|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Present** | **Excused** | **Absent** | **Alternate** |
| Ronald Elsenbaumer  | x |  |  |  |
| Amy Austin  | x |  |  |  |
| Jody Bailey \*\* | x |  |  |  |
| Barbara Becker |  |  | x |  |
| Khosrow Behbehani  |  | x |  | Lynn Peterson  |
| Bradley Bell  |  | x |  |  |
| Yvonne Butler  | x |  |  |  |
| C. Y. Choi  | x |  |  |  |
| Lynn Cope  |  | x |  | Griselle Estrada  |
| Rachel Croson  | x |  |  |  |
| Venkat Devarajan  |  |  | x |  |
| Dana Dunn  | x |   |  |  |
| James Epperson | x |  |  |  |
| Sergio Espinosa  | x |  |  |  |
| Norma Figueroa | x |  |  |  |
| Cecilia Flores  | x |  |  |  |
| Donald Gatzke |  | x |   | Rebecca Boles  |
| Jeanne Gerlach |  | x |  | John Smith  |
| Laura Gough  | x |  |  |  |
| Jennifer Gray  | x |  |  |  |
| Jongyun Heo  | x |  |  |  |
| Loan K. Ho \*\* |  x |  |  |  |
| Holly Hungerford-Kresser | x |  |  |  |
| Dean of the Graduate School \*\*  |  |  | x |  |
| Pamela Jansma |   | x |  | Ashley Purgason  |
| Richard Jimmerson \*\* | x |  |  |  |
| Qing Lin  | x |   |  |  |
| Dee Mackey  | x |  |  |  |
| Varun Mallipaddi | x |  |  |  |
| Albert Marichal |  |  | x |  |
| Gladys Maryol  | x |  |  |  |
| Steve Mattingly \*\* | x |  |  |  |
| Janet Melton  | x |  |  |  |
| Karl Petruso \*\* | x |  |   |  |
| Ericka Robinson  |  | x |  | Marta Meracdo-Sierra  |
| Jaime Rogers |  | x |  |  Brian Huff  |
| Scott Ryan |  |  | x |  |
| Salil Sarkar | x |  |  |  |
| Brent Sasley | x |  |  |  |
| Barbara Shipman  | x |  |  |  |
| Antoinette Sol \*\* | x |  |  |  |
| Chunke Su | x |  |  |  |
| Amy Tigner | x |  |  |  |
| Jingguo Wang  | x |  |  |  |
| Larry Watson | x |  |  |  |
| James Welch |  | x |   |  |
| Jim Williams  | x |  |  |  |
| Judy Wilson  | x |  |  |  |
| Beth Wright | x |  |  |  |
| Gergely Zaruba | x |  |  |  |
| Jie (Jennifer) Zhang  | x |  |  |  |

The University of Texas at Arlington

Undergraduate Assembly

Minutes

**Approval of Minutes.** The minutes of the regular meeting on September 10, 2013, were approved as

published.

**Undergraduate Curriculum Committee Semester Credit Hour Policy Kim Van Noort**

We have a list of proposed core curriculum courses; I will briefly talk to you about the process so you will understand the preparation process. The course work puzzles were entered into the system by the program lead in each individual department. The steering committee looked at all the proposals, reviewed them, and voted to take the proposals to the Undergraduate Assembly for a vote.

The course list went back to the Undergraduate Curriculum Committee; they looked at it closely and approved it. So we are now bringing it to this body, for your final recommendations. This will be part of our proposal that we submit to the Coordinating Board.

We are in the process of meeting with the Director of IRPE, Lorraine Phillips. After meeting with the IRPE Director, we plan on submitting one large proposal to the Coordinating Board. They will respond to us no later than March 1st, 2014. The Provost asks that we move today to approve the list of the performance core courses presented.

Is there a motion to approve, motion has been seconded, all in favor, motion has been approved.

**Semester Credit Hour Policy Kim Van Noort**

This policy defines the academic credit hour at The University of Texas at Arlington in accordance with

federal regulations and policies of the Southern Association of Colleges and Schools Commission on colleges. The question was asked if the Deans have been made aware of the “Summary of Semester Credit Hour Guidelines”. Kim Van Noort responded that they have had many discussions with the Deans regarding these guidelines. The Provost, after lengthy discussion with the Undergraduate Assembly members, has asked if the assembly is comfortable with moving forward with a vote. Amendments were discussed and will be put forth, and attached to the minutes. The motion to move forward with a vote was seconded; the Provost asked for all those in favor, and the motion passed. The amendments voted upon are as follows:

