

University Committee on Courses and Curricula

Meeting Minutes – September 30, 2015

In attendance were:

AbdulRahman Alsamman, Amanda Athey, Carla Penz, Dan Harper, Edward Garcia, Hannah Mohr, Janet Crane, Josh Lambert, Kimberly Echols, Norman Whitley, Rajni Soharu, Richard Speaker, Sarah Berry, Tony French, Uttam Chakravarty, Vincent Prior, Woohyun Cho, Yvette Green.

Not in attendance were:

Adlai DePano, Anne Rioux, Jan Janz and Matt Moore.

The following proposals were **approved**:

BIOS 3651	General Ecology Laboratory	Add
	<i>Please add statement for Academic Dishonesty and Disability to the sample syllabus.</i>	
CHEM 6096	Directed Studies in Advanced Chemistry	Add
	<i>Please add statement for Academic Dishonesty and Disability to the sample syllabus.</i>	
COEN	Engineering Management, MS	Curric Change
COEN 1	Cooperative Education for Engineering Majors	Change
ENEE 3530	Continuous and Discrete Signal and System Analysis	Change
ENEE 3561	Electromagnetics II	Drop
ENEE 4096	Undergraduate Independent Study	Change
	<i>Please change Prerequisite statement to “Prerequisite: Junior standing in Engineering.”</i>	
ENEE 6521	High Voltage Engineering	Drop
IDS 2001	Portfolio Development	Add
	<i>Please delete “This course is taught in Fall semester only”. Change repeat statement to “Can be repeated twice for a maximum of six credit hours.”</i>	

Discussion Items

1. All members were introduced and new members were explained the procedures.
2. Update about inactivation of courses that had not been offered for five years was given. 330 courses were inactivated and 37 retained by the Deans approval. The process for re-activation will be via the re-activation form, which the Chair and the Dean of the course, will have to approve and then send to the Provost.

3. Election for UCCC Chairman for 2015-2016 academic year.

Nominations will be sent out to all voting members. As decided only members who have served on the committee before will be eligible for the Chairman's position.

4. Catalog timeline for Fall 2015 meetings: Courses – October 15, 2015 and Curriculum – October 15, 2015. Courses will be changed now so that they are available for offering in Spring 2016. Curriculum will be reviewed but will not be changed till 2016 catalog.

5. Catalog timeline for Spring 2016. 02/15/2016 is the deadline for receiving all courses and curriculum changes to be effective Fall 2016 (2016-2017 catalog).

6. Attendance requirement for members.

A doodle will be sent out before every meeting to find the most appropriate time for most members.

7. Website creation and information.

Request has been sent to marketing Office for creation of a website. This website will house all forms, member information, minutes of the meetings, etc. There was a discussion about the proposal lists and that they should be searchable. An update will be sent out about this, once the website is created.

8. Checking syllabus ahead of the meeting.

Dr. Penz volunteered to carry out this process and check the deficiencies in the syllabus before every meeting. The checking of syllabus will only be done for new courses.

9. Revamping the Committee Charge to include Graduate courses and Curriculum.

All members were sent the current UCCC charge for changes. The recommendations will have to be submitted to Faculty Senate and they will decide the final charge of UCCC.

10. Proposals on S Drive > Academic Affairs > Courses and Curriculum 2015-16

Some members do not have access to the S Drive and therefore other means of sharing proposals were discussed. It was agreed that there will be a Moodle course created for UCCC and all proposals will be put there for review.