

**The University of Texas at Arlington
Undergraduate Assembly
Minutes**

The Undergraduate Assembly met in regular session on Tuesday, October 9, 2007, at 2:15 p.m. in the UC Rio Grande. Interim Provost Ron Elsenbaumer presided.

Attendance.

Member	Present	Excused	Absent	Alternate
Ron Elsenbaumer				
Michael Moore				
Susan Appleton				
Deborah Behan				
Beverly Boulware				
Bill Carroll				
Jinny Choi				
Andrew Clark				
Phil Cohen				
Richard Cole				
James Epperson				
Richard Ferrier				
Dan Formanowicz				
Donald Gatzke				
Jeanne Gerlach				
James Grover				
Nancy Handy				
Andy Hansz				
D. L. Hawkins				
Santos Hernandez				
Dan Himarios				
Richard Jimmerson				
Andy Kruzic				
David Kung				
Robert Kunovich				
Peter Lehmann				
Carl Lovely				
Gladys Maryol				
Jeffrey McGee				
Robert McMahan				
Jackie Michael				
Sung Seek Moon				
David Navalinsky				
Mobolagi Odewole				
Jaimie Page				
Paul Paulus				
Lynn Peterson				
Karl Petruso				
Martin Pomerantz				
Phil Poppo				
Elizabeth Poster				
Vasant Prabhu				
Steve Quevedo				
Allen Repko				
Lana Rings				
Jamie Rogers				
Gerald Saxon				
Chris Scotese				

Chandra Subramaniam				Martin Taylor
Mike Ward				
Collins Watson				
Joy Wiggins				
Beth Wright				

Approval of Minutes. The minutes of the regular meeting on April 24, 2007, were approved with corrections as discussed. (Minutes posted on the web were corrected.)

Report of the Registration, Calendar and Scheduling Committee. Robert Gunnip presented the following report and proposal for the 2008-2009 and Fall 2009 academic calendars for approval. The calendars were approved.

The following Fall 2008 through Fall 2009 Academic Calendar proposal by the Registration, Calendar and Scheduling Committee is presented for your consideration. The Fall 2009 Academic Calendar proposal is being included this year as an addendum to the 2008-2009 Academic Calendar proposal to facilitate the long-range planning needs of some programs and offices into the Fall 2009 term.

This calendar proposal calls for our Summer and Fall registration periods to open on the first Monday in April (starting in April 2008) and for our Spring registration period to open on the first Monday in October (starting in October 2008). We are proposing these earlier registration start dates to align our registration periods with those at other Texas public universities and colleges. By moving our Fall registration start date back from the first Monday in June to the first Monday in April, we will be able to register the majority of our continuing students in their Fall classes before they return home for summer break. At the same time, we will also be able to identify continuing students who haven't registered by the end of April and contact them to register for their Fall classes before they leave for summer break the second week in May.

This calendar proposal also includes a "tentative" Spring Break 2009 proposal. The committee is asking you to approve March 16-20, 2009 as the "tentative" Spring Break week for UTA in 2009, and that you permit the Office of Admissions, Records and Registration to change this "tentative" break week to the "approved" Spring Break 2009 week if Arlington ISD selects March 16-20, 2009 as its Spring Break week in 2009 when the AISD Board of Trustees convenes next month to adopt the AISD 2008-2009 school year calendar. Please note: should AISD choose a Spring Break 2009 week other than March 16-20, 2009, the committee will meet and bring to the assembly a final Spring Break 2009 proposal.

The remaining entries on this calendar proposal follow the guidelines used in prior years for the number of instruction days and final exam days for each session.

Academic Calendar 2008-2009 Proposal

Fall Term – Regular Session, 2008 (16 meeting weeks: 15 instructional weeks + 1 final exam week)

Registration for Fall Term – Regular Session	April 7 – August 24, 2008
First day of classes	August 25, 2008
Late registration	August 25- September 1, 2008
Labor Day holiday	September 1, 2008
Census date	September 10, 2008
Registration begins for Spring 2009 Term	October 6, 2008
Last day to drop classes	October 31, 2008
Thanksgiving holidays	November 27 –30, 2008
Last day of classes	December 5, 2008
Final exams	December 6, 8-12, 2008
Commencement ceremonies	December 11-15, 2008

Spring Term - Winter Intersession, 2008-2009 (12 meeting days: 11 instructional days + 1 final day)

Registration for Spring Term – Winter Intersession	October 6 – December 14, 2008
First day of classes	December 15, 2008
Late registration	December 15, 2008
Census date	December 16, 2008
Classes continue	December 17-20, 2008
No classes scheduled	December 21, 2008 - January 4, 2009

Classes continue	January 5-9, 2009
Last day to drop classes	January 6, 2009
Final exams	January 12, 2009
Commencement ceremonies	May 14-18, 2009

Spring Term – Regular Session, 2009 (16 meeting weeks: 15 instructional weeks + 1 final exam week)

Registration for Spring Term – Regular session	October 6, 2008 – January 19, 2009
Martin Luther King Jr. Day holiday	January 19, 2009
First day of classes	January 20, 2009
Late registration	January 20-25, 2009
Census date	February 4, 2009

Spring Vacation

March 16-20, 2009 (Tentative)*

Last day to drop classes	April 3, 2009
Registration begins for Summer and Fall 2009 Terms	April 6, 2009
Last day of classes	May 8, 2009
Final exams	May 9, 11-15, 2009
Commencement ceremonies	May 14-18, 2009

*** If Arlington ISD selects this week in their November 2007 Board meeting, this tentative selection will become UTA's approved selection. If Arlington ISD chooses a different week, we will discuss selecting that or another week for our Spring Break at the next scheduled UG Assembly meeting.**

