

Undergraduate Curriculum Committee
Meeting Minutes
October 22, 2020
Via Zoom at 3:30

Members Present: Eric Elliot, Patrice Connors (Denise McKenney), Geoffrey Gurka, Dan Schultz-Ela, Sarah Lanci, Amanda Gauthier, Sloane Milstein, Sean Flanigan, John Seebach, Nick Bardo, Matt Schlieff, Wayne Smith

Members Absent: Elaine Venter

Ex-officio members present: Maggie Bodyfelt, Morgan Bridge, Amber D'Ambrosio, Janel Davis, Johanna Varner, Holly Teal

Recording Secretary: Aaron Osborne

Chair Elliot called the meeting to order at 3:31.

I. Announcements

Chair Elliott asked the committee to remind faculty that curriculum proposals will only be reviewed once all courses/programs impacted by proposals have also been submitted and all necessary curriculum changes have reached Executive Committee. All proposals do not need to be entered into workflow at the same time. Proposals will be held at Executive Committee until all proposals have reached that step in the workflow.

II. Unfinished Business

- A. Chair Elliott asked that item a on the agenda under Unfinished Business be discussed during discussion of the next item on the agenda.
- B. The Curriculum Manual revisions were discussed. While there were many smaller editing changes needed, the discussion focused on the major change areas which included submission timelines, notification of individuals/offices of curriculum in process, reserved course numbers, course descriptions for labs which have a corresponding course, rewording of the AAS Essential Learning requirements and the relocation of forms from the manual to the curriculum website. If you have additional changes, please email those to Chair Elliott no later than November 3rd. All changes will then be compiled and the revised version will be sent to committee members for review with the revised manual to be voted upon at the November meeting.

II. Ex-Officio Reports

- A. Assistant Vice President of Academic Affairs for Assessment and Accreditation
No updates.
- B. Registrar's Office
No updates.
- C. Financial Aid
No updates.

D. Library

Please let the library know as soon as possible if new programs/courses are under considered for submission.

E. Catalog Description Reviewer

No updates.

F. Essential Learning

No updates.

III. Curriculum Proposals – There were no proposals to discuss.

IV. New Business

A. With Spring Semester beginning later this semester, discussion centered on the timing of the UCC January meeting since it will now fall the first week of classes. After discussion, it was decided to leave the January meeting as scheduled.

V. Information Items

A. Chair Elliott asked the committee members to remind faculty to submit curriculum proposals as soon as possible. Proposals must be through UCC by the December meeting to appear on the spring schedule for fall registration.

B. Chair Elliott shared that Executive Committee will meet two weeks before the UCC meeting. Proposals must be to the Executive Committee step in workflow by that time in order to be on the following UCC Agenda.

Adjournment:

(Lanci moved | Gurka seconded) With no objections from the committee, Chair Elliott adjourned the meeting at 4:22.

Respectfully submitted by Aaron Osborne, October 23, 2020