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Undergraduate Curriculum Council Minutes

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2018 September 12 - Undergraduate Curriculum Council Minutes

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**Undergraduate Curriculum Committee
Meeting Notes
September 12, 2018**

Members present: Rhonda Brodrick, Michelle Chandley, Shirley Cherry, Jason Davis, Julie Fox-Horton, Casey Gardner, Don Good, LaDonna Hutchins, Myra Jones, Scott Koterbay, Theresa McGarry, Jessica Miller, Arpita Nandi, Tony Pittarese, Evelyn Roach, Kimberly Sell, Melissa Shafer, Jennifer Young

Members absent: Tabitha Fair, Marsh Grube

Guests present: Deborah Slawson

The UCC meeting was called to order at 2 p.m. by Shirley Cherry. Committee members introduced themselves and stated their areas of representation.

Shirley Cherry reviewed the charge to the committee then outlined the committee's responsibilities when reviewing proposals. Committee members agreed 2 reviewers is appropriate for simpler proposals, but 3 reviewers would be beneficial for larger, more complex proposals. Committee members discussed the time line for reviewing proposals then agreed to the following:

- The chair will publish the agenda by Friday 1.5 weeks prior to the meeting with at least 2 committee members assigned to review each proposal.
- Committee members will e-mail feedback to the originator by the Monday prior to a Wednesday meeting. When e-mailing the originator, the reviewer should copy any additional reviewers assigned to the proposal, the UCC chair, and the UCC secretary.
- Proposals will be reviewed by all committee members at the meeting.
- When possible, the college/department chair should attend the meeting with the originator of the proposal.

Evelyn Roach provided an orientation/update to Curriculog.

- "Help Instructions for Forms" can be accessed from the Tutorials link on the Curriculum Process website.
- Searching for completed course proposals. Go to the "All Proposals" tab then filter by "Completed." The completed proposals have a lock and cannot be edited but they can be viewed at any time.
- Criteria to help determine the appropriate form can be found by selecting "Academic Proposals" on the Curriculum Process website or by clicking on the blank space beside the proposal name in Curriculog.

New Business

-Non-substantive Curriculum or Minor Revision: BSPH Core and Concentration

Deborah Slawson provided an overview of the proposed revision which is being done in response to accrediting body recommendations.

Recommendations:

- Action (Name of Curriculog Proposal Form) - Change to Non-substantive Curriculum or Minor Revision (done)
- Justification for the Program Revision – Add a statement indicating the revision is being made at the recommendation of the accrediting body.
- Number of Courses Modified – Committee questioned whether 4 was correct. Four courses are impacted with the curriculum change. The curriculum is being modified; however, the courses have not been modified. Shirley Cherry will verify what should be in this box with Dr. Grube.

Jason Davis motioned to approve the proposal with the minor edits noted pending clarification of the modified courses with Dr. Grube. Michelle Chandley seconded. The motion passed unanimously.

A motion to adjourn was made at 3:00 p.m. by Jason Davis and seconded by Julie Fox-Horton. The committee unanimously approved the motion.

Respectfully submitted,

Rhonda Brodrick
UCC Secretary

Approved by UCC