

Undergraduate Curriculum Committee
Meeting Minutes
August 25, 2022
UC 225

Members Present: Denise McKenney, Geoffrey Gurka, Olga Grisak, Tracii Friedman, Sarah Lanci, Sloane Milstein, Elaine Venter, Scott Andrews, Brian Hosterman, Kristina Pagel, Nick Bardo, Evan Curtis, Wayne Smith

Members Absent: Andrew Bajorek

Ex-officio members present: Maggie Bodyfelt, Morgan Bridge, Amber D'Ambrosio, Johanna Varner, Curt Martin

Recording Secretary: Aaron Osborne, Caitlin Cuevas

Chair Lanci called the meeting to order at 3:31

I. Announcements

- A. Chair Lanci welcomed the new committee members and asked all present to introduce themselves.

II. Ex-Officio Reports

- A. Associate Vice President of Academic Affairs for Assessment and Accreditation
 - i. The Committee was thanked for their work in advance in the continuing process of keeping programs current and relevant through thoughtful curriculum review.
- B. Registrar's Office
 - i. For courses to appear in the spring schedule for fall registration, courses need to be through UCC by the December meeting. Courses can still be approved through the February meeting but may not be available for student registration until middle of summer.
- C. Financial Aid Deputy Director Martin
 - i. Certificates have increased reporting requirements as have other program changes. Deputy Director Martin will be attending the meetings to be aware of upcoming change which will necessitate reporting.
- D. Librarian D'Ambrosio
 - i. If new programs/new proposals are underway, please send the information to the Library as soon as possible so the Librarians can begin their review. This information can be sent to the Librarians before it reaches their step in workflow.
- E. Catalog Description Reviewer Varner
 - i. Dr. Varner reminder all that she will be looking at all course descriptions and working with faculty to meet Curriculum Manual alignment requirements. If

changes to multiple courses are underway, please send her a Word document so she can assist with looking at the changes before the courses go into CIM.

- F. Essential Learning
 - i. Scott Andrews is the representative and had nothing to report.

III. Old Business

- A. Nothing to report

IV. Information Items

- A. Important Dates and Deadlines for Academic Year 2022-2023 were discussed. Proposals must be to Executive Committee, which meets two weeks prior to the UCC Meeting, to be on the UCC agenda.
- B. UCC Responsibility Guidelines and Review Responsibility Categories were discussed, and the committee members chose their duties for the year.
- C. Chair Lanci reminded the Committee that all curriculum proposals must also have any affected program/course proposals submitted before Executive Committee will review the initial proposal.
- D. Chair Lanci reminded all that for course changes to appear for Fall 23 registration, the curriculum proposal must be through UCC no later than the December 2022 meeting. Courses will still be approved through the February meeting but may not be available for student registration until mid-summer.
- E. The approval timeline was discussed and the need for the December deadline reviewed. Once a curriculum proposal is approved at UCC, the proposal must then be approved at Faculty Senate, first on the consent agenda and then voted on during the next meeting which increases the time for proposal approval.
- F. Special Project Coordinator Osborne provided a Curriculum Website Overview as well as reviewed the Curriculum Process/CIM/Approval Overview.

VI. New Business

- A. There was no new business.

Gurka moved and Bardo seconded adjourning the meeting. With no objections from the committee, Chair Lanci adjourned the meeting at 4:08.

Respectfully submitted by Aaron Osborne, August 26, 2022