

Undergraduate Curriculum Committee
Meeting Minutes
August 28, 2014
University Center Room 222

Meeting was called to order by Chair Tonya Chapin at 3:33 p.m.

Committee members present: Carolyn Quinn-Hensley (Art), Don Carpenter (Business), Susan Longest (Biological Sciences), Lisa Driskell (Computer Science, Mathematics, and Statistics), Tonya Chapin (Health Sciences), Jeremy Hawkins (Kinesiology), Jennifer Hancock (Languages, Literature, and Mass Communication), Monte Atkinson (Music), Scott Kessler (Physical and Environmental Sciences), Erika Jackson (Social and Behavioral Sciences), Jennifer Daniels (Teacher Education), Carolyn Ferreira-Lillo (for Michael Carsten, WCCC).

Committee members unable to attend: Jill Van Brussel (Theatre).

Ex-Officio Members present: Sylvia Rael (Library), Holly Teal (Registrar), Steve Werman (Academic Affairs), Regis Tucci (Course Description Evaluator).

Recording Secretary: Jessie Barnett, Academic Affairs.

I. Announcements

a. Introductions

Committee members introduced themselves. Chair Chapin welcomed new members Driskell and Hancock. Vice-chair Hawkins will schedule a meeting with new members to provide an overview of committee procedures, including the sub-group review process.

Chair Chapin announced that the Curriculum Policies and Procedures Manual that the committee received via email has had a minor error corrected on pg. 26. A non-working website url has been updated. The updated version is posted online. **Motion: to accept new version of the Policies and Procedures Manual (Carpenter/Longest); motion carried.**

II. New Business

a. Dates and Deadlines for 2014-15 AY

The dates and deadlines schedule for proposals was discussed. **Motion: to approve the Dates and Deadlines for AY 2014-15 (Hawkins/Daniels).** It was noted that the deadline to submit course changes that will appear in J-term/spring course schedule is Sept 4, and relevant proposal materials are due to the library representative and the course description evaluator today. **Motion carried.**

b. Membership roster (distributed with agenda)

Atkinson and Quinn-Hensley both stated that they believed their terms expired in 2015 yet the roster notes the expiration year as 2016. Carpenter explained that these term expiration dates were received from Faculty Senate. Chapin will confirm the term expirations for Atkinson and Quinn-Hensley with Faculty Senate.

c. Website

The committee's website was demonstrated. Resources available include current and previous year's minutes, dates and deadlines, policies and procedures, and library assessment information. Rael explained the process for obtaining library assessments for new courses and programs.

d. Forms (on website)

Carpenter and others worked with Dr. Futhey over the summer to revise and streamline the forms. The intent was to streamline the process so that all information was included in the form, limiting the number of attachments needed and minimizing the instances of missing information.

Atkinson reminded the committee that the department representative must submit the forms on behalf of the department. Ferreira-Lillo stated that it was easier for her as the WCCC CC chair to submit proposals to the UCC, rather than having WCCC's representative submit them. Chapin agreed.

Previously, there has been an additional document of instructions posted to the website along with the forms. It was suggested that the instructions are no longer necessary.

Ferreira-Lillo noted that the drop-down menu of departments on the top of the forms includes "WCCC" as one entry, rather than having the individual departments listed.

Motion: to approve the new forms with the change of adding the individual WCCC departments to the drop down menu (Carpenter/Ferreira-Lillo); motion carried.

e. Subcommittee assignments (distributed with agenda)

Chair Chapin explained the subcommittee review process as outlined in the Policies and Procedures Manual. There was discussion.

f. Approval of 13-14 Combined Curriculum Committee Annual Report (distributed with agenda)

It was noted that on page one "2012-2013" in the title needs changed to 2013-2014" and that the meeting date "August 22, 2014" needs changed to "August 22, 2013." **Motion: to approve the Annual Report with the noted corrections (Daniels/Quinn-Hensley); motion carried.**

Chair Chapin asked the committee to revisit agenda item II.a. Carpenter noted that a new deadline has been added this year for proposals for Applied Studies classes to be included in the Essential Learning category. There was discussion. Carpenter noted that a formal request has been made to Faculty Senate to add the Chair of the Essential Learning Sub-committee as an ex-officio member of Undergraduate Curriculum Committee.

Motion: to extend the meeting until 5:10 (Carpenter/Atkinson); motion carried.

III. Curriculum Proposals

IV. Old Business

V. Other

a. Degree Works Update – Holly Teal, Registrar

Teal provided an update on the implementation of Degree Works. There was discussion about adding the Registrar into the pre-submission review process for proposals. Due to time restraints, Teal will finish updating the committee at the September meeting.

Motion: to adjourn (Carpenter/Ferreira-Lillo). The meeting was adjourned at 5:08.

Respectfully submitted,

Jessie Barnett
Recording Secretary