

Undergraduate Council Meeting Minutes  
Feb. 22, 2023 Zoom  
2:30pm-4:00pm

Zoom Meeting Info: <https://twu-edu.zoom.us/j/88648743251>

February Google Documents:

[https://drive.google.com/drive/folders/1CsjlYRGvbkE9p35Ny8gSf5U76-O3ulra?usp=share\\_link](https://drive.google.com/drive/folders/1CsjlYRGvbkE9p35Ny8gSf5U76-O3ulra?usp=share_link)

1. Welcome - Dr. William Benner – Welcome and shared the google drive
  - a. Review and approve the minutes of the last Undergraduate Council Meeting held on 01/25/2023.
    - i. Motion by Matthew Brown
    - ii. Second James Lytle
    - iii. Minutes approved
2. Undergraduate Council Committees and Chairs – Dr. William Benner
  - a. Course Proposal Committee - Dr. Ana Louise Keating
    - i. ENVS 1213 Environmental Science (temporarily cross listed with SCI 1213):  
My committee reviewed and recommends accepting the new core course, ENVS 1213, Introduction to Environmental Science. The course serves 2 purposes: (1) diversifies core offerings in Life & Physical Sciences, giving students interested in environmental issues a course with which to pursue their interests; (2) serves as foundational course for the newly proposed Bachelor of Science in Environmental Science. (Side note: When we reviewed the proposal, it was named ENVS 1113; however, the program changed the number to 1213 and are cross-listing it with SCI 1213. It's the same course. They changed the number to cross-list it due to program fees: To allocate program fees, they should have filled out a form a year ago but did not do so.) Ann Davis is present and representing the School of Sciences; no questions form council. Sarah Gamblin committee with Dr. Keating on this core course proposal and there were a few small things that were changed to align with the core course requirements on the forms.
      1. Approved by UGC
  - b. Program Review Committee - Mr. James Lytle
    - i. No update
  - c. Assessment Committee - Dr. Jennifer Flanagan
    - i. Dr. Benner read the email from Dr. Flanagan: We are finishing the collection of questions and topics to discuss in an open forum and info session with master instructors. I expect to have a complete list by the end of February. We have also spoken about round table sessions and she is interested in joining forces with our Inclusive Excellence workshop that is in development.
  - d. Academic Policy Advisory Committee - Dr. Matt Brown
    - i. Bylaws requires two readings, this is the first reading (see google drive). Dr. Brown, brief overview of changes are mostly terminology, update of office name from the Office of Undergraduate Studies and Academic Partnerships to Office of Curriculum and Strategic Initiatives through-out the document.

Expanded the list of ex-officio representative to council to now include additionally staff from the vice provost office, immediate past chair of the Undergraduate Council, the registrar, and the Office of Teaching and Learning with Technology, so now those are all potential ex-officio members. The next significant change is in Section III, Officers, added parts E and F stating the Vice Chair will serve as the Chair when the Chair is absent in the Council of Chairs, which is obvious but not stated. Section V part E, Committees part, expanded the explanation of how new members of council should be assigned to committees via the committee preference form, this is how we have done this the past few years. Added a short section, Section V, part F, Naming Committee Chairs, we did not have the procedure set before, but we are asking the committees replace departing chairs from their own membership or if no member is willing then the executive committee can designate a chair.

Under Section IV, part G about meeting of councils, the bylaws state the meeting are open, as before covid we were meeting in-person and now we are meeting via zoom. I expect the meetings to continue on zoom and we can just state with-out mentioning a modality that the meetings are open and I think the committee believes that it is not a good idea to specify a delivery mode of preference in the bylaws themselves as to stay flexible on that on any case that it is decided to go back to face-to-face meetings in the future.

Dr. Benner – Thank you Dr. Brown for all your hard work so that we do not have to rely institutional memory, Dr. Falley, thank you for all your guidance during this process.

ii. Update on Manual: This is being developed and will help support the bylaws.

3. TWU Undergraduate Updates – Mrs. Rachele Land and Dr. Jorge Figueroa
  - a. Notification of Name Change: Bachelor of Arts in Music to Bachelors of Music, this change will happen and we are notifying the council
  - b. ChatGPT and AI in Education Panel Series: There has been a lot of questions and discussions on the development of ChatGPT and AI. Dr. Murphy will be sending out a link for registering for Part I on March 9<sup>th</sup> and Part II is March 24<sup>th</sup>. [Twu.edu/tlt](http://twu.edu/tlt)
  - c. Dr. Daniel Ernst was on the radio show KERA Texas Standard, talking about AI and ChatGPT.
  - d. Rachele Land: Brag on TWU as she received praise on how TWU is a great and the people are to work with from the founder of NISTS, Dr. Benita Jacobs.
4. Other Business – Dr. William Benner
  - a. Updates on Initiatives-Workshop on Inclusive Excellence sometime in April. Looking for coordinators to participate. Would like to grow this initiative to more staff and faculty at TWU. We will offer help on syllabi, assessment or other materials. Please email me names of people that would like to join and participate. This could potential provide important feedback on the core courses syllabi, we will not be changing anything on the current syllabi.
5. Meeting Adjourned at 3:08 pm
  - a. Motion to adjourn by Sarah Gamblin  
Seconded by Matt Brown

**NEXT MEETING: Wednesday, March 29th, 2023**