Undergraduate Committee Meeting

Minutes
October 11, 2019
9:00am-11:00am

Present UC Members in Edinburg: Ahmed Elnahas, Lucas Espinoza, Jonathan Guist, SJ Kumar, Jaime Mancha, Jeannean Ryman, Judy Voss, Hsuying Ward

Present UC Members in Zoom: Nicolas Pereyra

Absent UC Members: Carlton Nelson

Present Office of Academic and Institutional Excellence (OAIE): Laura Saenz, AVP, Rosa Peña

A. **CALL TO ORDER @ 9:02am**

B. **INTRODUCTION OF NEW MEMBERS**

   a. **New Members:** Ahmed Elnahas (Robert Vacker College of Business – Economics and Finance), Lucas Espinoza (College of Liberal Arts - Criminal Justice), Nicolas Pereyra (College of Science - Astronomy), Judy Voss (School of Nursing)

C. **ELECTION OF OFFICERS**

   a. Chair
      i. Nominations:
         1. Jeannean Ryman (Ward; 2nd Kumar)
         2. Hsuying Ward (Ryman) – nomination declined
      ii. Jeannean Ryman elected unanimously
   b. Vice Chair
      i. Nominations:
         1. Ahmed Elnahas (self-nomination)
      ii. Ahmed Elnahas elected unanimously
   c. Secretary
      i. Carlton Nelson elected unanimously in his absence. If he does not accept the office of secretary, Jonathan Guist will continue in this role

D. **REVIEW OF MINUTES – April 26, 2019 Meeting**

   Approval of Minutes: Motion to Approve: Ryman; 2nd: Guist Approved: Unanimous

E. **INFORMATIONAL ITEMS**
   a. **AY 2019-20 Curriculum Review Process**
      i. Dr. Saenz walked the committee through the process for the coming year and a summary of what has been going on with the Technical Review of all degree plans.
      ii. An undergraduate program template was created in response to a review of all degree plans to create a consistent, streamlined set of degree plans that will provide students with greater clarity and help ensure students are not delayed in graduation due to degree plan issues
      iii. Through the technical review process, extensive feedback and recommendations was given to every college regarding changes that would help in providing this clarity for students. This has resulted in a heavy docket of curricular items for the committee to review and approve. As a

result the UCC calendar for this academic year was structured differently so that each college is assigned a specific review date.

    iv. Dr. Saenz and Rosa Peña are meeting with every department/school chair or director to go over every change to degree plans. If such a committee exists, all changes are being routed through the department/school curriculum committee before coming to Dr. Saenz and Rosa Peña. Furthermore, it was recommended that deans provide a memo verifying that all changes have gone through appropriate department/school level committees for review & approval.

    v. Process:
1. The committee will receive a list of courses for each department/school detailing what changes (delete, revise, etc.) are being proposed along with a summary of degree plan changes
2. The committee will not vote on each individual item but will review and vote on changes as a group by department or program as appropriate.

  b. Smart Catalog
    i. All catalog content will be migrating to a new software system which will replace the pdf forms that the UCC has been using. Everything will be online in a digital format.
    ii. There is also a "Curriculum Dashboard" that is being created so all curriculum changes can be viewed online – no more paper forms. There will be a built-in workflow and any faculty member will have access via SSO to view curriculum changes and track their progress.
    iii. The plan is to develop training materials for this software this year and train colleges with the goal being that all curriculum changes will be routed and processed through this system by next year.

F. **MEETING ADJOURNED @ 10:12AM**