University Committee on Curriculum  
Thursday, 1:30 p.m.  
August 29, 2019  
443 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 2019-20 Academic Year dated August 5, 2019

Items of Business:

1. Introductions.
   
   Committee members introduced themselves indicating the college they represent and their area of expertise.

   
   The minutes of April 25, 2019 were approved.

3. Comments from the Associate Provost for Academic Services, Enrollment Management, and Academic Initiatives
   
   a. Introduction of Ex-Officio UCC Members
      (1) Steve Shablin, University Registrar
      (2) Joy Speas, University Curriculum Administrator
      
      Dr. Gaboury introduced Steve Shablin and Joy Speas indicating their commitment to serving as a resource to the committee.

4. Comments from the Chairperson of the UCC.
   
   a. Use of D2L website/Preparation for meetings
   b. Convening special meetings
   c. Bylaws for Academic Governance, Section 4.5
   d. Guidelines for Quorum
      
      Chairperson Mechtel reminded members that the UCC group is existent on the D2L website for use by members. No paper is distributed. She noted it may be necessary to convene special meetings and that all members would be consulted for a convenient time. She made reference to the Bylaws section 4.5 which describes the committee’s responsibility. She also referenced the Guidelines for Quorum which were developed 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 2018-19 – Joy Speas
      
      Dr. Gaboury and Joy Speas gave updates on various documents to assist members

6. Other Business.
   
   a. Curriculum Overview Presentation
      [New members should review prior to meeting and bring questions]
   b. Technology Initiatives – Steve Shablin
      
      Steve Shablin gave an update on the vended solution for replacement of our mainframe SIS.
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 2019-20
5. September 10, 2019, Report of the UCC to the Faculty Senate
6. Curriculum Overview Presentation
7. COURSES: Course Request System
8. Academic Programs: Program Request System
9. Routing of Course Requests to Subcommittees of the University Committee on Curriculum (UCC) Revised August 2018