

MEMORANDUM

MINUTES
May 17, 2022
UNDERGRADUATE ASSEMBLY

The Undergraduate Assembly met virtually in special emergency session on Tuesday, May 17, 2022, at 3:01 p.m. via Microsoft Teams. The agenda for the meeting is as follows: [recording started]. The meeting had a quorum. The meeting was officially called to order at 3:05 pm.

Attendance

Peggy Semingson	Michael Holmes	Edith Reed (ex-officio without vote)
Seyedali Abolmaali	Darlene Hunter	David Rosser
Miguel Amaya	Tom Ingram	Scott Ryan
Shanna Banda	Leslie Jennings	Aaron Smallwood
Jeanean Boyd	Robin Jocius	Amber Smallwood (ex-officio without vote)
Candice Calhoun-Butts (ex-officio without vote)	Morteza Khaledi	Priscila Tamplain
Paul Conrad	Conroy Kidd (ex-officio without vote)	Kimberly Tate (ex-officio without vote)
Rebecca Deen	Cynthia Laborde	Nilakshi Veerabathina
He Dong	Catherine LaBrenz	
Teresa Taber Doughty	Rebecca Lewis (ex-officio without vote)	
Sergio Espinosa	Scot Mertz	
Jacqueline Fay (ex-officio without vote)	Elizabeth Merwin	
Ceil Flores	Nancy Michael	
Kathryn Hageman (ex-officio without vote)	Sophia Passy	
Brenda Harris	Lynn Peterson	
Sonja Ezell	Srinivas Prabakar	

Dr. Amber Smallwood led the meeting.

This is an emergency session. We will not do the usual review of the minutes from the last meeting. We will review these in the usual fall meeting.

Several items have come up. This group and the Undergraduate Curriculum Committee (UCC) were pulled in to review some changes in the catalog to bring into alignment with USDOE (U.S. Department of Education) federal financial aid policies. Amber is giving an overview of the situation.

Amber Smallwood is calling the meeting to order, and she will be presiding over the meeting in place of Pranesh Aswath as his designee/delegate. Call to order by Amber at 3:05 pm.

UTA is under an open review by USDOE. Review was opened several years ago and has remained open while personnel changes in USDOE and their office that reviews federal financial aid. They will likely

close the review soon, but this issue needs to be addressed right away. Some programs not in compliance around limited access programs. A limited access program is where even if a student achieves the minimum academic program requirements, they could still be denied entry to the program, e.g., due to space limitations. USDOE went through the catalog and identified a couple programs they believe to be limited access. In preparing that response, UTA did an internal review of the catalog and are working with associate deans and deans on identifying what these programs are and how to bring them to resolution, so they follow federal financial aid guidelines. In COE (College of Education) info in catalog, language was in the catalog that engineering students not guaranteed enrollment—e.g., due to space limitations. COE have never had to implement that policy in the catalog, and they want to remove it from the catalog, so they won't be considered a limited access program. Three programs out of CAPP were also identified as limited access programs; there was a statement in the catalog that admission to upper division programs on space available and CAPP said they will remove it as they will be not a limited access program. CONHI—Bachelor of Science in nursing program, upon further conversation with associate dean and others--it is truly a limited access program due to ratio of faculty to students and limited spots for students.

There are really two tracks: RN to BSN and that track does not have limited access limitation. However, there is a BSN pre-licensure track that is truly limited access. The resolution: students will be brought in as exploratory major or meta-major (UTA exploring these options) so that student could move seamlessly into BS in nursing or offramp into BS in public health or into University Studies program, as well. That would bring us into federal financial aid guidelines.

To bring our published catalog either recognizing a program as limited access or removing the language around limited access programs, we need to bring to UCC and this body, Undergraduate Assembly (UA), for review and approval. Amber asked first if others involved in the conversations if anything was left out. Katie Hageman and Scot Mertz said she covered everything. Jeanene Boyd echoed the same thing that Amber covered everything. Amber asked for high level questions about the general situation or the issue we are attempting to resolve. They are working on a very tight timeline. We do need to bring ourselves into compliance by the fall term. They will be responding this month. No questions were posed from UA members. Amber recognized Tom Ingram and turned it over to him. UCC met this morning.

Tom Ingram: Tom noted a question by Aaron Smallwood about which program was isolated by DoE?
Amber: B.S. in nursing and B.S. in architecture noted by DOE in their report. Shelby Boseman in legal affairs has been working with Pranesh Aswath and Troy Johnson and others with DOE. Will bring review to a close but wanted to respond expediently once they brought their concern to our attention.

