

Undergraduate Committee Meeting
Friday OCT 14, 2016
11AM-1PM
LEF 1158

Minutes

Attendee: R. Berndston, K. Feng, A. Hall, G. Hurtt (Chair), C. Kang, R. Luna, G. McKenzie,

1. UG advising
 - a. Committee discussed the approach to undergraduate advising, and in particular the role of the faculty.
 - b. The committee noted the dual important roles of the Advising Office to give detailed program specific and registration advise, and the role faculty to give bigger picture advise and 1:1 interaction with students.
 - c. The Committee also noted that the previous requirement for students to meet every semester and get faculty advisor signatures to lift registration blocks was too onerous and not working logistically.
 - d. The committee also felt that the proposal of having faculty advising as entirely optional was not enough.
 - e. The committee discussed many potential options.
 - f. The committee recommended a modified system as follows. (i) Students must get advising from Advising office each semester, (ii) Students are also encouraged to meet with their faculty advisor each semester. However, students are only required to meet with their faculty advisor once a year. Failure to meet with a faculty advisor at least once per year will result in registration block.
 - g. Committee agreed to draft and presented as motion to faculty meeting when complete.
2. Undergraduate TA guideline
 - a. The issue of matching course instructors with TAs was discussed.
 - b. The procedure to match course instructors with TAs has proven difficult and complex.
so creating an easier and more efficient procedure was recommended.
 - c. Committee agreed to develop detailed plan to improve process, and present as a motion to Faculty meeting when complete.
3. Undergraduate Assessment
 - a. The committee discussed and worked on the development a new mechanism for assessing our undergraduate majors, building off approved new method from last year.
 - b. The committee focused on two topics: completing rubrics for majors goals, and detailed process/logistics.
 - c. Draft rubrics are to be completed by committee and circulated for committee approval.
 - d. Process for each semester was identified as:
 - i. Identify graduating seniors in our majors

- ii. Identify 400 level courses they are taking
 - iii. Identify subset of 400 level courses with independent projects
 - iv. Identify what outcomes/rubrics appropriate for each class
 - v. Give this info to assessor(s)
 - vi. Assessor(s) will get each project
 - vii. Assessor(s) will score each project with the associated rubric
 - viii. Results will go to UC director
 - ix. UG director present to UG committee
 - x. UG committee present to Faculty Committee
- Committee agreed to draft and presented as motion to faculty meeting when complete

4. Action item:

- a. G.Hurtt is to draft the motion for the UG advising.
- b. R. Berndston is to draft the motion for the Teaching assistant procedure
- c. A. Hall is to draft the rubric for the learning outcomes for Integrative Thinking on the assessment.
(https://docs.google.com/a/umd.edu/document/d/1l4NrD9lhLo_etmyKEKw2c_15S2VwfaWKmtqrB3VXCi4/edit?usp=sharing)
- d. G. McKenzie is to draft the rubric for the learning outcomes for Geographic Theory on the assessment.
(https://docs.google.com/a/umd.edu/document/d/1l4NrD9lhLo_etmyKEKw2c_15S2VwfaWKmtqrB3VXCi4/edit?usp=sharing)
- e. ALL UG committee members are to review and recommend the rubrics of assessment.