**University Curriculum Committee**

**Minutes of Wednesday, Sept 9, 2009**

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

GUESTS: Bruce Ostrow (College of Liberal Arts & Sciences), Hugh McGuire (Padnos College of Engineering and Computing), Ellen Schiller (College of Education), Julia Mason (College of Interdisciplinary Studies)

Approval of the Agenda: Approved  
  
New Business

* Welcome
* Introductions
* Location for Fall UCC meetings (10/21 in KC 1104)
* Roles and Responsibilities Document/Checklists
  + Let Provost's office (Lisa Haight) know of any change in unit head identifications
* Syllabus of Record Guidelines:
  + UCC came to a consensus that Bloom's taxonomy is one way of writing objectives, but not exclusive. However, objectives in the syllabus of record should be student centered and measurable.
* Fast-Track Pre-requisite Change
  + Still available and can be used for quick pre-requisite changes.
* UAS DRAFT Charge to UCC:
  + Time-to-graduation review: Likely will need to get a survey out to students that are taking longer to graduate and compare to other students.
  + Basic University requirements: How to approach this charge?
  + Basic skills (MTH to report in mid-Sept.): Began last semester-more to come soon. General Education subcommittee is also interested in addressing this now.
  + Remedial courses (new charge): What are they designed for and are they delivering? We should look at peer institutions, contact writing, reading, and math to determine best course of action.
  + On-line course policies: Task force established best practices. Possibly develop a checklist in the curriculum site for governance for those requesting to do this, course by course. UCC discussed and recommends that online sections that do not differ from non online sections do not need a course change request to run.
  + Independent GCC (continued)
  + Independent GES (new)
  + Online curriculum system (update forms): Update the forms on the system.
  + Policy on double degrees (APSC): Can a student receive a B.A. and a B.S. from the same academic unit?
* Other discussion items
  + Re-evaluate the criteria and purpose of certificates. Align undergraduate certificate requirements with newer graduate requirements. New courses?
  + How to facilitate quicker review?
* Proposals: currently 31
* What to do with graduate CJ package? Motion was made and passed to allow UCC Chair to review the entire package and present the courses in need of review to UCC (Mel Northup may act as second reviewer).
* Final Plans and Assessment plans: directions for a final plan indicates a need to have an assessment plan. How detailed does it need to be? UCC discussed, basic feel was that an attempt at development of student learning goals and objectives that could be measured would be sufficient. Perhaps this isn't needed until after first year? UCC Chair to contact UAC Chair to discuss further.
* Revisions and re-review by Curricular bodies that passed earlier proposal version which is altered as a result of requests by later curricular review bodies. Concern was raised that this would prevent earlier bodies’ recommendations from being applied and could result in circumvention of the review process. Suggestion was to look into allowing those who have approval status to see the requests made by a later review body and opt for re-review.

Adjourn 3:32 PM