

UCC Meeting Minutes September 3, 2008

Present: Robert Adams (Chair), Teresa Bacon-Baguley, Jean Barry, Martin Burg, Cynthia Coviak, Christine Drewel (for Kathleen Underwood) Maria Fidalgo-Eick, Nancy Giardina (ex officio), Barbara Hoogenboom, Hugh McGuire, Mel Northup, Mark Pestana, Scott Rood, Claudia Sowa, Ellen Schiller, Kathryn Stieler, Bob Swieringa, Mary Schutten, Doug Way

Guests: Julie Guevara, Ben Rapin,

1. The meeting began with introductions of attendees.
2. Dr. Julie Guevara, Assessment and Accreditation Officer, reported on the imminent arrival of the NCA accreditation site visitors on October 13-15, 2008. She further reported that a NCA site team consists of 13 peer reviewers who will review GVSU based on 5 criteria. All faculty are encouraged be on campus when the NCA team visits.

The three-volumes that were sent to the reviewers are available on line at www.gvsu.edu/ncaselfstudy.

3. Ben Rapin, Institutional Marketing, reported that over the summer enhancements were added to the Online Curriculum Development System. Key elements include: refined filtering of proposals, version tracking, easier ability to add reviewers and editors.
4. The summary of the Roles and Responsibilities of University Curriculum Committee members was distributed and discussed. The Chair presented an overview of which areas fall under the purview of the individual faculty member, the unit curriculum committee, the college curriculum committee, the general education subcommittee and graduate council (when applicable), and the University Curriculum Committee.

The document is intended to promote the idea that by the time proposals reach the UCC they should have been carefully critiqued and error free.

The white paper developed by the Graduate Council was lauded for its thoroughness.

5. The guidelines for the development of a Syllabus of Record was distributed and discussed. It was noted that objectives must be student-centered and measurable, and the topics / material covered over 14 weeks is meant to be a guide for future classes.

Several questions were raised on what role the Online Curriculum Development System should be used as a tutorial for those new to developing curriculum. Junior members of the faculty should be encouraged to ask for help from their more seasoned colleagues and CCC members in the early phases of curriculum development.

6. There was discussion on when the 30-day waiting period for course changes should begin.

A motion was made, seconded, and unanimously supported to have the 30-day clock begin when the proposals are submitted for public review. Proposals approved after the 30-day waiting period will be noted in the UCC Minutes.

7. The Chair presented an overview of the charge received from ECS.

Upon discussion, it was agreed that the Chair should meet with the Chair of ECS for further clarification on:

- a. what type of format is needed for the unit's review of time to graduation.
 - b. whether the charge to review MTH 110 and WRT 150 should include other Basic Skills courses.
 - c. development of policies for review of online graduate courses. It was noted that a university-wide task force will review this issue, and is expected to review undergraduate courses as well.
 - d. whether the Graduate Council should be a stand-alone committee. The UCC Chair will meet with the Chair of the Graduate Council, Mark Luttenton, and report back to the UCC.
 - e. whether the General Education Subcommittee should be a stand-alone committee. The Chair will meet with the GES Chair, when elected, and report back to the UCC.
8. The Chair reported that the Graduate Online Program Task Force needs a UCC representative. The names of nominees can be sent to the UCC Chair.
 9. The Chair requested a volunteer to serve as UCC Vice-Chair to record the Minutes of the UCC meetings and to run the UCC meetings in the absence of the Chair. Martin Burg volunteered to serve as UCC Vice-Chair.
 10. The meeting adjourned at 4:06pm