

Undergraduate Council Meeting Minutes
September 28, 2022
2:30 PM-4:00PM

Zoom Link: <https://twu-edu.zoom.us/j/88588494444>

Link to Google Documents:

1. Welcome/Introduction by 2022-2023 Chair, William Benner:
 - a. Themes: Communication, Assessment, Retention, and Equity
 - Communication - Better communication within the Undergraduate Counsel to make leadership transitions operate smoother. Bylaws need to be modified as well as provide additional documentation on what we are doing this year so the next group of leaders have a good understanding of what has been done and what is expected of them.
 - Assessment, Retention and Equity - Undergraduate Counsel is interested in how new programs are designed and how they assess students. We want to develop workshops that take a strategic look at courses that have high enrollment and see when retention starts to become an issue. We need to look closely to how curricula addresses assessment, equity and inclusive excellence.
 2. Greetings and Remarks from Dr. Graves
 - Thank you for the dedication from our members and chairs.
 - Aviation Degree Update
 - Dr. Graves met with our consultant, Clint Grant (Dean of Aviation, Business and Logistics at Tarrant County College.
 - Clint provided the aviation classes and how they are sequenced.
 - Discussed what courses would be best for a student pursuing this degree.
 - Planning on putting this in the College of Arts and Sciences as a School of Aeronautical Sciences.
 - Dr. Feyten is making a presentation to the foundation Friday afternoon with hopes of getting it off the ground.
 - Many steps to go through to get this program approved.
3. Welcome to New Members –William Benner and Brandi Falley
 - Thank you to all the members for serving on these committees.
 - Thank you to all of the chairs for their hard work as well.
 - We will have a vote later this Fall semester on how we want to conduct meetings in the Spring Semester. (Face to face combo with Zoom or strictly Zoom)

4. 2022-2023 Undergraduate Council Meeting Dates (all meetings for fall are being held by Zoom)

Undergraduate Council Meeting Dates	Time	Location
Wednesday, September 28, 2022	2:30pm-4:00pm	Zoom
Wednesday, October 26, 2022	2:30pm-4:00pm	Zoom

Wednesday, November 16, 2022	2:30pm-4:00pm	Zoom
Wednesday, January 25, 2023	2:30pm-4:00pm	TBD
Wednesday, February 22, 2023	2:30pm-4:00pm	TBD
Wednesday, March 29, 2023	2:30pm-4:00pm	TBD
Wednesday, April 26, 2023	2:30pm-4:00pm	TBD

5. Introduction of Undergraduate Council Committees & Committee Chairs–William Benner and Brandi Falley

Course Proposal Committee – Chair Ana Louise Keating- *responsible for reviewing proposals for core courses, and courses applying for designation as (a) global perspectives, (b) multicultural/women's gender studies, and (c) wellness. Sub-committees are used in each of these three areas and the sub-committee members are determined by the Committee. If courses are proposed outside of these three areas, members of the whole committee review and evaluate those proposals.*

Assessment Committee – Chair Jennifer Flanagan- *responsible for evaluating assessment reports related to core curriculum, graduation requirements, and student success initiatives, providing critical feedback to administrative departments and academic component areas, with a goal of impacting overall student learning success. The committee will utilize research and best practices to recommend appropriate modifications in collaboration with the Council of Chairs, Faculty Senate, Academic Council, and other undergraduate council committees.*

Program Review Committee -Chair James Lytle- *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.*

Academic Policy Advisory Committee -Chair Matt Brown- *responsible for reviewing and making recommendations regarding existing and proposed academic policies that impact undergraduate education.*

6. Introductions: Name, Department, Area of Expertise, What Drew You to UGC?

- Aimee Myers - Assistant Professor of Teacher Education, Assistant Director of Academic Assessment
- AnaLouise Keating - Professor of Multicultural Women's and Gender Studies
- Artia Bowden - Assistant Registrar
- Aubri Thurmond - Lecturer in the Social Sciences and Historical Studies Department
- Bitu Payesteh - Associate Professor of Communication Sciences and Oral Health
- Brandi Falley - Associate Professor, Lead for the Division of Math, Associate Director for the School of Sciences
- Catherine Mbango - Associate Professor at the College of Nursing, Houston
- Claire Sahlin - Associate Dean at the College of Arts and Sciences
- Clare-Lieb Brock - Assistant Professor of Social Sciences and Historical Studies
- Danny Milan - Assistant Professor of Piano and Piano Pedagogy in the School of Arts and Sciences
- Deborah Testerman - Assistant Clinical Professor of Communication Science and Oral Health, Dental Hygiene Program
- Diana Elrod - Director for the Center for Student Research, Senior Lecturer in Biology

- Elisa Na - Associate Professor of Neuroscience in the School of Social Work, Psychology and Philosophy
- Ginger Bartush - Librarian Data Assessment and Organizational Management
- Gray Scott - Director of Academic Assessment and Accreditation, University Liaison with our regional accreditor
- Jacquelyn Hoermann-Elliott - Associate Professor of English
- James Lytle - Lecturer in the College of Business
- Jennifer Flanagan - Associate Professor of Management in the College of Business, Director of Assessment for the College of Business
- Jerry Burkett - Assistant Professor of Educational Leadership
- Jorg Waltje - Executive Director for the Center for Faculty Excellence
- Jorge Figueroa - Vice Provost of Curriculum and Strategic Initiatives
- Jordan Fuchs - Professor of Dance, Head of the Dance Division
- Joshua Adams - Vice Provost for Student Success
- Joy Spadachene - Assistant Clinical Professor in the College of Nursing, Dallas
- Kathryn Cantrell - Assistant Professor in the Department of Human Development, Family Studies and Counseling
- Kyle Biggerstaff - Associate Professor in the School of Health Promotion and Kinesiology
- Maria Barua - Associate Professor of International Business in the College of Business
- Matthew Brown - Associate Professor of English in the Department of Language Culture and Gender Studies
- Michele Garcia - Assistant to the Vice Provost of Curriculum and Strategic Initiatives
- Nia Satterly - Nursing Major, Student Representative for the Undergraduate Counsel
- Niki Fogg - Associate Clinical Professor in the College of Nursing
- Nikkole Stewart - Director of University Academic Advising
- Peggy Landrum - Clinical Professor in the College of Nursing, Representative for the Faculty Senate
- Rachelle Land - Director of Transfer and Compliance
- Sarah Gamblin - Professor with the School of Arts and Design - Dance
- Scott Martin - Manager of Curriculum Catalogs and Academic Communications
- Stephanie Krauth - Associate Vice President for Student Engagement
- William Benner - Assistant Professor in the Department of Language, Culture and GS-ERS

7. Break-out Rooms for Committees to make introductions and discuss the first meeting.

8. TWU Undergraduate Updates – Jorge Figueroa, Scott Martin, & Rachelle Land

a. SACS Update by Jorge Figueroa and Rachelle Land

- SACS report has been submitted.
- Rachelle met with the Program Proposal Committee.
- As she receives more proposals she will be sending them to Dr. Lytle and Dr. Keating for their committees to review.

b. Presentation by Scott Martin on the CIM system, Sharepoint, and the catalog.

- Creating one massive workflow for all curricular needs.
- Accessible by all faculty at all times
- Removal of redundant proposals and data entry
- Flexible Timelines

NEXT MEETING: Wednesday, October 26, 2022