**University Curriculum Committee**

Minutes of Wednesday, March 19, 2008

**Present:** Robert Adams (Chair), Jean Barry, Wally Boeve (Recorder), ~~Martin Burg~~, ~~Sarah Daniels (Student)~~, Nancy Giardina (Ex-officio), Greg Mahoney,

Doug McKenzie, Mel Northup, ~~Michael Ott~~, Mark Pestana, Glenn Pettengill, Walter Sa, Kathryn Stieler, Kevin Tutt, Doug Way,

Claudia Sowa Wojciakowski

**Agenda (Meeting #18)**

Approval of the Agenda

*Approved*

Approval of Minutes

*Nancy Giardina was present - Approved*

Report from the Chair

*Gen Ed subcommittee asking the process to drop courses from a theme – what about the procedure/process for adding a theme. How does dropping courses affects the themes as well as those departments?*

*Update on the Roles & Responsibilities document – similar questions, what is the role of the document as an enforceable document. Plan is to forward it around to the colleges as an informal agreement to the process at each level.*

*Discussion around training sessions at the beginning of the school year to assist new curricular members to the process.*

*Discussion concerning the Syllabus of Record status as well.*

Report from the Provost

*Update on the Catalog Revision Committee as appointed by the Provost – reviewing the online and printed version to be revised. Nothing in the catalog that describes the organization of the colleges since the re-organization. Also examining the future need of a paper catalog. Furthermore, should there be a template of what the program descriptions should follow, and making the student services areas (i.e. Financial Aid) more succinct and in one location within the catalog.*

*Additionally related to the catalog, when is the proper timing for catalog revisions when program changes occur.*

*Update on Task Force reviewing Prospectus and Final Plans as appointed by the Provost – Nancy to serve as chair and meetings are happening in the near future. Reviewing the timing, as well as other pieces and processes.*

New Business

#4750 Major in Women and Gender Studies Final Plan  
*Action: Approved*

#6453 ARC 401 Archaeological Theory NCP *Action: Tabled – awaiting final plan so package can go forward together.*

#6514 ARC 400 Archaeological Methods & Research Design NCP  
*Action: Tabled – awaiting final plan so package can go forward together.*

#6562 BS Engineering - Computer Emphasis PCR  
*Action: Approved*

Discussion Items

Revision of forms: PCR, NCP, CCP, CPR

Discussed a possible ONE form cover page as developed by Mel for Curriculum Revisions, etc.

One new course is in UCC’s agenda.

The 20 new course proposals for the physician assistant studies program change request are coming, just waiting on graduate council to approve on the online system. Drop courses for PAS will not be forwarded to the Provost until review of the new courses, then can go forward as one large packet.

Possibly discussion next week will center around the idea of Prospectus and Final Plans

Robert Adams will be putting together a summary of the year for UCC. He will be sending it to the committee for brief review.

Adjournment: 4:00pm

Automatic Approvals (after 30 days online)

6561 CJ 300 Research Methods (CCP)