University Undergraduate Council

Meeting Minutes

November 8, 2019   Faculty Senate Chamber
1:00 PM

Present:	Voting: Lisa Beasley (LCON), Russell Deaton (ENGR), Joanne Gikas (CPLS), John Haddock and proxy for Susan Elswick and Deb Tollefsen (A&S) Matthew Haught (JOUR), Michael Hutchinson (KWS), Jennifer Nelson (COE), Charles Pierce (FCBE), Martha Robinson (MGMT), Ron Serino (CPLS), Terra Smith (Faculty Senate), Laurie Snyder (CFA), Lawrence Weiss (SHS)
	Non-Voting: Carol Danehower (Academic Affairs), Karen Weddle-West (SAS), Debra Bartelli (SPH), Carl Chando (ACC), Ashley Connolly (A&S), Alletha Davis (Registrar), Darla Keel (Registrar), Keri Kerr (Registrar), Victoria Tardugno (A&S),
Absent:	MaKayla Carr (SGA),Susan Elswick (A&S), Ryan Fisher (CCFA), Kenneth Haggerty (Libraries), Alfred Hall (COE), Sean Holden (OIR), Joseph Jones (A&S), Melinda Jones (Honors), Claudio Meier (ENGR), Deb Tollefsen (A&S.
	Guest: Ryan Crews, Student Academic Success

Call to Order
Meeting called to order at approximately 1:04 pm, by Carol Danehower, when a quorum was achieved.

Minutes
Motion to approve October (2019) minutes postponed until December

Old Business
Bylaws presented for approval (attached as Appendix A)
Motion: Snyder
Second: Haught
Bylaws approved

New Business
Curriculog feedback and suggestions requested for February.

Curriculum Proposals

CPLS: JoAnne Gikas
- **Course Revisions and New Courses**
  - CDFS 4223, CDFS 4240 pre-req changes
  - MRCH 3217, 4217, 4900 close outs
  - MRCH 4501 new course
  - UNIV 2200 new course

Motion: Gikas
Second: Haddock
Abstained: Elswick
Motion passed by roll call vote

- **Program Revisions**
  - Adding course to core of each of 5 concentrations in CDFS (Child Development and Family Studies, Child Life Specialist, Early Care and Learning, Early Intervention Specialist, Preschool & Child Care Administration)
  - BLS Religious Studies concentration: revising course options in Religious Context courses (adding new, removing courses no longer offered)

Motion: Gikas
Second: Weiss
Abstained: Elswick
Motion passed by roll call vote

FCBE: Charles Pierce
- **Program Changes—GPA requirement changes and one course change**
  - *GPA requirement for all major courses in BBA degree*: Currently "No grade below C and a minimum of 2.25 GPA in the major" and changing to "No grade below C and a minimum of 2.0 GPA in the major"

- (This applies to all majors: BBA Accounting, Business Economics-Financial Economics concentration, Business Economics, Business Information and Technology, Finance, Finance – Real Estate concentration, International Business, Management, Management – Human Resources concentration, Marketing Management, Supply Chain Management.

  - *GPA requirement for the 30 hours of coursework in upper division business courses in BBA degree:* Currently "No grade below C and a minimum of 2.25 GPA in the upper division core" and changing to "No grade below C and a minimum of 2.0 GPA in the major".

  - *Lower Division Business* Core (and preferred General Education Math Requirement Change): Adding Math 1710 to courses satisfying Math requirement and as recommended Gen Ed math) –was Math 1830, 1910, and 1421.