Tom shared his screen. Tom shared they met this morning, and he got the report posted with Amber's team's help. The catalog changes are in the Undergraduate Assembly (Teams) file for our review. They met about 9:30 am and met about an hour. They had quorum. They began with Dr. Smallwood's overview to bring them up to speed. UCC considered emergency catalog changes for CAPP, CONHI, and COE. Three course modifications were also reviewed for nursing. All were passed unanimously by UCC with the intent to bring into compliance. They hope the language will remove the appearance of limited access programs and remedy through the nursing exploratory meta-major in CONHI. Note that UCC decided to pass a motion for Dr. Smallwood and her team to make any further non-substantive changes to comply with any DOE imperatives. She agreed and confirmed that if any substantive changes were needed, that would be returned to UCC for review. They addressed catalog changes in CAPP, BS in interior design and sustainable urban design. All passed unanimously. In CONHI, several edits to clean up that language was needed. That was passed unanimously. COE, removed the appearance of limited access from their catalog. He noted that a lot of people did a lot of work. Finally, course proposal edits

(three courses) modification to eliminate the pre-nursing specification by the UCC. In summary, Tom's recommendation is to accept from the UCC—catalog changes for CAPP, COE and course modifications for CONHI as accepted.

Amber proposed we make a motion to accept the recommendation from the UCC regarding the course changes [CONHI]. Question from Seyadali about Amber being able to make changes. Amber clarified and wanted to take that up as a separate item: they are preparing these changes to bring into compliance so students remain federal financial aid eligible. However, the USDOE might come back and say they need additional changes. She asked the UCC at the end of the meeting to consider allowing for non-substantive editorial edits. Sergio Espinosa asked a question about the opinion of different departments about these changes. Jeanean Boyd (Nursing)—lots of conversation amongst themselves (CONHI). They talked to sister schools of nursing to find out what they were doing. They [CONHI] are not able to accept all individuals that apply to their program. Dean Merwin added this issue was also discussed with dean's council which has representation from different units. Lynn Peterson said deans and dept chairs are aware of it and ok with it. She said the language for limited access is not really a loss for them [COE].

Sergio Espinoza so moved (**motion to accept course changes in nursing courses removing language from pre-nursing from course descriptions**). Catherine LeBrenz seconded the motion. Motion carried. In chat from Amber Smallwood: **motion to accept the course change submissions recommended by the UCC. Seconded and passed (Catherine LeBrenz).**

Approved unanimously.

- I. In Favor: ALL**
- II. Opposed: 0**
- III. Abstain: 0**

Amber then asked to take up the second item for catalog changes for CAPP, COE, and CONHI.

Tom Ingram: "Motion to approve the catalog changes for CAPP, College of Nursing and Health Innovations, and College of Engineering as posted in the UA files in previously discussed." Amber asked if any discussion before moving to vote. No discussion. Aaron Smallwood seconded. From Amber in chat: "Motion to accept the catalog change submissions submitted by COE, CAPP, and CONHI as posted in the UCC files."

Question about interdisciplinary and CONHI in the chat (3:27 pm): "In the catalog "Admission Requirements" They can seamlessly transition from the exploratory major or meta-major into the BS in Nursing or public health for the CONHI. Nursing and Public Health are mentioned, as an endpoint degree but there is no information about Interdisciplinary Studies. I believe Amber said that was another outcome. Does that need to be included?" Amber: did not call out Univ studies in the catalog. Public health is an open program that is not limited access and the first two years are so aligned.

Motion carried.

Approved unanimously.

- I. In Favor: ALL**
- II. Opposed: 0**
- III. Abstain: 0**

The third item that Amber brought to the UA body is that UCC has passed for discussion and that is a request that if we do hear back from USDOE and need to make non-substantive changes, in order to bring program in compliance, can we do that with the programs and working with the registrar's office? Can we get this body's approval to do that without calling another emergency meeting as long as the change is non-substantive?

Nancy Michael asked what the parameters are on the [CONHI] meta-major? How will those be finalized? Amber: they left the language pretty flexible. Would be using a meta-major. That is one solution. There are other possible solutions. They are trying to stay as flexible as they can. A meta-major a program that is a cluster of potential career paths that a program that brings together potential career paths. There are related multiple overlapping courses. Jeanean Boyd shared once they get through the meetings today and the letter of to the USDOE, that is what their summer work will be, is that they will be working together over the summer for implementation.

Amber asked the group what they about thoughts on allowing us [Amber and team] to work together without calling another emergency session this summer should we hear back from the Department of Education, and they do request modifications to the language that they [Amber and her team] don't believe to be substantive. Sergio Espinosa suggested it may be difficult to get a quorum in the summer.

Sergio Espinosa moved to make a motion. Amber posted in chat: *Motion to allow additional catalog edits as required by the US DOE that are non-substantive without additional UA review for the immediate situation of the limited access programs.* Michael Holmes and Brenda Harris seconded. Nancy Michael suggested that (amended) that Amber consult with Tom Ingram if it is a non-substantive change. Amended: Suggestion that the determination of "substantive" be made in consultation with UCC chair.

Michael Holmes seconded the amended motion.

Motion carried.

Approved unanimously.

- I. In Favor: ALL**
- II. Opposed: 0**
- III. Abstain: 0**

Amber thanked everyone for joining the meeting. She shared they will be working in close consultation with unit to implement the changes so that they are in effect this fall for our students, so that there's no disruption in their federal financial aid eligibility.

Amber asked if there was anything else for discussion. Nothing was shared.

Meeting adjourned at 3:42 pm.

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

Respectfully submitted, Peggy Semingson, College of Liberal Arts.