Undergraduate Curriculum Committee
Meeting Minutes
August 27, 2015
University Center Room 222
3:30 PM

Members Present: Monte Atkinson, Diana Bailey, Jennifer LaBombard-Daniels, Lisa Driskell, Carolyn Ferreira-Lillo, Geoff Gurka, Jeremy Hawkins, Jennifer Hancock, Eliot Jennings, Scott Kessler, Susan Longest, Carolyn Quinn-Hensley, Jill Van Brussel,

Ex-officio members present: Jeff Grossman, Library; Kurt Haas, Essential Learning Committee Chair; Holly Teal, Registrar; Steve Werman, Academic Affairs,

Guests: Don Carpenter, Graduate Curriculum Committee Chair

Recording Secretary: Jessie Barnett

Vice-Chair Hawkins called the meeting to order at 3:31.

I.   **Announcements**

        a. Introductions

Introductions were made. The upcoming proposal submission deadlines were discussed.

II.   **New Business**

        a. Election of Officers

Hawkins explained that the previous chair of the committee, Tonya Chapin, resigned from the University over the summer. Hawkins opened the floor for nominations:

Nominations for position of chair: Jeremy Hawkins **(LaBombard-Daniels/Hancock).** There were no further nominations. Hawkins turned voting over to committee member Atkinson to complete the elections for chair. **Hawkins was unanimously elected as chair.**

Hawkins explained that ideally the new vice-chair would be willing to take over as committee chair the following year.

Nominations for position of vice-chair: Scott Kessler **(Hawkins/LaBombard-Daniels).** There were no further nominations. **Kessler was unanimously elected as vice-chair.**

        b. Changes to proposal and subgroup review process

Hawkins explained proposed changes to the proposal review process that have resulted from conversation with academic staff over the summer. The current subgroup review process is time intensive, seems to detract from the crucial charges of the committee, and results in the resubmission of many proposals.

In the proposed process, the subgroup review structure would be replaced by a buddy system in which newer committee members are paired with returning committee members as "buddy reviewers" to look at proposals prior to the initial submission. Buddy reviewers will receive the proposal one week prior to the submission deadline (existing due date for library and catalog description review). The executive subcommittee meetings that predated the subgroup structure would be reinstated to occur approximately one week after the main submission deadline for the chair, vice-chair and catalog description review to meet to discuss proposals prior to setting the agenda. Any issues with the proposals as initially submitted by the departments will be investigated/resolved by the executive subcommittee and needed corrections will be made directly in the database. As much as possible, the resubmission of proposal forms will be avoided.

There was discussion. It was clarified that the revised forms and increased reliance on the database should help to both condense the agenda and to allow for it to be sent to the committee at least one full week prior to the meeting, so it should be feasible for the entire committee to review the proposal packet for any items of particular interest to their respective departments. There was general support for the new approach.

Motion: to try new approach of the "buddy review" with the understanding that if it is successful the Manual will be revised to reflect the new process (Hancock/Atkinson); motion carried.

> c. Revised Dates and Deadlines for 2015-16 (distributed with agenda)

The dates and deadlines calendar have been revised to indicate that the reps will submit proposals to their assigned buddy reviewer one week before the main submission deadline [the same date that proposals are submitted to the library and catalog description reviewer as necessary]. The column for the approximate date that the proposals are sent out to the subgroups for review has been changed to the approximate date that the executive subcommittee will meet to discuss the proposals.

An error needs to be corrected – "2015-2016 catalog" needs changed to read "2016-2017 catalog." It was noted that the dates of the executive subcommittee meetings are approximate as they may need to be adjusted for holidays, conflicts with the main committee, etc.

Motion: to approve the revised dates and deadlines for 2015-16 with corrections as noted above ((LaBombard-Daniels/Hancock).

> d. Approval of 14-15 Combined Curriculum Committee Annual Report
> (Sent to committee to review on 5/14/2015 and distributed with agenda)

Haas stated that in the section of approved Essential Learning courses that it should be noted that SPCH 101 and 102 were previously in the Applied Studies Category.

Jennings note the following: remove the "Program change to "NA - NA" (pg. 32) notation under the BS Political Science entry and add the approval of the deactivation of the BAS in Public Admin/Public Safety that happened on the 2/26/15 meeting.

Motion: to approve the 14-15 Annual report with the corrections to the SBS and EL Committee sections as noted above (Longest/Jennings); motion carried.

III.   Curriculum Proposals

IV.   Old Business

V.   Other

      a.   Curricular change forms for 2015-16

Hawkins asked Barnett to explain the work that was completed over the summer to improve functionality of the forms.

Barnett explained the in order to be able to provide approved curriculum changes more quickly to the Registrar's Office to update DegreeWorks and complete other processing tasks, the existing reporting capabilities of the curriculum database need to be more fully implemented.

It was not feasible to modify the previous Intra-departmental Change Memo so that it could be compatible with the database, so the Change Memo will not be in use any longer. The remaining forms were improved to help streamline the process.

Changes to the forms included:
- Separate program modification and addition forms.
- Programming added so that all departments' degrees and programs can be selected from a drop-down list and do not have to be typed in.
- Removing the effective dates as a field that the department completes, as effective term is determined by policy and approval sequence.
- Changes to the format of the course modification form so that only course characteristics that are changing need to be entered, as well as more complete instructions.
- Aligning all forms with the policy manual.
- Adding a field on the program deactivation/deletion form to help clarify that deactivating a program includes a required examination of the status of the program one year after the conclusion of the teach out plan.

There was discussion. The committee thanked Barnett for the work to improve the forms.

Motion: to adopt the 2015-16 curricular change forms (Van Brussel/Ferreira-Lillo); motion carried.

      b.   Website/R drive – how to access committee resources

The committee was provided an overview of where to find the curriculum forms, policy manual, and the program sheets for modification as well as templates for new programs.

Motion to adjourn (Ferreira/Lillo).

Meeting adjourned at 4:22.

Respectfully submitted,
Jessie Barnett, Recording Secretary