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Undergraduate Curriculum Committee
Minutes, October 24, 2007

The fourth meeting of the UCC for the Fall semester 2007 took place on October 24, 2007, in the President's Conference Room. Dossett Hall. The meeting was called to order by chair Scott Contreras-Koterbay at 2:05 p.m., with the following voting members present: Scott Contreras-Koterbay (Arts & Sciences); Suzanne Smith (Business & Technology); Joy Wachs (Nursing); Stephen Patrick (Library); Diane Mozen (Education); Laurelle Phillips (Education); Theresa McGarry (Arts & Sciences); Alison Deadman (Arts & Sciences); Keith Green (Arts & Sciences); Mike Stoots (Public & Allied Health); and Marie Tedesco (Continuing Studies). The following ex-officio member attended: marsh Grube (Academic Affairs).

Agenda Items

1. Approval of the minutes of October 10, 2007. Keith Green made a motion that the minutes be accepted as written; Stephen Patrick seconded the motion. Committee members voted unanimously to approve the motion.
2. Actions by the chair, at the direction of the committee. Contreras-Koterbay reported the approval of the following: a) Environmental Studies Minor presented by Kevin O'Donnell; b) the Non-Substantive Curriculum proposal presented by Anita DeAngelis for graduation requirements concerning computing skills; c) pending completion of necessary changes, the Non-Substantive Curriculum proposal presented by Edward Baryla for the Corporate Finance and Investment concentration; and d) pending completion of necessary changes, the Non-Substantive Curriculum proposal presented by Edward Baryla for the Real Estate concentration.
3. Discussion of CPS system instructions. The committee devoted the remainder of the meeting to discussion of how to improve CPS system instructions. Using printed versions of the instructions, members discussed the following: new course proposals, course syllabus, substantial course modification, and non-substantive curriculum changes. Grube noted the suggestions made by committee members and indicated that once she made changes, she would forward them electronically to members.
4. New business. Grube told committee members that one of her projects concerned investigating ETSU's policy on cross-listing of courses and on undergraduate minors. She wants to know the policies of peer institutions on these matters and asked that committee members help her in this task. To that end, committee members each took an institution to research from a list prepared by Grube. Members agreed to report back to Grube and to the committee on their findings.

5. Adjournment: there being no further business, the meeting adjourned at 4:06 p.m.

Submitted by Marie Tedesco