

Minutes of the Undergraduate Assembly, October 4, 2016  
The University of Texas at Arlington

The Undergraduate Assembly met in regular session on Tuesday, October 4, 2016 at 2:15 p.m. in the UC Bluebonnet North. Vice Provost, Pranesh Aswath presided.

	<b>Present</b>	<b>Excused</b>	<b>Absent</b>	<b>Alternate</b>
Abu Yilla	x			
Amy Tigner		x		Kevin Porter
Andrew Kruzic	x			
Angela Dougall	x			
Anne Bavier		x		David Keller
Anne Healy	x			
Barbara Shipman	x			
Bonnie Boardman	x			
Bruce Bower	x			
Bradley Pierce			x	
Brent Sasley			x	
Carla Amaro-Jimenez	x			
Chandra Subramanian	x			
Daniel Cavanagh**		x		David Coursey
Danish Dawood**	x			
Diane Lange**	x			
Elisabeth Cawthon	x			
Enid Arvidson	x			
Ericka Robinson			x	
Gergely Zaruba			x	
Holly Hungerford- Kresser	x			
Jeanean Boyd	x			
Jeanne Gerlach**			x	
Jie (Jennifer) Zhang			x	
Jingguo Wang	x			
Joo Hi Lee	x			
Joshua Nason	x			
Joslyn Krismer**	x			
Kevin Gustafson	x			
Laura Mydlarz	x			
Laura Baker	x			
Lynn Cope			x	
Lynn Peterson	x			
Madan Mehta				
Mary Jo Lyons**	x			
Morteza Khaledi		x		Minerva Cordero
Nan Ellin				
Nancy Michael	x			
Pam White	x			
Paul Wong		x		Elisabeth Cawthon
Peter Crouch	x			
Pranesh Aswath	x			
Qing Hao	x			
Rachel Croson			x	
Ram Venkataraman	x			
Raymond Joe Jackson**			x	
Regina Praetorius	x			
Richard Jimmerson **	x			
Rod Hissong**	x			
Scott Ryan			x	
Seiji Ikeda	x			
Sergio Espinosa	x			
Teresa Doughty	x			
Venkat Devarajan	x			

**Meeting called to order** at 2:25 p.m.

### **Approval of Minutes**

The minutes of the regular meeting on April 5, 2016 were approved as published.

### **Welcome remarks**

Dr. Aswath recommended that members of the Assembly review the bylaws and HOP statements provided. He introduced the chairs of the standing committees that report to the UA.

### **Standing Committee Reports**

Academic Standards Committee (Andy Kruzic, Chair): The ASC brought forth recommended changes in the language in the bylaws of the Undergraduate Assembly regarding the nature of the ASC. Last session, the UA approved a change to the bylaws to clarify regarding the process by which issues are given to the ASC for consideration.

The current bylaws read: The committee recommends to the Undergraduate Assembly policies concerning admissions; academic progress, deficiency or probation; and graduation requirements.

The approved new language for the addition to the existing bylaws is: Undergraduate academic issues concerning admissions; academic progress, deficiency or probation; and graduation requirements may be referred to the ASC by the University Committee on Undergraduate Curricula, the Undergraduate Assembly, or the Provost. The ASC may also consider and make recommendations on policies concerning these same issues without referral. (Joslyn Krismer will update the bylaws online.)

Education Professions Council (formerly Teachers Education Council)( Teresa Doughty, Chair): Several changes have been made to the committee including the name change and committee scope. EPC will consider all education professions programs at the undergraduate and graduate levels. EPC will report to UA regarding undergraduate programs.

University Committee on Undergraduate Curricula (Diane Lange, Chair): Dr. Lange is the new chair of UCC. She is currently working with the UCC to draft a clear, streamlined policy manual. UCC regularly reports undergraduate course and curriculum changes to the UA.

Registration, Calendar, and Scheduling Committee (Richard Jimmerson, Chair): Currently putting together the academic calendar for 2018-19. Richard plans to present the upcoming calendar to the UA at the next meeting. It was suggested that a representative from the holiday calendar committee be invited to the next meeting.

### **THECB Overview – Dr. Loraine Phillips**

Changes to existing degree programs that require changes to SCHs, changes to CIP code, program closures, and new programs require system approval. Handout attached.

UTA is working on a substantive change policy related to dual awards, joint degrees, establishment of a new location apart from the main campus, and closing a program. Offering a class at a new location apart from the main campus must include a notification that the class is offered within a 50 mile radius. Let Dr. Phillips know of any new courses offered off campus. For a new program or new location, please speak

with Loraine early in the process. Also seek Dr. Phillips' guidance if 25% of a program changes to include new or different courses. Service learning opportunities do not generally qualify as an off-site course.

### **Curriculum Process Overview – Joslyn Krismer**

An overview of the catalog change and course change process in CourseLeaf was presented. A handout is attached.

