MINUTES

Materials Distributed Before the Meeting:

1. Report of Subcommittee A:

2. Report of Subcommittee B:

3. Report of Subcommittee C:

Items of Business:

   The minutes of 10/23/14 were approved.


   Gerald Urquhart presented the Subcommittee A report of November 6, 2014 noting all requests were approved as submitted or changed. Natural Science representative Proshlyakov introduced two clarifications. CEM 425 should reflect a course title of Chemistry Communication and Professional Development (W) and a course description of “Written and oral communication skills for entering and participating in the chemistry profession and post-undergraduate programs. Includes discussion of academic honesty and research integrity.’ MMG 433 should reflect a credit structure of 3(3-0). The report was approved as amended.


   Matt Zierler presented the Subcommittee B report of November 13, 2014 noting all requests were approved as submitted or changed. The report was approved as submitted.


   Ned Watts presented the Subcommittee C report of October 30, 2014 noting all requests were approved as submitted or changed. The report was approved as submitted.

   Associate Provost Gaboury that the Office of the Provost is exploring an E-option from a curricular and operational side. He is working with Associate Provost Curry on a definition for ‘Instructor of Record’. A recent CIC Institutional Survey indicated that Florida State University and University of Iowa both have definition models to work from.

6. **Chairperson’s Remarks – Paganini.**

   Chairperson Paganini inquired if any of the Subcommittees had utilized the procedures for quorum and the phone-in option. Subcommittee C has utilized it in a recent meeting and it worked well. Joy Speas gave an update on the conversion of undergraduate specializations to minors. Chairperson Paganini shared a draft of a definition of ‘Recitation’ and asked each subcommittee to discuss at their January meetings and report back at the February Full Committee.

7. **Other Business.**

   None.