MINUTES

OCTOBER 12, 2021

UNDERGRADUATE ASSEMBLY

The Undergraduate Assembly met in regular session on Tuesday, October 12, 2021 at 2:15 p.m. via Microsoft TEAMS.  Minutes for the meeting follow.

**Attendance**

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| Young-Tae Kim | Allison Tomlinson | Cynthia LaBorde |
| Peggy Semingson | Timothy Henry | Bonnie Sue Boardman (proxy for Peter Crouch) |
| Sophia Passy | Tom Ingram | Ceil Flores |
| Seyedali Abolmaali | Lynn Peterson | Saibun Tjuatja |
| Jacqueline Fay | Nancy Michael | Nathan Brown |
| Brenda Harris | Robin Jocius | Thomason Clayton |
| Shanna Banda | Douglas Klahr | Pamela Johnson |
| He Dong | David Rosser | Amber Smallwood |
| Paul Conrad | Darlene Hunter | Kimberly Tate |
| Kathryn Hageman | Leslie Jennings | Michael Holmes |
| Laura Mydlarz | Dan Cavanagh | Grace Qing Hao |
| Nilakshi Veerabathina | Pranesh Aswath | Miguel Amaya |
| Catherine LaBrenz | Jianling Li | Aaron Smallwood |
| Edith Reed | Rebecca Lewis | Joshua Nason |
| Rebecca Den | Kay Yut Chen | Priscila Tamplain |
| Sergio Espinosa | Srinivas Prabakar | Caitlyn Burge |
| Jeanean Boyd | Joo Hi Lee |  |

**Welcome Remarks** **Pranesh Aswath, Interim Provost &**

**Undergraduate Assembly Chair**

Dr. Aswath called the meeting to order at 2:16 pm and began by thanking the assembly for their work for a successful opening for the Academic Year.

1. Modality for the past year and attendance to meetings. Would like to continue meeting through teams but included in person reception.
2. Pranesh made requests with running the meeting.
   1. To put all motions in the chat
   2. Record the meeting.
   3. Allow members to have the full minute without interruption.

**Approval of March 23rd Minutes (attached)**  **Pranesh Aswath**

1. Pranesh reviewed/ explained where the meeting documents are stored for access by the assembly. Pranesh then allowed the assembly time to review the minutes.
   1. Motion to accept the minutes by Paul Conrad and seconded by Aaron Smallwood. The minutes were unanimously approved.
      1. In Favor: ALL
      2. Opposed: 0
      3. Abstain: 0
   2. Pranesh allowed the student representatives to introduce themselves.
      1. Thomason Clayton, Student Body Vice President, a junior, representing student body in the absence of the SGA President. He is interested in learning what this meeting entails. The president was not able to attend.

**Election of New Secretary** **Pranesh Aswath**

1. Pranesh gave a brief overview of the duties of the Secretary. Amy Tigner was outgoing secretary. The secretary will keep a record of the minutes of the meeting, with assistance from individuals in the Provost’s Office. Need to have someone to certify the minutes are accurate.
   1. Nominations- Peggy Semingson volunteered to serve as secretary unopposed.
      1. In Favor: ALL
      2. Opposed: 0
      3. Abstain: 0
   2. Peggy asked what mode she should take notes. Pranesh left it up to her.

**Submissions from the UCC\*** **Tom Ingram, UCC Chair**

1. Pranesh introduced Tom Ingram as the new Chair of the UCC. Tom thanked him for his introduction. Tom was in the middle of introducing himself, but his microphone went out. ☹
2. Pranesh moved on with the meeting. Amber Smallwood is providing e-learning updates in today’s meeting.
3. Core curriculum item-A short presentation by Sergio Espinosa was provided. Sergio shared the deadlines below. Later today he will contact Tom Ingram to make him aware of the situation. <https://www.uta.edu/administration/provost/faculty/committees-and-governance/core-curriculum-committee/timeline>
   1. Sergio Espinosa added an item to the agenda. Pranesh thanked Sergio for bringing the item before the assembly and the item needs attention before the end of the semester. If any colleges have changes to the core curriculum, sooner is better than later, according to Pranesh. Sergio is chair of the Core Curriculum Committee. He announced that the timeline for submissions is open. Pranesh formally made this an agenda item. Serigo will be making a short presentation.
   2. This was what Sergio shared in the chat window indicating the timeline is open. This timeline contains the link. Pranesh noted this is a good timeline.