SEMESTER CREDIT HOUR GUIDELINES v9-2013-09-13.docx

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**Overview**

**The University of Texas at Arlington Academic Credit Hour Policy and Guidelines**

This policy defines the academic credit hour at the University of Texas at Arlington (UT Arlington) in accordance with federal regulations1 and policies of the Southern Association of Colleges and Schools Commission on Colleges (SACS-COC).2

**Background**

According to the SACS-COC, “academic credit has provided the basis for measuring the amount of engaged learning time expected of a typical student enrolled not only in traditional classroom settings but also laboratories, studies, internships and other experiential learning, and distance and correspondence education.”3

**Considerations in Determining Credit Hours**

At UT Arlington, courses are measured in terms of credit hours. In determining the number of credit hours associated with a course, members of the academic community consider a number of factors, including:

* the amount of time students are expected to commit to the course on a weekly basis;
* the nature of the student-teacher interaction (including, but not limited to, the amount of time spent in class);
* the amount of outside preparatory work expected for the class; and
* other considerations relevant to the educational context.

**Credit Guidelines**

Credit equivalencies established by UT Arlington closely follow federal guidelines in that one credit hour “reasonably approximates not less than one hour of classroom or direct faculty instruction [plus] a minimum of two [to three] hours [of] out-of-class student work each week for approximately fifteen weeks for one semester hour of credit, … or the equivalent amount of work over a different amount of time, or at least an equivalent amount of work for other academic activities including laboratory work, internships, practica, studio work, and other academic work leading to award of credit hours.”4

Semester credit hours for each course are calculated according to ratios established with regard to class type and duration:

* LECTURE, SEMINAR: One credit hour is associated with a class meeting for 1 hour (50 minutes) per week for an entire semester (or the equivalent 750 semester minutes, excluding final exams).
* LABORATORY: Credit hour assignment will vary depending upon the type of laboratory experience (stand-alone vs. course-associated; experimental vs. creative / studio), the amount and type of activity associated with the lab, the nature of faculty supervision, and other factors, within the parameters indicated in Table 1.

1 Code of Federal Regulations, Title 34: Education, Part 600 – Institutional Eligibility under the Higher Education Act of 1965, as amended, Subpart A – General. ([http://www.ecfr.gov/cgi-bin/text-idx?c=ecfr&sid=620da4e83d9a415aece3d307f4b24204&rgn=div8&view=text&node=34:3.1.3.1.1.1.23.2&idno=34)](http://www.ecfr.gov/cgi-bin/text-idx?c=ecfr&amp;sid=620da4e83d9a415aece3d307f4b24204&amp;rgn=div8&amp;view=text&amp;node=34%3A3.1.3.1.1.1.23.2&amp;idno=34))

2 “Credit Hours Policy Statement”, Southern Association of Colleges and Schools, Commission on Colleges, last edited January 2012.

[http://www.sacscoc.org/pdf/081705/Credit%20Hours.pdf.](http://www.sacscoc.org/pdf/081705/Credit%20Hours.pdf)

3 “Credit Hours Policy Statement,” SACS-COC.

4 “Credit Hours Policy Statement,” SACS-CO

SEMESTER CREDIT HOUR GUIDELINES v9-2013-09-13.docx

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* CUSTOMIZED COURSES, INCLUDING PRACTICUM, INDEPENDENT STUDY, PRIVATE LESSON, THESIS, DISSERTATION, INDIVIDUALIZED, CLINICAL: Credit hour assignment will vary depending upon the amount and type of activity associated with the course, the nature of faculty supervision, and other factors, within the parameters indicated in Table 1.

For online, hybrid, alternate format, and other nontraditional modes of delivery, the number of credit hours assigned will be equivalent to those awarded for a corresponding course delivered in a traditional course setting, based on the expectation that students will achieve comparable student learning outcomes, regardless of delivery format.

**Procedure for Exceptions**

Certain situations may warrant variance from the above guidelines. If such a situation should arise, a request should be sent through the appropriate curricular channel requesting the variance. This will permit the university to document any variances and will assist in determining any needed revisions to the guidelines.