### **New Business**

The process for changes in the core and the formation of a core curriculum review committee were discussed. Dr. Aswath asked for nominations from Deans for representation on the committee, especially from Science and Liberal Arts. Core committee members do not need to be current UA members.

David Keller (Kinesiology) notified the committee that his department will be submitting a new program proposal to convert the current public health track into a degree. The program will be proposed at the next UCC meeting. Dr. Phillips recommended that the approval be in the mail for system approval by January 1.

### **Meeting adjourned**

## Catalog (CAT) and Curriculum Inventory Management (CIM) Overview

Joslyn Krismer, Director of Academic Operations, UT Arlington

### Overview of Courseleaf

- Background
- Curriculum Inventory Management (CIM): changes/additions/deletion of courses only
- Catalog (CAT): changes/additions to text of catalog. Admission and program requirements. Course changes cannot be made in CAT.

### CIM (Courses only)

- Workflow
  - UGRD: Any faculty/staff>Records Office Department Chair>College Curr Cmte Chair>UCC Chair>Undergraduate Assembly>Records Office
  - GRAD: Any faculty/staff>Records Office>Department Chair>Associate Dean>Records Office
- Demo of CIM

### CAT (Catalog text)

- Overview of workflow
  - UGRD: Department chair/designee (page owners)>College Curr Cmte Chair>UCC Chair>Undergraduate Assembly
  - GRAD: Department chair/designee (page owners)>Associate Dean>Graduate Studies Associate Dean
- Demo of system

### Contact info/support

- CIM: Martha Salinger, [salinger@uta.edu](mailto:salinger@uta.edu)
- CAT: Richard Jimmerson, [Jimmerson@uta.edu](mailto:Jimmerson@uta.edu)

## UT System and the Texas Higher Education Coordinating Board (THECB)

### ***New Degree Programs – UT System***

<http://www.utsystem.edu/offices/academic-affairs/new-degree-programs>

For requests requiring Board of Regents approval, applications must be submitted to the UT System Office of Academic Affairs at least three and a half months before the Board of Regents meeting. This includes proposals for new doctoral programs. UT System OAA staff will make every effort to review the request in time for the next Board meeting.

<b>Board of Regents Meeting</b>	<b>Proposals Due No Later Than</b>
November	August 1
February	November 1
May	February 1
August	May 1

### ***Changes to Degree Programs – UT System***

<http://www.utsystem.edu/offices/academic-affairs/changes-degree-programs>

Approval by the UT System Office of Academic Affairs is required for changes to an existing degree program that trigger THECB approval or notification.

The following types of changes to an existing degree program should be submitted to the UT System Office of Academic Affairs.

- Changes to an existing degree program that result in a change in the semester credit hours required to complete the degree
- Changes to an existing degree program that result in a name change of the program, change in the CIP code classification of the program, or other similar outcome

Program Closure –UT System, THECB, and SACSCOC

- No longer admitting students – that date is part of a required teach-out plan that must be submitted and approved prior to closure



**MEMORANDUM**

**TO:** Deans, Associate Deans, and Academic Leaders

**FROM:** Loraine Phillips, Ph.D., Assistant Vice Provost and SACSCOC Accreditation Liaison

**SUBJECT:** Substantive Changes - Required SACSCOC Approvals and Notifications

**DATE:** September 29, 2016

Handwritten initials 'LP' in blue ink, positioned to the right of the 'FROM' line.

Please take a moment to familiarize yourself with UTA's Substantive Change Compliance Policy (approved on March 14, 2016) at <https://www.uta.edu/policy/hop/5-204>, which requires that employees seeking to implement substantive changes ensure timely notification to the SACSCOC Liaison well in advance of implementation. A few commonly occurring substantive changes are listed below. For a comprehensive list, please refer to the University's policy at <https://www.uta.edu/policy/hop/5-204>.

- Entering into a collaborative academic arrangement that includes the initiation of a **dual or joint academic program** with another institution;
- The **establishment of an additional location** geographically apart from the main campus;
- **Closing a program or off-campus site** (Note: SACSCOC approval is required prior to implementation. Program should continue to accept students until closure is approved. Similarly, a program must prepare a teach-out plan to ensure students currently enrolled are able to complete the degree.); and
- The **addition of courses or programs** that represent a significant departure, either in content or method of delivery (such as being offered at an off-campus site), from those that were offered when the institution was last evaluated.

Please keep in mind that proper documentation for all substantive changes requiring SACSCOC approval must be received by the Commission on Colleges no later than January 1 for implementation between July 1 - December 31 or by July 1 for implementation between January 1 - June 30 of the following year. Your assistance with meeting these deadlines is greatly appreciated.

I'd like to also call your attention to dual or joint academic programs at UTA. I encourage you to review UTA's response to SACSCOC Comprehensive Standard 3.4.7, which can be found on page 291 of the UTA Compliance Certification Report you should have received recently via campus mail.

If you wish to implement a substantive change or have any questions, please contact me at [lorainep@uta.edu](mailto:lorainep@uta.edu) or 817-272-3365.