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| --- | --- |
| October 4 | Call for Core Course Proposals |
| November 12 | Deadline to submit Proposals. [Submit a Core Proposal](https://www.uta.edu/administration/provost/faculty/committees-and-governance/core-curriculum-committee/submit-a-proposal) |
| December 10 | Preliminary decisions made by Core Curriculum Committee. Proposals with minor issues may be invited to resubmit. |
| January 14 | Proposal resubmissions due |
| January 25 | Recommendations made to the Undergraduate Assembly |

1. Tom’s microphone was reconnected at 2:36 pm, and he reviewed the curriculum changes room the UCC. They met on September 21 for the first meeting. They dealt with two proposals.
   1. BA in Modern Languages
   2. Electrical Engineering Fast Track shared with Graduate Assembly
   3. Reviewed several Spring 2020 priority courses. (Thirteen new courses, 24 modifications, and one deletion.)
2. With Pranesh’s guidance, Tom recommended all of the items for approval by the assembly. There were no questions or comments. Tom said the UCC does recommend all the items previously listed. Pranesh asked if there were any concerns and if no concerns to ask for a motion to accept all of the recommendatios from the UCC.
   1. Motion to accept all the items from the UCC was made by Brenda Harris and seconded by Saibun Tjuatja. The motioned passed unanimously.
      1. In Favor: ALL
      2. Opposed: 0
      3. Abstain:0
   2. Pranesh requested again that all curriculum edits that need to be made be discussed and made prior to the beginning of the year. He requested recommendations be sent to the UCC in a timely basis.

**eLearning Updates** **Amber Smallwood, Asst. Vice**

**Provost Academic Planning & Policy**

1. Amber Smallwood shared a PowerPoint Presentation and introduced herself. She works in the Provost’s Office in Academic Planning and Policy. She joined UTA in Summer 2020. She presented an update on eLearning. Dr. Martinez Cosio is working with Pranesh. Amber Smallwood shared the eLearning Transformational Model, with an update on eLearning to the group. The project started late 2020 and in earnest in 2021. Martinez-Cosio worked with Jeff Neyland, Pranesh Aswath, and Teik and others to transform UTA into a dynamic and digitally enhanced university with the ability to bring high quality academic programs with a clear and streamlined process, especially those that don’t require external approvals.
2. In late 2020, Maria Martinez-Cosio worked with associate deans to identify set of certificates—upskilling and reskilling. The process needed to be more transparent and streamlined. It went from inception to creation in 3-6 months with nimbleness and faculty oversight. Identifying areas that are critical to success (ecosystem). The ecosystem is a framework for this project for digitally enhanced programs. There are six certificate programs in the pilot. The ecosystem was adapted from the Online Learning Consortium. Classroom support was one that was added to the ecosystem. Faculty needed support in the transition at beginning of Fall, 2021. Another aspect is looking at processes throughout the project, points of confusion, gaps, to address or make future recommendations. The six certificate programs now are like a canary in the coal mine. CDE and CRTLE are offering wrap-around support for faculty in these six certificate programs. They are doing an inventory of training faculty are receiving now for faculty who are moving into this space in the future. CDE and CRTLE have recently sent out a survey on technology. She encourages everyone to complete this survey (9 questions, about ten minutes). Faculty will have a menu of options for where they want to take their online teaching moving forward. Amber has been reaching out to deans for priorities and conversation. They are also focusing on reaching the learner-more onboarding processes for students in fully online programs and marketing campaigns will take place.
3. Pranesh opened to questions. Questions from the chat and audio
   1. Comment about Professional Learning Communities as an asset.
   2. Question: Do we know when the new program process will go to CourseLeaf? Answer: Effective Fall 2022, it will be available on CourseLeaf and will start onboarding new proposals.
   3. Question: Will this PowerPoint be available in Teams? Answer: Will be available in the Teams channel
   4. Question: These are fully online certificates? Answer: Yes, fully online certificates. Old requirements are not valid for this program.
   5. Question: Are students required to be in a regular undergrad program for existing students? Answer: They are now incorporating processes if you develop a new high-quality cert, if you develop a high-quality certificate, can build in processes for them to take a stand-alone certificate as long as they meet the pre-requisite requirements for the certificate. Example: Can get an undergraduate certificate if they have a degree in a different discipline. Incorporating process now that you can receive a certificate without being a fully enrolled student.
   6. Question: Is admission completely separate from admission to the university and what would be the admission requirements? Answer: Amber responded that admissions requirements, they worked with colleges and admissions office to be the same as the admissions requirements to be admitted as an undergraduate student at UTA. But the admissions decision is made by the college, similar to the graduate programs, unless the college allows the admissions team to review and make that decision. Admissions criteria are set by the college and are set for at least criteria for admission to the university. Question: Can a student change? Answer: Not an admission to the university as a whole as an undergraduate student. If they want to change, they will have to go through the normal process of getting admission to the other program.
   7. Question: Will the student be admitted for 3-6 months? Pranesh: Typical certificate is between 9-15 hours and depends on the student. It’s based on term.

Undergraduate Assembly Reception University Club, November 17th, 4:30– 6:30 pm

1. Pranesh thanked everyone for coming to the meeting and announced the in-person meeting on November 17th.

**Adjournment**

Motion to adjourn was made by Peggy Semingson, Catherine LaBrenz seconded. **Motion carried.**

Meeting was adjourned at 2:54 pm.

*\*Details regarding agenda items have been posted online for Assembly members to review.*

*Respectfully submitted,*

*Peggy Semingson, College of Liberal Arts.*