**Table 1: Summary of Semester Credit Hour Guidelines**

“U” = “undergraduate; “G” = “graduate”

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Instructional Type (a.k.a. “Component”)** | **Average Expected Student Commitment of Effort per Week** | **Semester Credit Hours (SCH)** |  |
| **Organized Courses** | Lecture-A(no associated lab) | 1 lecture hour + *minimum* of 2 out-of- class hours\* (per federal guidelines) | 1 SCH |  |
| Lecture-B(w/associated lab of 0 SCH) | 1 lecture hour + minimum of 3 out of class hours, including lab hours (1-6) | 1.33 SCH (rounded to nearest whole number) |  |
| Laboratory(“stand-alone” course; no associated lecture) | A: 2-4 laboratory hours | 1 SCH |  |
| B: 3-6 laboratory hours C: 5-8 laboratory hours D: 7-10 laboratory hours E: 9-12 laboratory hours | 1. SCH
2. SCH
3. SCH
4. SCH
 |
| F: 11+ laboratory hours | 6 SCH |
| Seminar | 1 class hour + minimum of 2 out-of- class hours\* | 1 SCH |  |
| **Customized Courses\*\*** | Practicum | A: 1-4 hours | 1 SCH |  |
| Independent Study |
| B: 3-6 hours | 2 SCH |
| Private Lesson |
| C: 5-8 hours | 3 SCH |
| D: 7-10 hours | 4 SCH |
| Thesis |
| E: 9-12 hours | 5 SCH |
| F: 11-14 hours | 6 SCH |
| Dissertation |
| G: 13-16 hours | 7 SCH |
| Individualized | H: 15-18 hours | 8 SCH |
|
| I: 17-20 hours | 9 SCH |
| Clinical |

\*The expected two out-of-class hours is a minimum value; many faculty expect that students to dedicate three or four such hours of work.

\*\*For customized courses, the estimated average number of hours of effort to be committed by student should include both time spent in contact with a faculty member and time spent by the student directly engaged in the practice, rehearsal, research, and/or preparation of materials as they directly relate to the course’s learning outcomes. The actual number of student credit hours awarded may vary within the parameters provided above.

SEMESTER CREDIT HOUR GUIDELINES v9-2013-09-13.docx

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Examples:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Class | Contact Hours | Component Type | SCH to be awarded | Notes |
| HIST 1311 | 3 | Lecture-A | 3 |  |
| SPAN 1441 | 3 (+Lab) | Lecture-B | 4 | Associated lab (online) |
| CHEM 1441 | 3 (+Lab) | Lecture-B | 4 | Associated lab |
| ENGL 4391 | 6 | Independent Study | 3 | 5-8 contact hours= 3 SCH |
| THEA 4395 | 6 | Practicum | 3 | 5-8 contact hours= 3 SCH |
| THEA 4695 | 12 | Practicum | 6 | 11-14 contact hours = 6 SCH |
| ART 3340 | 6 | Lab | 3 | Lab – stand alone |
|  |  |  |  |  |
|  |  |  |  |  |

**Academic Standards Committee** **Dolores Aguilar**

The Academic Standards Chair walked us through the proposal as submitted. There was discussion on the current policy that if students pass these courses, there is no consequences to their GPA (these are pass/fail courses); it is not factored in. If, however, a student fails a preparation course, the “F” is factored into the GPA.

The amended proposal is as follows:

Academic Standards Committee Report

October 22, 2013

**Proposal: (College of Liberal Arts) Preparation Course GPA**

Item: UTA offers preparation courses for students who are not prepared to pass College Algebra (Math 1301, 1302, 1315) or Freshman English (ENGL 1301.) These classes are MATH 0301, 0302 and ENGL 0100 and 0300.

Current Policy: If students pass these courses, there is no consequences to their GPA (these are pass/fail courses); it is not factored in. If, however, a student fails a preparation course, the “F” is factored into the GPA.

Proposal: Preparation course grades shall not be factored into students’ GPA.

Rationale: Hours earned in these courses cannot be used toward graduation. Because these courses cannot count towards graduation they should have no impact on a student’s GPA whether the student passes or does not pass them.

The Provost asked if we have a motion to approve as amended, seconded, all in favor, amended as approved.

The next order of business: College of Nursing HESI A2 admissions standards current policy.

**Proposal: College of Nursing HESI A2 admission standards**

Current Policy: For consideration of admission to the upper-division nursing program, an applicant must have completed by the BSN application deadline:

* The designated sections of the HESI A2 test (**Grammar**, **Math**, **Reading Comprehension**, and **Vocabulary**) with a minimum composite score of 300 and a minimum math score of 65; **Learning Styles** and **Personality** are also required; however, the results are not part of the application criteria.