Moved: Pierce
Second: Weiss
Abstained: Elswick, Haddock
Motion passed by roll call vote

- **Course Revisions and New Course**

  - ACCT 3000, ACCT 4625 Pre-req changes

  - ECON 3310 and 3320 name changes (added "intermediate" to both titles:

  - FIR 2811 change credit hours (from variable credits to 3 hrs) and adding course to list of major elective options

  - ECON 4315 Applied Macroeconomics new course (cross listed with 6315) and adding to list of major elective options

Moved: Pierce
Second: Gikas
Abstained: Elswick
Motion passed by roll call vote

  - **New Program** ABM in BIT

Motion: Pierce
Second: Deaton
Abstain: Elswick
Motion passed by roll call vote

Herff College of Engineering: Russell Deaton

Herff College of Engineering
- **Course Revisions BIOM—**Prereq changes to BIOM 1701, 1702, 3710, 4150, 4720, 4730

- **Course Revisions CIVL—**Description change CIVL 4180 and 4190; Credit hrs and description change CIVL 4195; credit hr change CIVL 4197

- **Course Revisions EECE—**EECE 3211 credit hr change; EECE 3213 title and prereq; EECE prereq change.

Motion: Deaton
Second: Hutchinson
Motion passed by roll call vote

KWS: Michael Hutchinson

- **New courses in Sport and Leisure Commerce**
  - SLC 4393 Intro to eSports
  - SLC 4410 College Athletics Compliance
  - SLC 4841 Interscholastic Athletic Administration

Motion: Hutchinson
Second: Weiss
Motion passed by roll call vote

School of Health Studies: Lawrence Weiss
- **Courses**
  - Revision (pre-req change) ESMS 3700, HLSC 3505, HLSC 3800
  - Close out NUTR 3502
  - New course NUTR 4010 Management and Food Systems
  - New course HMSE 4007 Professional Development in Health Studies

Motion: Weiss
Second: Haught
Motion passed by roll call vote

- **Program Revisions**

  - Health Sciences concentration

  - Dietetics concentration

  - Health Care Leadership concentration

Motion: Weiss
Second: Deaton
Motion passed by roll call vote
  - BS/MS Health Studies ABM revisions (4)

Motion: Weiss
Second: Haught
Motion passed by roll call vote

Presentation

Ryan Crews, Coordinator of Student Success Resources, discussed progress in the Student Academic Success area.

- Student Success Development Center opened in mid-August, located in Admin Bldg. 219, to train faculty/advisors on Navigate and other tools
- Also developing standards of use, expectation, working towards a set of best practices for systems and resources
- Multiple workshops per week
- Current systems and resources
  - UMDegree,
  - Navigate (caseload management for advisors & early intervention processes)
  - iClicker mobile app attendance solution will pilot Fall 2020, Dr. Rudd and Dr. Jackson are working with SGA regarding roll out
- Integrating data from Navigate, UMDegree and iClicker- to monitor student progress and consolidate functions
- Quality Success teams (Cal-State Fullerton model) – 100 faculty and staff (advisors, college administrators, student success professionals) tackle student success issues that affect different colleges
  Dr. Weddle-West commented that this model is one of the reasons we have gained 10 percentage points in our graduation rates.
- Early intervention process has increased student results from failing to passing grades
- Faculty participation has doubled in the last three years
- Registration outreach to students who stopped out. Record number of readmittance this Fall

- 29% decrease in students needing academic coaching for excellence (academic warning)

<u>Announcements</u>

- Next meeting – December 13, 2019 Fountain View Boardroom

- Deadline for materials to be entered in Curriculog at the UUC level for consideration at the December UUC meeting is November 22.
- There will be a *Course Program of Study* explanation and update from Financial Aid at the February meeting.

Meeting was adjourned at 2:20pm.

Appendix A November 2019 UUC Meeting

Bylaws - University Undergraduate Council

November 2019 Revisions are <mark>highlighted in yellow</mark>

ARTICLE I

NAME

The name of this organization shall be the University Undergraduate Council (hereinafter referred to as the UUC).

ARTICLE II

MISSION

The UUC acts on behalf of faculty in the governance of undergraduate programs and policies. It performs both as a policy-making body, subject to approval by the Provost and President, and as an advisory body to the Provost. The UUC will:

1. Review requirements and recommend action on both the lower and upper division graduation requirements, including general education requirements, and approval of courses for general education.

2. Propose through the ==Vice President for Student Academic Success or their designee==, to the Provost and the President policies and procedures that influence the quality of undergraduate instruction and research programs.

