

**Undergraduate Curriculum Committee  
Meeting Minutes  
August 24, 2017  
Escalante Hall 101**

**Members Present:** Blake Bickham (substituting for Cynthia Chovich), Lisa Driskell, Eric Elliott, Sean Flanigan, Keith Fritz, Lucy Graham, Geoffrey Gurka, Jennifer Hancock, Eliot Jennings, Scott Kessler, Sam Lohse, Jill Van Brussel, and Steve Werman.

**Members Absent:** Glen Hoff

**Ex-officio members present:** Kurt Haas, Curt Martin, Rose Petralia, Holly Teal, and Johanna Varner.

**Guests:** Maggie Bodyfelt (Registrar's Office)

**Recording Secretary:** Emily Dodson

Chair Kessler called the meeting to order at 3:33.

**I. Introductions:**

Introductions were made. New members include Chovich, Graham, Lohse, and Werman. Returning members include Driskell, Elliot, Flanigan, Fritz, Gurka, Hancock, Hoff, Jennings, Kessler, and Van Brussel. Chair Kessler is now representing the new Department of Engineering.

**II. Unfinished Business:**

- a. Approval of 2016-17 Combined Curriculum Committee Annual Report  
(Sent to committee for review on 8/8/17 along with distribution of the agenda)

Chair Kessler introduced the 2016-17 UCC Combined Curriculum Annual Report. **Motion: To approve the 2016-17 Combined Curriculum Committee Annual Report (Werman/Gurka).** Discussion included a correction from Gurka, who noted that the course listed on page 11 as BUGB 309 should actually be listed as CISB 309. Gurka also noted two program sheet corrections, one on the BAS in Computer Information Systems sheet and on the BBA in Business Administration-Emerging Markets sheet. **Motion carried to approve the 2016-17 Combined Curriculum Committee Annual Report with the noted correction.**

**III. Ex-Officio Reports:**

Chair Kessler introduced a new, recurring agenda item. Early in each meeting, ex-officio members will have a designated reporting time on the agenda. This will allow them to provide any pertinent information to the committee.

- a. Assistant Vice President of Academic Affairs

Haas reported that the Financial and Administrative Services Office will be piloting a revised Projected Expense and Revenue Estimates table for new program proposals. This will be piloted

in 2016-17 with possible submission to Faculty Senate as a proposed change to the 2017-18 form.

b. Registrar

Teal informed the committee that the Registrar's Office revised and reorganized major codes. These will only affect newly-declared students. Additionally, program titles in Banner were updated to match those listed on program sheets. This will allow for programs to reflect correctly in DegreeWorks and on transcripts.

c. Financial Aid

Martin provided the committee with a revised Financial Aid Checklist for Adding New Programs. He reminded the committee that this part of the process is only for new programs and not new courses. It was also brought to the committee's attention that the first section of the form outlines what programs need to undergo this review process to determine financial aid eligibility and which programs are exempt.

d. Library

Petralia introduced herself and noted that there are no changes in the library review process to report.

e. Director of Assessment and Student Learning

Bette Schans, the Director of Assessment and Student Learning, was absent. Chair Kessler noted that she will attend future meetings and will provide feedback on program proposals.

f. Catalog Description Reviewer

Varner introduced herself as the new Catalog Description Reviewer and reminded the committee that the deadline for catalog description submissions is August 24 for items to be reviewed at the September meeting.

g. Essential Learning

Chair Kessler reminded the committee that any proposals that may affect Essential Learning requirements need to go to the chair of the Essential Learning Committee, Doug O'Roark, for review.

**IV. Curriculum Proposals:**

The committee was reminded that new curriculum proposals are generally not considered at the August meeting.

**V. Information Items:**

a. Review of Committee Resources

Chair Kessler and Dodson showed the committee where to find the Curriculum Policies and Procedures Manual and proposal forms for 2017-18. Dodson noted that 2017-18 proposal forms are almost complete and encouraged the committee to proceed with 2016-17 forms until new forms are made available. Vice-Chair Driskell reminded the committee to download a new form for each proposal. Chair Kessler also mentioned that program sheets are available on the shared drive.

b. Committee Processes

Chair Kessler discussed the buddy system review process used by the committee in 2016-17, where new committee members were paired with seasoned members to assist with proposals. There was agreement that this system was not working. Instead, Chair Kessler, Vice-Chair Driskell, and Dodson encouraged committee members to submit proposals to them for review prior to final submission.

**Adjournment:**

With no objections from the committee, Chair Kessler adjourned the meeting at 4:05.

Respectfully submitted by Emily Dodson, August 25, 2017.