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Undergraduate Curriculum Council Minutes

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9-6-2017

### 2017 September 6 - Undergraduate Curriculum Council Minutes

University Governance, East Tennessee State University

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**Undergraduate Curriculum Committee  
Meeting Notes  
September 6, 2017**

**Members present:** Rhonda Brodrick, Michelle Chandley, Shirley Cherry, Jason Davis, Laura Dower, Julie Fox-Horton, Don Good (Lori Meier attended for Don Good), Marsh Grube, Myra Jones, Theresa McGarry, Arpita Nandi, Evelyn Roach, Kimberly Sell, Melissa Shafer, Suzanne Smith, Jennifer Young

**Members absent:** Sheryl Burnette, LaDonna Hutchins, Billie Lancaster

**Guests present:** Chaya Guntupalli (CCRHS), Thomas Alan Holmes (Lit & Lang), Jill LeRoy-Frazier (Cont. Studies), Tricia Metts (Env. Health)

The UCC meeting was called to order at 2 p.m. by Chair Kim Sell.

**New Business**

Evelyn Roach led a training session for UCC members to demonstrate how to review and approve proposals in Curriculog.

After discussion, UCC members agreed to the following process:

- Committee members will not edit proposals in Curriculog. Comments may be inserted into the comments column or e-mailed to the originator and the UCC Chair.
- Members will present their feedback as the proposal is reviewed at the UCC meeting.
- Committee recommendations will be captured by the UCC Secretary in the minutes.
- The UCC Chair will use the minutes to provide feedback to the originator.
- The UCC Chair is responsible for approving/rejecting the proposal.

Dr. Grube emphasized the importance of the committee exercising due diligence when reviewing the proposals. The transition from TBR to the ETSU Board of Trustees shifts more responsibility to the UCC for ensuring proposals are valid and uphold curricular standards.

The meeting with UCC members concluded at 3 pm. A second meeting on proposal review and approval followed with Department Chairs.

Respectfully submitted,

Rhonda Brodrick  
UCC Secretary  
Approved by UCC 9/13/17