**TO: UCC Members and CCC Chairs**

**FROM:** Robert Adams, UCC Chair

**SUBJECT:** UCC’s Startup Meeting

**DATE:** August 29, 2008

**CC:** Lisa Haight

Hello everyone, and welcome to a new semester. UCC’s first meeting will be Wednesday, September 3 2:00-4:00 at the Alumni House. Remember that all meetings this semester will be on the Allendale campus (usually 2259 KC).

We have lots on our plate this year. Here’s the agenda for our first meeting.

Introductions

At 2:00 Julie Guevara will report on the imminent arrival of the NCA accreditors

Update on the online web system

Roles and Responsibilities – UCC expectations

UCC members should be liaisons to the colleges

CCC members should be liaisons to the units

Syllabus of Record Guidelines

Communication plan

Feedback on 30 day requirement for course change proposals. Too long?

UCC’s Charge:

Unit review of time to graduation

Examine university requirements – status, purpose, purview

MTH 110, WRT 150

Help develop policies for review of online graduate courses

Should Grad Council be its own standalone committee?

Should GenEd be its own standalone committee?

UCC representative needed for the graduate online program task force

Election of UCC vice-chair