A. PRELIMINARIES

1a. Attendance:
   Members: Carmen Febles, Deidre Caputo-Levine, Steve Byers, Joanne Toevs, Cathy Gray, Barbara Frank, Wenxiang Zhu, Wesley Usyak, Steve Clay, Wendy Mickelson, LaVona Andrew, Barb Mason
   Ex-Officio: Cindy Hill, Chris Hunt, Buck Benson, Tiffany Mitchell
   Admin. Asst: Catherine Read

1b. Excused: none

1c. Guests: Matt Wilson (GERC), Ivory Fort (new e-Catalog editor)

1. Announcements: Grad School is having their Three-Minute Thesis presentations today

2. Minutes – none, all have been approved

3. Report from the Executive Committee:
   Has met every week in January to work on tasks from UCC’s Future Business list:

   a. Revisions to UCC Proposal Form and Proposal Request Form
      - Include COE changes in proposals affecting College of Education programs
      - Streamline infrastructure impact process
      The current revisions will get UCC through this semester at least. A summer subcommittee could be created to make further changes to the proposal form if needed. Catherine Read and Carmen Febles explained the changes to the proposal form. UCC Executive Committee is working with Graduate School on what, if anything, could be included in UCC’s form that would be helpful for Graduate Council for 4000/5000 level courses, and accelerated Bachelor’s/Master’s degree program pathways. Impact reviewers will now be able to enter their impact responses directly into the proposal instead of sending emails to the PO.

   b. Proposal template for Bachelors/Masters Accelerated programs
      Working with Grad School to create one form to use for both councils.

   c. Impact Response Timeline
      Clarify how long POs should hold proposals awaiting impact responses before submitting to UCC. For now, Catherine Read and the UCC Executive Committee will help collect missing impact responses.

   d. Change Memo Clarification Subcommittee
      Carmen Febles, Chris Hunt, Deidre Caputo-Levine, and Tiffany Mitchell have met and come up with proposed process changes. Chris Hunt redesigned and streamlined the proposal request form and process to allow the UCC Executive Committee to decide upfront which requests can be change memos and which require a proposal. This will allow the Registrar’s Office to create the correct form from the start.

4. Information from Academic Affairs:
   Cindy Hill shared and explained the proposed revisions to the GEM Gen Ed Objective Learning Outcomes. The CAAP council of Provosts met today to consider these changes, and asked for
more general faculty input before they move forward. This document will be shared with UCC and GERC members to help gather additional faculty feedback.

5. Current Subcommittee Activities:
   a. General Education Requirements Committee (GERC) update
      Council accepted GERC’s Minutes for October 13, 2020, October 27, 2020, and November 11, 2020
      GERC is developing procedures for selecting faculty members to serve on the Statewide Gen Ed Discipline Groups. So far, it has been a rather haphazard mix with no standardized process. GERC also intends to implement a process for keeping the campus community regularly apprised of the discipline groups’ work. GERC has begun their yearly review of the annual assessment reports submitted since inception for each gen ed objective. They will soon be convening the Objective Review Committees to review Objectives 7 and 8.

   b. BAS Committee update – has not met yet, hopes to start meeting in late February.

6. Information from the Chair: none

7. Information from the Faculty Senate and other Councils:
   Faculty Senate is reviewing Program Health assessment documents from departments and Academic Affairs. Faculty Senators will work with the programs in the bottom two quintiles to produce action plans in response to the Program Health assessment. No response is needed from the programs in the upper three quintiles.

8. Other related information or questions: none

B. INFORMATION ITEMS – none

C. CONSENT CALENDAR – none this week
   Minor Catalog Changes (no proposal needed, just a memo showing the exact changes):

D. UNFINISHED BUSINESS
   Minor Catalog Changes (no proposal needed, just a memo showing the exact changes):

1. Council approved AY 2021-20 Change Memo #19 – FIN 4445 Prerequisite change to add FIN 3303 (Appendix A)

E. “PARKING LOT” – proposals and other items awaiting resolution – none this week

F. NEW BUSINESS: none this week

G. FUTURE BUSINESS:

1. Revise UCC Bylaws – Carmen Febles anticipates UCC will work on bylaws updates later this Spring, probably in March or April.

2. Interdisciplinary programs: How to deal with faculty oversight of curriculum; on hold for now.
3. **Catalog Format Review Subcommittee -- placeholder; deferred until Spring 2021**
   Create a subcommittee to review the catalog format and usage with an eye to suggesting potential changes. Subcommittee should include reps from UCC, Grad Council, Registrar’s Office, Academic Affairs, and Marketing.

4. **Course and Program Duplication -- placeholder; deferred until Spring 2021**
   Create a working group to develop written guidance on what constitutes duplication of courses and programs. Include Academic Affairs and Faculty Senate in the discussion. Consider ways of alleviating competition and encourage collaboration among programs. Student headcount in majors and programs is an important metric in measuring program health, but what should happen when a program uses many courses from another department in their programs?

5. **UCC’s Role in Program Prioritization -- placeholder; awaiting Faculty Senate’s direction**
   UCC has purview over courses and curriculum. Febles will coordinate with Faculty Senate when it is time to address this.

H. **ADJOURNMENT:** 3:43 p.m.

**APPENDICES**

**ACTIONS ENDORSED:**

A. **AY 2021-20 Change Memo #19 – FIN 4445 Prerequisite change to add FIN 3303**

**STATE PROPOSALS ENDORSED:** none this week

**CURRICULUM PROPOSALS APPROVED:** none