Members Present: Scott Howerton, Karen Bull, Frank Donaldson, Lisa Henline, Wade Maki, Maggie Murphy, Brett Nolker, Jodi Pettazzoni, Karen Poole, Dana Saunders

AGENDA ITEMS:

I. Approval of Minutes – December 6, 2019 and January 24, 2020
Motion to approve December 6, 2019 minutes and January 24, 2020 minutes (Donaldson, Poole). Minutes Approved with 1 abstention.

II. New Business

College of Arts and Sciences

Biology

<table>
<thead>
<tr>
<th>Course Number &amp; Title</th>
<th>Change/Revision</th>
<th>Proposed Effective Date</th>
<th>Motion/Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 271 Human Anatomy</td>
<td>Revise prerequisites</td>
<td>Fall, 2020</td>
<td>(Donaldson, Maki) Approved</td>
</tr>
<tr>
<td>BIO 271L Human Anatomy Laboratory</td>
<td>Revise prerequisites</td>
<td>Fall, 2020</td>
<td>(Donaldson, Maki) Approved</td>
</tr>
<tr>
<td>BIO 280 Fundamentals of Microbiology</td>
<td>Revise prerequisites</td>
<td>Fall, 2020</td>
<td>(Donaldson, Maki) Approved</td>
</tr>
<tr>
<td>BIO 280L Fundamentals of Microbiology Laboratory</td>
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</tr>
</tbody>
</table>
III. UCC Policy and Procedure discussion

- Meeting attendance and Proxy votes
- Guidelines for course/program review
- Course and Program checklists
- Course Revisions: Routine / Amended

Chair reminded voting members to send a proxy if you are unable to attend a meeting. If there are proposals in Box, it is helpful if you review and comment on these. Proxy votes should be a member of the unit, members can dictate the proxy vote.

When reviewing proposals, the committee should review revised fields. The committee should not reject a proposal for a ‘non-edited’ field, rather this should be noted and brought to the attention of the proper office.

Committee members reviewed several documents related to the curriculum review process and roles. Curriculum Review Roles and Course/Program Checklists were created by the Office of Assessment, Accreditation, and Academic Program Planning to assist in the review of course and program proposals. Suggestion to enhance “Resources are sustainable” language to include new concentrations, possible course changes.

Discussion concerned use of the program and course checklists. It would be helpful to integrate these with CIM. Are these necessary at every level of review? The checklists can be helpful, especially at the department level, would put more responsibility on the initiator. The intention is not to give you a quantifiable document to work with. Suggestion to encourage the use of these at the department and unit levels, continued training is needed.

Discussion concerning the difference between routine and amended changes.

IV. Online Delivery approval process for courses

Currently, QM and C-RAC forms are required for online delivery. The QM checklists should be completed after the creation of the course syllabus. Taking into consideration of the current submission deadlines, there will be a new process which will provide a temporary authorization (online delivery) for new course proposals. There will also be a new ‘Online Delivery’ option in CIM with an abbreviated workflow.
V. **UCC membership for 2020-2021**
The following members roll off this year:
- Bryan School – Dayong Huang
- College of Arts & Sciences – Jeremy Ingraham
- Library – Maggie Murphy
- Faculty Senate

We would like to fill these roles as soon as possible. Please let your units know there is a vacancy.

Meeting adjourned at 3:30 p.m.