

University Committee on Courses and Curricula

Meeting Minutes – September 09, 2016

In attendance were:

Connie Atkinson, Amanda Athey, Sarah Berry, Erik Hansen, Dan Harper, Edward Garcia, Jan Janz, Janet Crane, Rajni Soharu, Uttam Chakravarty, Woohyun Cho, Adlai DePano, Thomas Wright and Yvette Green.

Not in attendance were:

AbdulRahman Alsamman, Matthew Bravender, Kimberly Echols, Matt Moore, Caroline Noyes, Carla Penz and Shawn Waltz.

The following proposals were approved:

No proposals were reviewed in this meeting.

Discussion Items

1. Term of the Chairman of UCCC to be decided and approved by Academic Standards and Procedure Committee. *It was decided by the committee that the term of the Chair will be 2 years for the purpose of continuity. Dr. Alsamman has agreed to be the Chair for one additional term*
2. *It was suggested that a Vice Chair position be created who would, in the absence of the Chair, have the same responsibilities as the Chair and can also sign proposals. Academic Standard and Procedures Committee has approved this.*
3. *Dr. Penz has agreed to continue reviewing new courses to confirm if they meet the syllabus requirements.*
4. Spring and Summer 2017 registration starts together.
5. Every proposal should have an electronic copy and hard copy sent to uccc@uno.edu and Academic Affairs respectively.
6. College contact or Chair of the College Courses and Curriculum Committee. *This is important so that the departments can be informed about additional information needed or decisions made by the UCCC.*
7. Fast track and drop proposals via Moodle. *It was approved by the present committee members that these proposals can continue to be approved via Moodle. Members will have three options to select now “Approve”, “Deny” or “Discuss further”.*

8. Deadlines for proposals set for Spring 2017. *The deadline for proposal submission is October 5, 2016 instead of October 7, 2016 to give us a few days buffer to review the proposals.*
9. Meeting every week or every other week. *UCCC will meet every Friday at 10:00 am. If we have too many proposals, then an additional meeting will be called via Doodle.*
10. Changes to forms or the website. *All forms are now on the UCCC website at <http://www.uno.edu/uccc/forms.aspx>*