University Committee on Courses and Curricula

Meeting Minutes – September 22, 2017

Present:

AbdulRahman Alsamman, Connie Atkinson, Amanda Athey, Sarah Berry, Uttam Chakravarty, Woohyun Cho, Kraig Derstler, Kimberley Echols, Yvette Green, Erik Hansen, Dan Harper, Jan Janz, Natalie Scott, Martin Smith, Rajni Soharu, Shante' Williams, Thomas Wright

Absent:

Janet Crane, Linxiong Li, Caroline Noyes

Quorum was established based on the voting members in attendance.

Dr. Yvette Green was elected chair of the committee by proclamation and unanimity for a term of one year.

Erik Hansen was elected vice-chair of the committee by proclamation and unanimity for a term of one year.

Janet Crane was nominated to serve as the syllabi reviewer. She will be notified of her nomination and we will confirm if she accepts this position.

Sarah Berry will now serve as the recording secretary.

The committee was provided with an overview of its charge, the website and the Moodle page where the agenda and upcoming proposals can be accessed.

Minutes from the March 2017 meeting will be uploaded to the website.

Fast Track Proposals are voted on via the Moodle page. Quorum must be reached for a proposal to pass or fail.

Per Amanda Athey, there is a revised template for Accelerated Master's program. She will forward the template to be uploaded onto Moodle.

Both an electronic copy and a paper copy are required for proposals submitted via normal channels.

Fast Track forms due come before the committee. However, one-time waiver forms do not. A better way to communicating one-time waiver submissions should be devised.

Recommendations:

- On the website, the curriculum submission deadline should include the following language: It is recommended that submissions be submitted as soon as possible. Now accepting!
- UCCC reps should also serve on their respective college's courses and curriculum committee to ensure adequate flow of information.
- Graduate Curriculum Templates should include relevant milestones as well as a sequential listing of courses to allow for greater transparency and understanding.
- Share the S Drive link to the colleges so they can keep track of where proposals are in the approval process.
- All curriculum should be reviewed to confirm if History courses are incorrectly listed under Social Sciences instead of the correct listing under Humanities.

The following proposals were discussed but not approved

| ENGR 1000 | Intro to Engineering
It will be reviewed whether ENGR 1000 was previous offered as a 1 or 2 credit hour course before approval | Change |
| COLAEHD | BA in International Studies
The curriculum needs to be reviewed to confirm that the concentrations are correctly listed due to the date of the original submission. | Change |