



Undergraduate Council Meeting Minutes

April 24th, 2024

2:30 PM-4:00 PM

- I. Welcome/Introduction by 2022-2023 Chair, Dr. William Benner:
 - a. Review and Approve minutes of the March 27, 2024 Undergraduate Council Meeting
 - i. Motion to approve the minutes by Dr. Aime Myers
 - ii. Second by Dr. Sarah Gamblin

- II. Updates from Undergraduate Council Committees and Chairs- William Benner
 - a. Course Proposal Committee- Dr. Ana Louise Keating: Our committee received two global competency nursing courses. We are waiting for the syllabi to be sent as that was missing from the submission in the CIM system. The committee suggests adding a statement to the process that a syllabus that reflects the course is required when submitting the course to the CIM system.
 - b. Program Review Committee- Dr. Jerry Burkett
 - i. Illustration Minor – The Visual Arts department has added some course options for illustration and illustration graphic design tracks, which will make them accessible to non-art majors. There is no additional faculty as these courses are already in the rotation.
Approved by committee.
 - ii. Before we present the next four programs we will discuss why there are two of each. Politics, Policy, and Public Service has a Bachelor of Arts and Bachelor of Science degree plans and Legal Studies and a Bachelor of Arts and Bachelor of Science degree plans. This is why there are four total for these accelerated programs.
Questions for all four programs: Can you tell us if there are similar programs in Texas or in other universities around? Dr. Bejarano: As far as I know, there are no. Also, to clarify, we are already providing these programs and revising the master's program.
Dr. Burkett: Can you share about the job market for and student interest for these programs? Dr. Bejarano: We have many undergraduate students interested in getting their master and adding the master's level as part of their credentials is great for job applications. Dr. Benner: Do these accelerated programs lead to careers as an attorney? Would this path lead to law school? Dr. Bejarano: Yes, it can lead to both. These programs would show that the student is more prepared for law school, but it will also give more opportunities for our students in their career paths.
Dr. Hoermann-Elliott: Comment: The accelerated BA to MA programs over the last year is interesting. It makes me think about the infrastructure and support these programs will need. They occupy this interesting liminal



space, just like dual credit. It will be very interesting to see how we track these programs' success and progress, where the demand will play out in the future, and how the UGC and Graduate Council play their roles.

Dr. Gamblin: I see where you are coming from, Jackie. We offer an MA, but we also offer an MFA, which is a terminal degree, and the requirements that are involved in the terminal degree are different and on another level of seriousness.

Dr. Benner: I also think that the different types of programs will attract different types of students. And yes, that is a great invitation for next year for the council to start exploring the data and success of these programs. Thank you, Jackie, for bringing this up. As the Undergraduate Council, We have a duty to study and explore how the students are doing. We will go in order to approve the following programs.

- iii. Accelerated Bachelor of Arts in Political Science (Politics, Policy, & Public Service)/Masters of Arts in Political Science - **Approved by committee.**
 - iv. Accelerated Bachelor of Arts in Political Science (Legal Studies)/Masters of Arts in Political Science - **Approved by committee.**
 - v. Accelerated Bachelor of Science in Political Science (Politics, Policy, & public Service)/Masters of Arts in Political Science - **Approved by committee.**
 - vi. Accelerated Bachelor of Science in Political Science (Legal Studies)/Masters of Arts in Political Science - **Approved by committee.**
- c. Assessment Committee- Dr. Jennifer Flanagan – No updates at this time
 - d. Academic Policy Advisory Committee- Dr. Matt Brown – No updates at this time.

- III. TWU CSI Updates- Mr. Scott Martin, Mr. Terrell Shaw, and Dr. Jorge Figueroa
 - a. Dr. Jorge Figueroa: Notified the council that effective next academic year, Mr. Terrell Shaw will be responsible for distributing the undergraduate program and course proposals (core and global perspectives) and serve as editor. Additionally, we will implement deadlines for program and course submissions. The deadline will be the first Tuesday of the month for the course or program to be submitted and fully approve in all the required steps in the CIM system for the program and our course sub-committees to see theme; this will give the Program Review Sub-Committee and Course Proposal Sub-Committee time to review and present the programs to the Undergraduate Council. If a program or course is submitted after the deadline it will be moved to the next month for consideration.
 - b. Scott Martin: A workflow notification will start in Fall 2024 that all Undergraduate Council members will be notified when a program is submitted, just like the Program Review Committee receives. This is for full transparency of the programs submitted and reviewed before the general meeting.

- c. Dr. Figueroa: In addition, any administrative decision made after the Undergraduate Council meeting is over today will be notified at the first meeting in September.

IV. Undergraduate Council Members ending their terms:

Name	Term	Name	Term
Dr. AnaLouise Keating*	2 nd	Dr. Jennifer Flanagan	1 st
Dr. Diana Elrod*	2 nd	Dr. Cathy Mbango	1 st
Dr. Kittpong Boonme**	2 nd	Dr. Daniel Milan	1 st

*completed two full terms

**completed term of vacancy

V. Other Business- Dr. William Benner

- a. Updates on Initiatives- Creating a Well-Rounded Syllabi Workshop for the Department of Literacy and Learning: this was the first time we held this workshop virtually. We had a great turnout of 13 staff and faculty, mostly adjuncts from Literacy and Learning.

Since we have held these workshops over the past two academic years and have been very intentional about the audience for these workshops, we will explore other ways to reach more people and get involved with new hires at fall orientation. However, we want to ensure the attendees get useful and applicable information. We had some technical issues, and the workshop could not be recorded.

Dr. Myers: First off, the night was a success, and we recognized that adjuncts are incredibly important to student learning. They touch the courses that students are often being introduced to university for the first time or to the program itself. This workshop was great because we took a sample syllabi and used six criteria for an inclusive syllabus. There was collaboration and hands-on learning together.

Dr. Armstrong: this would be great for our clinical faculty as it has been mentioned that there is some struggle from my department with the issues that they are having with the syllabus.

VI. Elections for Chair and Vice Chair- Dr. Figueroa

- a. Chair Nominees
 - i. **Dr. William Benner – Elected by acclamation.**
- b. Vice Chair Nominees
 - i. Dr. Elisa Na 30%
 - ii. Dr. Jennifer Flanagan 17%
 - iii. **Dr. Aimee Myers - Elected by 48% of the Council.**
 - iv. Dr. Jerry Burkett 4%
 - v. Dr. Daniel Milan 0%



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- VII. Closing remarks- Dr. Jorge F. Figueroa
Dr. Figueroa thanked all UG Council members for their service and invited Dr. William Benner to address the Council as the elected Chair for the academic year 2024-2025.
- VIII. Dr. Will Benner, Chair for 2024-2025 Undergraduate Council
Thank you, Dr. Na, for your contributions to the UG Council and all the work you gathered on behalf of the UGC.
For next academic year we plan to create an ad-hoc committee from the Assessment Committee to create an award/recognition for program development, we will also explore ways to recognize new and existing programs and how well they are doing and what new initiatives they are doing.
- IV. Adjourned at 3:25 pm
Motioned to adjourn by: Sarah Gamblin
Seconded by: Niki Fogg

NEXT MEETING: Wednesday, Sept. 25th 2024