's degree?
    - d. Scott Martin: No, certificates are only available for degree-seeking students; undergraduate certificates are in conjunction with their degree plan.
    - e. Dr. Benner: Scott, I have a question about post-baccalaureate certificates. I know that it differs from today's proposal, but could a student with a bachelor's degree from the community take the certificate program with us? Scott Martin: Yes, they could, but

financial aid would not cover it if they are not enrolled in an academic program with TWU, and they would have to pay for it out of pocket.

f. **Approved by committee.**

- d. Academic Policy Advisory Sub-Committee—Dr. Matt Brown, Chair: There are no updates now. We are working on updating a rule in the catalog on academic minors for the next meeting.

VIII. TWU Curriculum & Strategic Initiatives Updates – Dr. Jorge Figueroa and Mr. Scott Martin

- a. Dr. Figueroa indicated that he has been working with Dr. Mark Hamner and its office on a report due to the federal government in January 2025 (they extended the deadline today) – it is a regulatory requirement for financial value transparency and gainful employment. It has been in conjunction with the Graduate School. We are retrieving data to identify programs requiring a licensure exam to practice the degree. Dr. Figueroa recognized the effort of Dr. Jacquelyn Hoermann-Elliott, who has been a great collaborator in retrieving this data and in her work with his office on other projects.
- b. Scott Martin indicated that there were no significant updates. His office is working on an update in the CIM system, which should not affect the end user. He pointed out that there was a lot of activity in submitting programs and courses. He reminded the UG Council that program approvals are not a quick process.
- c. Dr. Figueroa addressed the UG Council and reminded them that any information shared or intervention from our office is solely in an advising capacity and not to influence the Council's decisions.

IX. Other Business: None

X. Adjourn

- a. Motion by Dr. Joy Spadachene  
b. Second by Kyle Biggerstaff  
c. The time was 3:28 pm

**NEXT MEETING: Wednesday, October 23, 2023**