Updated policy: For consideration of admission to the upper-division nursing program, an applicant must have completed by the BSN application deadline:

* The designated sections of the HESI A2 test with the following minimum scores:
	+ **Grammar: 75%**
	+ **Math: 75% however,** students scoringbetween 75-79% on the math portion of the HESI A2 will be required to complete a math remediation program.
	+ **Reading Comprehension: 75%**
	+ **Vocabulary: 75%**
* **Learning Styles** and **Personality** are also required; however, the results are not part of the application criteria.

Rationale: HESI research findings and recommendations for predicting academic nursing success.

A question was raised on what change was made from the old proposal to the new proposal in the math area. There was a significant change made in math. In the old proposal, as long as students met the 300 minimum, and had a math score of 65%, they were fine. In the new proposal for math, they need to meet 75%, and with 75-79%, they would be required to complete a remediation program.

The amendment will make an asterisk by the 75% to show this as a change from 65% to 75%.

The Provost asked for any other discussion, a motion was made to approve, it was seconded, and the motion amendment has been approved.

Next order of business: to review the Honors College revision. The revision is as follows:

**Proposal: (Honors College) Revision of Honors Policy**

The Honors College Executive Committee voted unanimously on March 27, 2013 to institute the following policy revisions:

1. That students must complete at least 12 of their 24 Honors credits in the discipline of their major; and
2. That students who wish to earn an Honors degree in two disciplines (dual or double majors) must complete 30 hours of Honors credits. Of these hours, 12 hours must be completed in their primary major and another 12 hours must be completed in their secondary major.

Rationale: Most UT Arlington degree plans are approximately 120 hours. In this case, the Honors College requires 24 hours of Honors credits for an Honors degree—i.e., 20% of their total. (This is in line with best practices in honors education as stipulated by the National Collegiate Honors Council’s “Basic Characteristics of a Fully Developed Honors College.”)

 For students who choose dual or double majors, the degree plans increase to approximately 150 hours. In this case, the Honors College requires 30 hours of Honors credits, which is twenty percent of 150 hours.

Statements for the Honors College Student Handbook and Website

**Requirement of Number of Honors Credits in a Student’s Major**

Honors students earn an Honors degree that explicitly designates the major discipline (e.g., Honors Bachelor of Science in Biology). While the College encourages students to obtain some Honors hours outside the major, it is reasonable to require students to complete at least half of the minimum 24 hours of Honors credit within their major discipline.

**Requirements for the Honors Degree**

Besides successfully completing the University core and disciplinary degree requirements, students who wish to complete an Honors degree must satisfy the following additional requirements:

* Maintenance of and graduation with a minimum cumulative 3.2 GPA
* Completion of 24 hours of Honors credit. Of these hours, at least 12 must be in the student’s major.
* Meeting the initial, junior and senior Honors College advising appointments.
* Completion of a Senior Project. There are four options for the Honors College Senior Project: thesis/creative project, internship, service learning project, and study abroad for at least one long semester, but the options available in any given degree program are set by the student’s major department.
* Presentation of the student’s Honors Senior Project research at the Fall or Spring Honors Undergraduate Research and Creative Activity Symposium (HURCA).

**Requirements for an Honors Degree in Two Disciplines (dual and double majors)**

Besides successfully completing the University core and disciplinary degree requirements, students who wish to complete an Honors degree in two major disciplines (double or dual majors) must satisfy the following additional requirements:

* Maintenance of and graduation with a minimum cumulative 3.2 GPA
* Completion of 30 hours of Honors credit; of these, at least 12 hours must be in the student’s primary major and another 12 hours in the secondary major.
* Meeting the initial, junior and senior Honors College advising appointments.
* Completion of a Senior Project in each major. There are four options for the Honors College Senior Project: thesis/creative project, internship, service learning project, and study abroad for at least one long semester, but the options available in any given degree program are set by the student’s major department.
* A separate presentation for each of the Honors Senior Projects at the Fall or Spring Honors Undergraduate Research and Creative Activity Symposium (HURCA).

The Provost asked for discussion, a motion was made to approve, it was seconded, and the amendment is approved.

**Other Items for discussion Ron Elsenbaumer**

* The next meeting on February 25th will not be in Rio A, but a new location has been chosen from this point forward (Concho/Red River). The time will remain the same, with a 2:15 start time.
* This is something you may have already heard from your Deans or Chairs. The President is requesting that all tenure faculty stream attend commencement ceremonies for your College or School. He is requesting you be in full regalia. This request is for both the Fall and Spring ceremonies.

**If we have no other items for discussion, I ask for a motion to adjourn, seconded, we are adjourned.**

Adjourned at 3:05 p.m.

Minutes for Undergraduate Assembly for October 22, 2014.

**RLE,dr**