3. Review proposals and recommend action on new or revised undergraduate programs and courses.

4. Advise the ==Vice President for Student Academic Success== on such matters as may be brought to the UUC.

ARTICLE III

Section 1: REPRESENTATION

The University Undergraduate Council shall be composed of ==twenty== voting members. Voting members shall be from each of the colleges and schools as described below, and a Faculty Senate representative. Eight ex officio members shall include the ==Vice President for Student Academic Success and their designee if named==, Director of University Honors ==College==, Registrar, University Libraries representative, Director of the Academic Counseling Center==, a representative from the Academic Advising Network==, and a representative from the Student Government Association.

The number of representatives from each college or school will be the following:

COLLEGE OF ARTS AND SCIENCES 4

FOGELMAN COLLEGE OF BUSINESS AND ECONOMICS 2

COLLEGE OF COMMUNICATION AND FINE ARTS 2

==SCHOOL OF COMMUNICATION SCIENCES AND DISORDERS 1==

COLLEGE EDUCATION 2

HERFF COLLEGE OF ENGINEERING 2

FACULTY SENATE 1

LOEWENBERG COLLEGE OF NURSING 1

COLLEGE OF LIBERAL AND PROFESSIONAL STUDIES 2

KEMMONS WILSON SCHOOL OF HOSPITALITY AND RESORT MANAGEMENT 1

SCHOOL OF HEALTH STUDIES 1

SCHOOL OF PUBLIC HEALTH 1

Section 2: ELECTIONS / APPOINTMENTS

Each college or school shall establish criteria for election or appointment to the UUC that will ensure broad disciplinary representation. If in subsequent years there is a significant change to this distribution, the formula will be adjusted and colleges/school notified.

Prior to the first meeting of the academic year the respective units shall forward the names of the newly elected or appointed members to the Vice President for Student Academic Success or their designee. At the meeting in September, the Vice President for Student Success or their designee shall announce the newly constituted University Undergraduate Council. A two-year term of service begins in September.

Ex officio members shall serve without vote.

ARTICLE IV

OFFICERS

The officer of the University Undergraduate Council shall be the Vice President for Student Academic Success or their designee. The officer shall perform the duties prescribed by these bylaws and the parliamentary authority adopted by the UUC.

ARTICLE V

MEETINGS

Section 1: REGULAR MEETINGS

The regular meetings of the UUC shall be held monthly during the academic semesters from September through May, unless otherwise requested by the Chair or a majority vote of the UUC. If necessary, meetings may be scheduled during summer months by the chair.

Meetings of the UUC shall be chaired by the Vice President for Student Academic Success or their designee.

Section 2: SPECIAL MEETINGS

Special meetings may be called by the chair. The purpose of these meetings shall be stated in the call and, except in cases of emergency, a notice of at least five working days shall be given.

Section 3: ABSENCE OF MEMBERS

If for any reason a member of the UUC cannot attend a meeting, another faculty member from that college or school may be designated as proxy for voting purposes. The chair shall be notified prior to the meeting.

Section 5: QUORUM

Eleven (11) voting members of the UUC shall constitute a quorum.

ARTICLE VI

COMMITTEES

Standing or special committees shall be appointed by the chair as necessary to carry on the work of the UUC.

ARTICLE VII

PARLIAMENTARY AUTHORITY

Section 1: PROCEDURE

The rules contained in the latest edition of Robert's Rules of Order Newly Revised shall govern the University Undergraduate Council to the extent that they are not inconsistent with these bylaws or with any special rules of order the UUC may adopt.

Section 2: OPEN MEETINGS

All meetings of the UUC shall be open to the university community. If confidential issues are on the table, then the Chair has the power to call the UUC to executive session.

ARTICLE VIII

AMENDMENT TO BYLAWS

These bylaws can be amended at any meeting of the UUC by a two-thirds vote, provided that the amendment has been submitted in writing at the previous regular meeting.

Approved by the University Undergraduate Council, December 10, 2004. Revised October 13, 2006; Revised September 12, 2008; Revised October 10, 2014; Revised September 11, 2015. Revised November 10, 2017. Revised November 8, 2019.