

**Undergraduate Curriculum Committee**  
**Meeting Minutes**  
**April 16, 2020 at 3:30 pm**  
Zoom Virtual Meeting

**Members Present:** Eric Elliott, Denise McKenney, Geoffrey Gurka, Daniel Schultz Ela, Sarah Lanci, Lucy Graham, Keith Fritz, Les Miller, Sean Flanigan, Sam Lohse, John Seebach, Nick Bardo, Joe Quesenberry

**Absent Members:** Matt Schlieff

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

**Recording Secretary:** Aaron Osborne

**Chair Graham called the meeting to order at 3:32 pm.**

**I. Announcements**

- A. A huge thanks to Lucy Graham for stepping in as UCC Chair this spring. Her expertise and leadership have been instrumental in moving UCC forward, particularly in this year of transition to the new software. Thank you, Dr. Graham! Dr. Graham also thanked Dr. Hancock for her work during the summer and fall semester as UCC Chair.

**II. Unfinished Business**

- A. Discussion of the election of the UCC Chair and Vice Chair for 2020-2021 occurred. It was discussed that it is beneficial to have the UCC Chair be a tenured faculty but not necessary if an untenured faculty is very interested in the position. It is recommended that either the UCC Chair or Vice Chair be tenured. With no volunteers for nomination, the meeting moved to Agenda item B.
- B. Chair Graham recognized the entire committee and thanked them for their service this year, particularly in light of the transition to CIM. Retiring UCC Committee Members Dan Schultz-Ela, Keith Fritz, Les Miller, Sam Lohse and Lucy Graham were all thanked for their years of service. It was asked that the retiring committee members remind their departments a replacement will be needed for next year.
- C. The UCC Timeline for next year and the Dates and Deadlines documents were discussed. The documents were approved with the understanding that there may be small adjustments. It was moved by Flannigan and seconded by Elliott to approve the timeline. The motion carried. It was moved by Gurka and seconded by Elliott to approve the dates and deadlines. The motion carried.

- D. The Course Description Definitions document was discussed. This will be an addition to the curriculum manual only. It was asked that committee members take the definitions back to their respective departments for review and any necessary revisions. Please send any suggestions and/or changes to AVPAA Bridge. This will be voted on the first meeting this fall.
- E. The reserved numbering for thesis/dissertation was discussed at GCC yesterday. GCC recommended that the definitions be taken to GSAC so that the definitions in the curriculum manual align with those in the Graduate Handbook. Once finalized, this will be shared with UCC.

### **III. Ex-Officio Reports**

- A. Assistant Vice President of Academic Affairs for Assessment and Accreditation Bridge thanked the committee for the work and dedication to curriculum given by the committee members this year. The transition to CIM required many more hours than usual since both the committee members and their respective department faculty needed trained/assistance with the new software. The time, dedication and commitment to curriculum is very much appreciated.
- B. Assistant Registrar Bodyfelt reported all curriculum changes prior to the March meeting are now reflected in the registration schedule. Faculty Senate is meeting today and once the March UCC minutes are approved, the remaining changes will be entered into the registration schedule.
- C. No report from Financial Aid.
- D. No report from Library. Chair Graham expressed thanks to the Library for all their work in supporting the curriculum process this year.
- E. No report from the Catalog Description Reviewer.
- F. No report from Essential Learning.

### **IV. Curriculum Proposals – There are none.**

### **V. Information Items**

- A. Focus Groups will occur Mid-May to discuss any needed tweaks for the curriculum process going forward. If you are interested, please contact AVPAA Bridge.
- B. UCC Exec Committee would like to recommend that the Curriculum Manual revisions be moved to fall to allow for one full cycle of CIM usage. This should allow a more thorough and complete revision. UCC agreed to this recommendation.

### **VI. New Business**

- A. A process is needed when Programs/Courses are changing SLOs only and/or minor revisions to course descriptions. An abbreviated review that could be approved by the UCC Exec Committee and presented to the UCC as a consent item on the agenda or as an FYI was discussed. After discussion, UCC moved to move forward with the development

- of this process proposal, which will come to the full Committee for vote this fall. It was moved by Flanigan and seconded by Schultz Ella to approve. The motion carried
- B. The final curriculum report will be emailed out to the committee for review and approval. so please watch your email for this document.

With no volunteers for the UCC Chair position, the vote for UCC Chair and Vice Chair will be moved to the first meeting in fall. Denise McKenney has volunteered to serve as UCC Vice Chair for the 2020-2021 academic year.

**Flanigan moved to adjourn and Graham Seconded. Motion carried.**

**Meeting adjourned at 4:13pm.**