

Undergraduate Curriculum Council (UCC)

April 7, 2022 – 3:00-5:00 p.m. via Zoom

Volume XXXVIII, Meeting 2 (24-02)

MINUTES – *Approved by Curriculum Council on April 14, 2022; Accepted by Faculty Senate on April 25, 2022; Accepted by Academic Affairs on April 22, 2022*

A. PRELIMINARIES

1a. Attendance:

Members: Carmen Febles, Ines Jindra, Bob Houghton, Ben Bolin, Randa Kress, Janet Loxterman, Wesley Usyak, Wendy Mickelsen, LaVona Andrew, Erin Berry

Ex-Officio: Ivory Fort, Buck Benson, Tiffany Mitchell,

Admin. Asst: *Excused*

1b. Excused: Joanne Toevs, Steve Clay; Margaret Johnson, Sarah Mead, Catherine Read

1c. Guests: None

1. Announcements: free parking at Holt arena is being reinstated!

2. Minutes for **March 31, 2022** - *forthcoming*

3. Report from the Executive Committee:

- Met on Monday, determined UCC needs to meet this week to update the Bylaws and nominate next year's officers
- Carmen reached out to Chris Whittaker, the Chair of Academic Standards Council regarding the placement and purview of program Admissions criteria; he is amenable to taking it up with the Council, possibly this week, otherwise in the Fall.

4. Information from Academic Affairs: no report

5. Current Subcommittee Activities:

- a. General Education Requirements Committee (GERC) update
GERC's Executive committee meets tomorrow
- b. BAS Committee update -- will meet on April 21

6. Information from the Chair: none

7. Information from the Faculty Senate and other Councils: none

8. Other related information or questions: none

B. INFORMATION ITEMS -- none

C. CONSENT CALENDAR -- none

D. UNFINISHED BUSINESS

Curriculum, Course, and Program Change Proposals: none

Other Business:

1. Council **tabled** Admissions Criteria Placement in the catalog, pending update from Academic Standards Council.

2. [UCC's Bylaws](#) review/revision

Council went through and discussed each section individually, and suggested changes where deemed appropriate. Clarified UCC's purview and updated Health Sciences representation to eliminate specificity of campuses. Major change was adding a new section listing UCC Executive Committee and adding the UCC immediate past chair as ex-officio member of the Executive Committee for continuity purposes, with the understanding that if the past chair has rotated off the Council they may not be in a position to serve on the Executive Committee. Eliminated the required chair's year-end report since that has become obsolete over the years. Added details of the chair's responsibilities, plus a few other minor language and other changes.

ACTION: Motion to have a formal vote on the Bylaws at the next UCC meeting. Seconded. Motion **passed**. Need to have a 2/3 quorum to approve Bylaws.

3. Nominations for UCC Executive Committee candidates for the 2022-2023 academic year (Chair, Vice Chair, Executive Secretary)

Nominations for Executive Secretary – **Ben Bolin** self-nominated

Nominations for Vice Chair – **Bob Houghton** self-nominated

Nominations for Chair – **Wesley Usyak** self-nominated (changed from Vice Chair to Chair position)

ACTION: Motion to vote on Officers at the next meeting. Seconded. Motion **passed**.

E. "PARKING LOT" – proposals and other items awaiting resolution – none

F. NEW BUSINESS: none

Curriculum, Course, and Program Change Proposals: none

Other Business: none

G. FUTURE BUSINESS:

1. **Accelerated Programs Catalog Layout Working Group:** create standardized catalog format for UCC's consideration Spring 2022

Members: Sarah Mead, ~~Shanna O'Connor~~, Janet Loxterman, Carmen Febles

2. **Interdisciplinary programs:** How to deal with faculty oversight of curriculum

3. **Course and Program Duplication -- placeholder; deferred until Fall 2022?**

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?

4. **UCC's Role in Program Prioritization -- placeholder; awaiting Faculty Senate's direction**
UCC has purview over courses and curriculum

5. **Impact Response Timeline**

Clarify how long POs should hold proposals awaiting impact responses before submitting to UCC

6. **Ramifications of Student Learning Outcomes**

Do faculty want to be involved in monitoring and overseeing assessment? If so, what mechanism or entity should be implemented to manage this task? Does UCC want to take on the responsibility as part of their purview, or create a new subcommittee similar to GERC, or some other option?

7. **Collaboration between UCC and Graduate School** - Continue discussions with Graduate School on closer collaboration on proposals that affect both catalogs.
8. **Catalog Format Review Subcommittee – placeholder; deferred indefinitely until new Associate Registrar is hired**
[Undergraduate Catalog Update Process and Timeline](#)
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.
9. **Admissions Requirements – placeholder; deferred indefinitely until new Associate Registrar is hired and new Provost gets settled in.**
Continue including Admissions Requirements as part of UCC catalog page with UCC’s review/approval process, or move to departmental page that can be changed more quickly? Considerations include students’ catalog rights in meeting program requirements for graduation. Could be part of Catalog Format Review.

H. ADJOURNMENT: 3:56 p.m.

APPENDICES

None – no documents approved this week.