

Minutes
University Curriculum Committee
September 3, 2015
CSS 302 – 12:00 Noon

Present: Fadayomi (chair), Eklin, Holton, Hutchinson, Motz, Pole
Excused: Brecken, Marion, Gramza
Absent: Boncher
Ex-Officio/Senate: Piercey, Weller
Administrative Assistant: Hadley

Fadayomi welcome returning members and recognized new members – Tim Eklin and Joe Pole.

Fadayomi informed the group that revised curriculum forms, including Form H for Honors courses would be available online in the near future.

Action Plans

UCC discussed the following proposed UCC 2015-2017 action plans presented by Fadayomi.

- Create a password protected portal for curriculum proposals that are undergoing UCC review.
- Create a shared access portal for direct upload of proposals by the Administrative assistant.
- Revise UCC Manual and bring it up-to-date.
- Create a workflow that is intuitive, improve efficiency, promotes accountability and expedite proposal review.
- Create a workflow that will ensure that all required forms are complete before the proposal can be submitted.

Motion was made by Hutchinson, seconded by Motz to support the unit action plans and the creation of an ad hoc committee of UCC members to formalize the plan. Motion carried by a unanimous vote of all 6 members present.

Proposal Submission and Review

Modification to the proposal submission and review processes were discussed as follows:

- UCC representative from each college checks for inclusion and completion of all required forms. If all forms are in order, the rep signs form A.
- Upon receipt, Academic Senate administrative assistant checks for all required forms and signatures before posting. If a form or signature is missing, she calls or emails for correction before posting.
- Pre UCC members of Fadayomi, Weller, Gramza and Hadley-Kennedy continue to meet on Mondays to review proposal forms for accuracy including detailed evaluation of Form F by the Registrar.
- Fadayomi prepares and shares meeting minutes with UCC members.

Course Purging

Several colleges have prepared “course purge” proposals to eliminate courses that are no longer taught or needed. These proposals are acted upon directly by the Provost’s office and forwarded to UCC

My Degree

Fadayomi summarized her meeting with My Degree Coordinator, Dr. Amy Buse as follows:

Current problems outlined by MyDegree – lack of alignment between UCC and college checksheets.
Proposed solution outlined by MyDegree is to set up

- Checksheet Amnesty
- Checksheet Distribution System
- Universal Checksheet

Dr. Buse will be a guest at the 9/17/2015 UCC meeting.

Flow Chart

Kristin Motz shared with the committee some omission she identified in the flow chart. The corrections were note and members were encouraged to share their input on UCC Manual as the updates continue.

The meeting was adjourned until September 10, 2015 at noon.