

Minutes

University Curriculum Committee September 3, 2019

Call to Order – Meeting: 3:45 pm, WAB 227

Voting Members Present: Tony Paganelli, Melanie Autin, Mariah Yates, Dana Cosby, Sara McCaslin, Kandy Smith, Angie Jerome, Andrew Rosa, Aaron Hughey

Advisory Members Present: Cheryl Stevens, Janet Applin, Dennis George, Jennifer Hammonds, Rheanna Plemons, Danita Kelley, Merrall Price, Michelle Trawick

Approval of April 16, 2019 Minutes – 1st/2nd Jerome/Cosby

Approval of August 8, 2019 Minutes – 1st/2nd Jerome/Cosby

Old Business:

None

New Business:

Provost Stevens and Janet Applin talked briefly about the new undergraduate curriculum expedited review workflow process (Attached is the handout).

Applin explained – If it's expedited – It doesn't have to go through the full committee to get approved. If expedited it still has to be approved/developed by the program faculty, then it goes to the department head/dean or designee, and then instead of coming to UCC or GC it goes directly to the provost and then the registrar (cutting out steps). One of the conditions is there is a checklist that helps assure they vet things correctly. Went through the attached workflow.

Plemons – It's been endorsed by current and past senate chair to do as a pilot. Starting on the online curriculum workflow – Matching what Graduate Council is currently doing. Any proposals that come through will be put in a shared file and people will review to make sure they are done correctly. The full review does have a few extra steps, same as before, except the UCC per screen to save the full committee some time.

Applin – It should help with the committee to make for a faster review and approval.

Steven – If the departments do what their suppose to – then it should flow very quickly. Wants department to work with others that are effected.

Plemons – Asking that new/revised programs add the 4 year degree plans for updates. It is a SACSCOC requirement and part of the Strategic plan.

Applin – Go back to your own programs and inform them what is happening.

Transform proposals vs new stuff – Is there going to be a prioritizing those? We can't assume that departments are talking to each other.

We talked about how expedited items would make it to the minutes. Registrar did say that she would send all of the expedited courses to the recorder to record in the minutes.

Decided to establish a sub-committee/workgroup for the expedited process. We did discuss the possibility of maybe rotating the reviewers, mostly because of the work load.

Dana Cosby volunteered to be the first group will be the 1st screening person

Jennifer Hammonds & Rheanna Plemons will be the advisors

Merrall Price volunteered and discussion took place about she wasn't a voting member but the by-laws doesn't keep her from serving on the sub-committee. She will be the 2nd screening person

1st/2nd – Paganelli/McCaslin

Vote: Approved

Academic Policies Sub-Committee: Standing committee and shall be appointed by chair to review policy proposals regarding academic requirements and regulations that do not originate from an undergraduate college or the graduate council.

Chair: Angie Jerome

Members: Sara McCaslin & Andrew Rosa

1st/2nd – Paganelli/Cosby

Vote – Approved

Steering Committee: Basically you fix forms that are broke.

Chair: Melanie Autin

Members: Kandy Smith & Aaron Hughey

Advisory – Jennifer Hammonds

1st/2nd – Paganelli/Cosby

Vote – Approved

Calendar Discussion: We had conflicts with the graduate council meeting so we had to change our dates. So we changed all dates. Steenbergen will share the calendar with everyone in the room.

Adjourn at 5pm – 1st / 2nd: Jerome/Autin

Respectfully submitted
UCC Recorder
Jessica Steenbergen