

Undergraduate Curriculum Committee
Meeting Minutes
August 26, 2021
3:30-5:00
via Zoom

Members Present: Eric Elliot, Denise McKenney, Geoffrey Gurka, Dan Schultz-Ela, Sarah Lanci, Sloane Milstein, Elaine Venter, Tiffany Kragnes, Nick Bardo, Matt Schlieff, Wayne Smith, Youngmin Kim (Brian Hosterman), Olga Grisak

Members Absent: Brian Hosterman, Sean Flanigan

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

Recording Secretary: Aaron Osborne

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

Chair Elliott joined the meeting shortly thereafter and assumed the Chair duties.

I. Announcements

- A. New members were introduced and welcomed.

II. Ex-Officio Reports

- A. Assistant Vice President of Academic Affairs for Assessment and Accreditation
AVPAA Bridge stated that there is no old business to complete this year. The Committee can begin this fall with no outstanding items. She also thanked everyone for serving on this very important committee.
- B. Registrar's Office
No updates.
- C. Financial Aid
No updates.
- D. Library
If you are making curriculum changes this year, particularly new courses and programs, please let the Library know (Librarian D'Ambrosio) as soon as possible so that library can plan accordingly.
- E. Catalog Description Reviewer
Please let the Catalog Description Reviewer know as soon as possible if changes are proposed for course descriptions. She does not need the entire CIM packet. An email with the proposed description allows her to preview and work with faculty on any needed changes, before it hits her que in CIM.

- F. Essential Learning
No updates.

III. Curriculum Proposals

No Curriculum Proposals are entertained in August.

IV. Old Business

- A. No old business from last year to complete.

V. Information Items

Chair Elliot shared and discussion followed on the following Information Items:

- A. The Curriculum website contains the Important Dates and Deadlines for Academic Year 2021-2022 document, which Special Project Coordinator Osborne reviewed, noting a new format which should be easier to read. He also provided an overview of the Curriculum website, including how to enter CIM and noted important dates for this year.
- B. Chair Elliot shared the UCC Responsibility Guidelines and Review Responsibility Categories and asked Committee members to sign up for a category. The document will be sent out with the minutes for faculty to review and choose an area.
- C. Committee members were reminded that all curriculum proposals must also have any affected program proposals submitted before Executive Committee will review. Next meeting there will be a review on how to find this information in CIM.
- D. Chair Elliott reminded the committee that in order for course changes to appear in the Fall 22 Schedule, **the curriculum proposal must be through UCC no later than the December 2021 meeting.** Associate Registrar Bodyfelt reminded faculty that while course changes approved after December will be available to students, those changes/additions may not appear until May/June.
- E. The Committee was reminded that 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 the next meeting which increases the time for proposal approval. Other approval processes also need to occur for curriculum proposals after Faculty Senate Approval. Courses/Programs are not approved until these processes are all completed which can take a significant amount of time, after the UCC approval, which is what then dictates the December and February proposal cut-off dates.
- F. The Curriculum Website Overview, conducted by Special Projects Coordinator Osborne, was included in the first informational item.

- G. Chair Elliott shared that the Curriculum Training Preview will be shared next Committee meeting, which should be very useful for new members and allow continuing members to provide input/feedback on the training presentation.
- H. Chair Elliott proposed that the next two meetings occur via Zoom. At that point, the committee can discuss again and decide what format to continue for the fall meetings. Informal approval was provided by the majority of the committee.

New Business

- A. A Task Force for Professional Certificate SLOs was formed. AVPAA Bridge stated that currently there are no designated SLOs for Professional or Technical Certificates. She has asked UCC and WCC to bring recommendations to their respective committees this fall to identify SLOs for both types of certificates. These will not be new SLOs but rather SLOs chosen from the approved institutional SLOs. Olga Grisak and Tiffany Kragnes agreed to serve on the Task Force and bring a recommendation to UCC next meeting

Adjournment:

Sarah Lanci motioned and Geoffrey Gurka seconded to adjourn the meeting. With no objections from the committee, Chair Elliott adjourned the meeting at 4:17pm.

Respectfully submitted by Aaron Osborne, August 27, 2021.