University Curriculum Committee  
Minutes March 27, 2018 2:30-4:00  

In Attendance: Voting: Pam Laird, Chair (CLAS), Jarrod Hanson (SEHD), Tanya Heikkila (SPA), Alan Vajda (CLAS), Phil Gallegos (CAP), Candice Shelby (CLAS), Maria Buszek (CAM), Ron Ramirez (Business), Tammy Stone (CLAS); Non-Voting: Peter Anthamatten (Faculty Assembly), Hannah Couse (Staff Liaison)  

1. Introductions  
2. Minutes: Motion to accept March 13, 2018, minutes passed  
3. Website Overview: Pam Laird  
   a. Review of current list of members  
      i. Currently no Engineering representative, but we have a contact in SEAS  
      ii. Future list will add divisions within CLAS (Humanities, Natural Science, etc.)  
   b. Approval to request permission to link website to Faculty Assembly committees web pages  
4. Report on Pam Laird’s meeting with Carrie John, University Registrar:  
   a. UCC cannot withdraw courses implemented since July 1; the committee can review them before they are offered again  
   b. Where does the UCC fit into the Registrar’s course offering calendar?  
      i. Committee discussed based on the cycle of course offerings  
   c. Currently, schools and college can enter courses into the schedule autonomously 9 months before a semester begins  
      i. Registrar’s Office must add or change courses manually if courses are presented less than 3 months before the beginning of the semester  
      ii. The UCC’s process must work with the Registrar’s Office to intervene between units and scheduling courses  
5. Discussion:  
   a. When does the UCC begin reviewing courses? At what point in the cycle?  
      i. Must be before colleges can enter courses into the system, extending the cycle to 12 months  
      ii. How can the UCC maximize transparency with course approval process?  
      iii. Units should coordinate about course proposals before they get to the UCC  
   b. There are difficulties in coordinating with other campus institutions (METRO, CCD, AHEC), especially about rooming, but that does not affect the committee’s work  
   c. Soonest future course approval process (as of now) for Summer 2019  
   d. We must develop two strategies for now:  
      i. Retrospective course approval  
      ii. Real-time course approval once we have caught up  
   e. New budget model incentivizes units to create a baseline for their course offerings  
   f. UCC and the Registrar will inform units of the new timeline for course approvals (12 months instead of 9)  
   g. Suggestions for initial processes  
      i. Should the university impose a moratorium on courses until Fall 2019?  
      ii. Address courses since July 1, 2017, retrospectively as needed on an ad hoc basis, rather than review all courses already in the system
1. Therefore, compose a listing and send it to schools and colleges
2. Ask them to identify specific courses for review
3. Encourage them to work with other units immediately
4. This option received general support as most feasible under the timing constraints

h. How does UCC decide which retroactive course stay? Under what criteria?
   i. Decisions/guidelines can be drawn from other UCCs
   ii. We cannot assess from where courses might draw students.
   iii. There are concerns that fundamentally similar courses could be spun slightly differently
   iv. That is why we must leave primary identifications of overlap to schools and colleges
   v. UCC will urge schools & colleges to address these issues preemptively

6. **Bylaws Review:**
   a. Drafted by Jarrod Hanson, Alan Vajda, and Pam Laird; revisions discussed line-by-line
   b. Bylaws will address certificates and programs for future reference, but the UCC will not review them this AY
   c. Will the UCC be an advisory or decision committee?
      i. Members confirmed discussion of first meeting to decide on proposals
      ii. Courses will not be able to move to Registrar without UCC approval
      iii. Specifications about procedures will be developed for a separate operations document
   d. Motion to approve Article I as amended
      i. Motion passed unanimously
   e. Motion to approve Article II as amended
      i. Motion passed unanimously
   f. Motion to approve Article III as amended
      i. Motion passed with one abstention
   g. Motion to pass Article IV as amended
      i. Motion passed unanimously
   h. Motion to pass Article V as amended
      i. Motion passed unanimously

7. **Procedures:**
   a. Proposal for new subcommittees for criteria and procedures
      i. Pam Laird, Jarrod Hanson, Phil Gallegos, and Hannah Couse to form procedures subcommittee
   b. Ask schools/colleges for existing criteria and procedures to streamline process

8. **Meeting Adjourned**