University Committee on Curriculum
Thursday, 1:30 p.m.
September 1, 2016
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 2016-17 Academic Year dated June 2, 2016

Items of Business:

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

   
   The minutes of April 30, 2015 were approved.

3. Comments from the Associate Provost for Academic Services and Enrollment Management.
   
   a. Introduction of Ex-Officio UCC Members
      (1) Nicole Rovig, University Registrar
      (2) Joy Speas, University Curriculum Administrator

   Dr. Gaboury introduced Nicole Rovig 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 Urquhart reminded members that the UCC group is existent on the D2L website for use by members. No paper is distributed. 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 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 2015-16 – Joy Speas

   Dr. Gaboury and Joy Speas gave updates on various documents to assist members.

6. Other Business.
   
   a. Curriculum Overview Presentation (if desired by new members)
      [New members should review prior to meeting and bring questions]
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 2016-17
5. September 13, 2016, 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 July 2016