**University Curriculum Committee**

Minutes of Wednesday, September 16, 2009

PRESENT: Robert Adams (Chair), David Alvarez, RuthAnn Brintnall, Martin Burg, Maria Fidalgo-Eick, Greg Green, Maria Cimitile (Ex-officio), Brian Kipp, Mel Northup, Mark Pestana, Glenn Pettengill, Scott Rood, Claudia Sowa Wojciakowski, Robert Swieringa, Doug Way, Chris Adams (student representative)

Meeting called to Order: 2:06 PM

Approval of the Agenda : Agenda approved

Approval of 9/9/09 Minutes: Approved

Report from the Chair:

1) Length of course descriptions: Currently course descriptions on Banner is unlimited. Should there be a word limitation or not? Does the 50 word course description work? UCC discussed the issue and the consensus was to recommend maintaining the 50 word limit in all course proposals.

The following motion was made: The UCC wishes to remind CCCs that the 50 word limit be observed in all course proposals. Furthermore, the UCC asks the UCC Chair to determine with the web team the feasibility of placing a 'word counter' in the course description of all course proposals, designed to alert authors when they are exceeding that limit. Motion passed.

2) Issue of re-review of proposals that have been changed by later curricular review committees. After much discussion, a motion was made to charge the UCC Chair to discuss with the web team the feasibility of having an email notification of revision system put in place, which would notify all levels of review of any requests for additional changes after original approval was made. Motion passed.

Report from the Provost

1) Maria Cimitile will be the Ex-officio member from the Provost’s office for the next year.

2) Task force on new proposals for new academic units and programs is ready to roll out soon.

3) Questions concerning policy of x80 ‘special topics courses’ only being allowed 2 times. After discussion, UCC directed UCC Chair to discuss with registrar the number of x80 courses that have repeated more than 2 times.

**New Business**

* #6831 Photography PCR *Action: Approved*
* #6867 Removal of GPY 355 PCR
*Action: Approved*
* Graduate Council/UCC relationship (proposal from the GC-CC to form an independent GCC).
	+ Representation on the proposed GCC-Why is it not a weighted membership, where colleges with more graduate programs would have greater representation?
	+ Is the review process going to really be shortened? Why have the GC review the proposals after the GCC if the GCC is going to be representative?
	+ Should the interaction and relationship between the GCC and UCC be better defined? Why not have sitting members on both committees?
	+ Will this separation of curriculum lead to division of faculty-Grad only and Undergrad only?
	+ All curricular policy issues should still be vetted at the UCC, as one of the main charges of the UCC is to review and propose curricular policy.
	+ All UCC members are encouraged to develop additional discussion questions and bring them to the attention of the UCC chair prior to meeting of UCC and GC-CC representative for the GCC proposal.
	+ UCC chair will invite GC member(s) to discuss the issue at a future meeting.
* Undergraduate/Graduate Certificate re-alignment
	+ Recommendation was to realign the undergraduate and graduate certificates.
	+ Several issues were raised concerning certificates for both Graduate and Undergraduate programs. UCC Chair wanted clarification to determine whether any certificate proposal could be accompanied by a new course proposal (NCP), so long as it was not too many courses in the certificate.
	+ Motion was made to ‘Table further action and to request Mel Northrup to forward to the UCC Chair a reformatted certificate proposal form to use as a basis for further discussions and action’. UCC chair will review the revised form and send out for comment by UCC in a future meeting. Motion was passed.

Meeting Adjourned at 3:57 PM