MICHIGAN STATE UNIVERSITY

University Committee on Curriculum
Thursday, 1:30 p.m.
August 28, 2014
155 Administration Building

MINUTES

Materials Distributed Before the Meeting:

1. Memorandum to Chairpersons and Directors, Departments and Schools; Deans, Associate Deans, and Assistant Deans from Dr. John Gaboury re Schedule of Meetings of the University Committee on Curriculum (UCC) and Its Subcommittees for the 2014-15 Academic Year dated June 2, 2014

Items of Business:

1. Introductions.
   
   Committee members introduced themselves indicating the college they represent.

   
   The minutes of April 24, 2014 were approved.

3. Comments from the Associate Provost for Academic Services.
   
a. Office of the Registrar Introductions
   (1) Nicole Rovig, University Registrar
   (2) Joy Speas, University Curriculum Administrator

   Dr. Gaboury introduced Nicole Rovig and Joy Speas and had them share a little bit of how they support the UCC. He also reminded members of the upcoming Higher Learning Commission review in Spring 2015.

4. Comments from the Chairperson of the UCC.
   
a. Use of D2L website
b. Convening special meetings
c. Bylaws for Academic Governance, Section 4.5
d. Guidelines for Quorum

   Chairperson Paganini reminded members that the UCC group is existent on the D2L website for use by members. He noted it may be necessary to convene special meetings and that all members would be consulted for a convenient time. He made reference to the Bylaws section 4.5 which describes the committee’s responsibility. He also referenced the Guidelines for Quorum which were developed last year for a trial basis this academic year to assist in conducting business.

5. Role and Responsibilities of the University Committee on Curriculum.
   
a. Role and Responsibility of the UCC – Dr. Gaboury
b. UCC – Things to Consider – Joy Speas
c. Academic Program Submission Cycle – Dr. Gaboury
d. UCC Annual Report 2013-14 – Joy Speas

   Dr. Gaboury and Joy Speas gave updates on various documents to assist members and provided information from the UCC Annual Report of 2013-14.

6. Other Business.
   
a. Update on the Review of Undergraduate Course Prerequisites, Corequisites, and Restrictions
b. Update on the Conversion of the Award Type of ‘Specialization’ at the Undergraduate Level and Conversion of Existent Undergraduate Specializations to Minors
c. Curriculum Overview Presentation (if desired by new members)
Joy Speas gave an update on the PCR review and the Conversion of Undergraduate Specializations to Minors. She also provided a curriculum overview for the new members present.

Resources Available on the Web:

1. University Curriculum and Catalog (UCC) Home Page
2. Academic Programs Updated Version of the University catalog
3. Course Descriptions Catalog
4. Roster of the UNIVERSITY COMMITTEE ON CURRICULUM 2014-15
5. September 16, 2014, Report of the UCC to the Faculty Senate
6. COURSES: Course Request System
7. Academic Programs: Program Request System
8. Routing of Course Requests to Subcommittees of the University Committee on Curriculum (UCC) Revised March 2014