

Undergraduate Committee Meeting

Friday Nov 11, 2016

11AM-1PM

LEF 1158

Minutes

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

1. UG advising
 - a. Committee discussed the approach to undergraduate advising, and in particular the role of the faculty.
 - b. Committee modified the draft motion.
 - c. Committee agreed to finalize and present as a motion during next faculty meeting.
2. 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 major goals, and detailed process/logistics.
 - c. Committee agreed to finalize and present as a motion during next faculty meeting.
3. Undergraduate TA guideline
 - a. Committee discussed and modified the draft motion.
 - b. Committee agreed to finalize and present as a motion during next faculty meeting.
4. Action Items:
 - a. C.Kang is to send three motions to the committee to review and finalize by November 18, 2016.
 - b. UG Committee Chair is to review and finalize motions by December 2, 2016 and send them to V. Bell as motions for next faculty committee meeting.
 - c. UG director and his office are to develop an advertisement for the Ph.D. who will be assessing the undergraduate assessment.
 - d. UG director and his office are to find the sample seniors for the UG assessment.