Summer Term – Summer Intersession, 2009 (12 meeting days: 11 instructional days + 1 final day)

Registration for Summer Term – Summer Intersession	April 6 – May 17, 2009
First day of classes	May 18, 2009
Late registration	May 18, 2009
Census date	May 19, 2009
Classes continue	May 20-22, 2009
Memorial Day holiday	May 25, 2009
Classes continue	May 26-29, 2009
Last day to drop classes	May 27, 2009
Classes continue	June 1-2, 2009
Final exams	June 5, 2009
Commencement ceremonies for Summer Term-Sessions	August 14-16, 2009

Summer Term – 1st Five Week Session, 2009 (20 meeting days: 19 instructional days + 1 final day)

Registration for Summer Term -1 st Five Week Session	April 6 - June 2, 2009
Memorial Day holiday	May 25, 2009
First day of classes	June 3, 2009
Late registration	June 3-4, 2009
Census date	June 8, 2009
Last day to drop classes	June 24, 2009
Last day of classes	July 6, 2009
Final exams	July 7, 2009
Commencement ceremonies for Summer Term-Sessions	August 14-16, 2009

Summer Term – 11 Week Session, 2009 (11 meeting weeks: 10 instructional weeks + 1 week comprising 1 instructional day & 2 final exam days)

Registration for Summer Term – Eleven Week Session	April 6 - June 2, 2009
Memorial Day holiday	May 25, 2009
First day of classes	June 3, 2009
Late registration	June 3-4, 2009
Census date	June 8, 2009
Last day to drop classes	July 16, 2009
Last day of classes	August 10, 2009*
Final exams	August 12-13, 2009**
Commencement ceremonies for Summer Term-Sessions	August 14-16, 2009

Summer Term – 2nd Five Week Session, 2009 (20 meeting days: 19 instructional days + 1 final day)

Registration for Summer Term – 2 nd Five Week Session	April 6 - July 7, 2009
First day of classes	July 8, 2009
Late registration	July 8-9, 2009
Census date	July 13, 2009

Last day to drop classes	July 29, 2009
Last day of classes	August 10, 2009*
Final exams	August 11, 2009**
Commencement ceremonies for Summer Term-Sessions	August 14-16, 2009

* **Monday, August 10, 2009 is the last instructional class day for 11 Week & 2nd Five Week Sessions**

** **2nd Five Week Session final exams will be held on Tuesday, August 11, 2009, while 11Week Session final exams will be held on Wednesday-Thursday, August 12-13, 2009.**

Fall 2009 Academic Calendar Proposal

Fall Term – Regular Session, 2009 (16 meeting weeks: 15 instructional weeks + 1 final exam week)

Registration for Fall Term – Regular Session	April 6 – August 23, 2009
First day of classes	August 24, 2009
Late registration	August 24- August 30, 2009
Labor Day holiday	September 7, 2009
Census date	September 9, 2009
Registration begins for Spring 2010 Term	October 5, 2009
Last day to drop classes	October 30, 2009
Thanksgiving holidays	November 26 –29, 2009
Last day of classes	December 4, 2009
Final exams	December 5, 7-11, 2009
Commencement ceremonies	December 10-14, 2009

Report of the Undergraduate Curriculum Committee. Kimberly van Noort gave a demonstration of the new online curriculum change process.

The entire curriculum approval system is now online. Everybody at the university can see every change that has at least received departmental approval. It is easy to access from your research profile or you can do it through the undergraduate curriculum website. The undergraduate curriculum website gives you some information on how we do curriculum approvals. There's a list of all the committee members from the various colleges and schools. There are guides on how to use the system. There are dates for subcommittee meetings. There is a direct link that will take to the curriculum system login page or the profile system login page.

When you login, it will bring to your home faculty profile page. There is a new tab now, a curriculum tab. When you click on the curriculum tab, you can see all these changes that have been approved. Departments may go in and initiate a course catalog change request. Also through this system, you can make a change to the course inventory which means you can add, change or delete a class. Not everybody can go in and initiate it. You must request access.

When something is approved, it is automatically routed. It goes first to the department chair. The department chair receives an email notifying him that there is something that needs to be approved. Then it routes on to the next level, the college or school committee, and then it routes to the university level. After the Undergraduate Assembly approves it, Michael Moore goes in and approves it. It is all automatic.

As soon as we are done with one semester, they will archive and it will automatically be transferred into the course catalog. We are hoping this will minimize errors in the catalog because there will be no reentry of information. The course inventory likewise will feed back into the My Mav system so that information will get there as accurately as possible.

Other Business. Ron Elsenbaumer mentioned that at a future meeting, the Assembly will be discussing lowering degree programs to 120 hours. Many of you have already been working in your programs to meet the Coordinating Board's request of getting of our degree programs down to 120 hours.

Also our Academic Standards Committee will have a report. Michael Moore explained that the Academic Standards Committee was asked to consider a couple of items. The first is exceptions to the grade exclusion policy. The second thing is the alignment between departmental and college/school grade point continuance requirements and how they compare with the university's grade point requirements.

Dr. Elsenbaumer also pointed out that in the spring, there will be reports on core curriculum evaluations mandated by the Texas Higher Education Coordinating Board. Dr. Moore added that last year, the Assembly received reports from Math, Sciences, Communication and English Departments. This year we're adding more units as part of that next sequence. Social Science and Visual Arts reports will be due in the spring. The Curriculum Committee will also be examining the lists of courses that satisfy the fine arts requirement and the social science requirement. Those lists have existed quite a long time and have not been revisited. We've added courses to the curriculum and courses have dropped off so we are going to reexamine the lists.

Adjournment. The meeting adjourned at 2:42 p.m.

Michael K. Moore
Secretary

MKM:jw