University Curriculum Committee  
Minutes April 10, 2018; 2:30-4:00

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

1. Minutes: Committee will review March 27 minutes by email

2. Bylaws Update: Laird
   a. On April 3, Faculty Assembly unanimously approved the UCC’s bylaws draft with minor, procedural amendments
   b. Bylaws draft bylaws sent to the Provost on April 3

3. Courses Updates:
   a. The Registrar’s Office has received 190 new courses since July 1, 2017
   b. Per the UCC’s previous discussions about procedures, the burden of review will rest on the schools and colleges
      i. Laird will send current course listings to units to review and identify concerns
      ii. Schools and colleges will have until April 23 to consult with other units regarding any concerns and to submit results or concerns to UCC
   c. Internal curriculum decision processes vary widely by college and school
   d. The UCC will not review courses sent to the Registrar prior to July 1, 2017
   e. Maymester and summer of 2019 are the first courses UCC can approve in real time

4. Discussion:
   a. Is 190 an abnormal number of courses to be created in this span of time?
   b. If there are issues about new courses, revisions, or name changes, units should contact the unit that submitted the course and also let UCC know about their concerns.
   c. UCC aims to ensure schools and colleges have appropriate processes in place for course review and approval.

5. Review of Draft Procedures: Jarrod Hanson, Phil Gallegos, and Pam Laird
   a. Recommend that a Notice of Intent (NOI) be the first step in submitting a new or revised course or a course name change
   b. The NOI will go first to the UCC, which will notify the Registrar’s Office
      i. Registrar’s Office and UCC will each post the NOI
      ii. UCC will also notify all schools and colleges weekly of postings
   c. The NOI will remain available until the full proposal is submitted to Registrar & UCC
   d. The purpose of the NOI is to encourage early collaboration and cooperation

6. Discussion and questions:
   a. Workflow questions to be resolved in consultation with the Registrar’s Office:
i. How will the Registrar’s Office be informed that a course has gone through the UCC?
ii. How do the UCC and Registrar’s Office maximize efficiency and minimize bottlenecks?
b. UCC will only have to discuss courses at the NOI or proposal stages if issues arise.
   i. For instance, if a school or college flags a course and if it cannot resolve concerns through intercollege communication, then the UCC would evaluate the matter.
c. Currently signature authority resides with the deans of each school and college; the new workflow will require UCC signature authority, as well.
d. Will new course postings be available for a set amount of time so that all schools and colleges can assess them before the UCC reviews them?
   i. Indeterminate as of today

e. What kinds of documentation should we specify in the procedures?
   i. To be considered in procedures subcommittee next week
f. A possible path for incorporating UCC into the Registrar’s course creation process:
   i. Course proposal form goes to Registrar, gets put on hold (placeholder as pending status)
   ii. Workflow begins: access to the form is sent to every member of the UCC for approval
   iii. If approved, the UCC chair informs the Registrar
   iv. The Registrar moves course into approved status
g. What does UCC approval look like? Majority, unanimous, chair decision?
   i. To be decided
h. Will the UCC address quality?
   i. Will it make suggestions about courses that are approved or only approve courses without providing suggestions?
   ii. Trying to define quality as it applies to all colleges can be difficult, but in the future, the UCC will apply basic criteria as part of its approval process.
   i. Would the UCC work on intra-college conflicts?
   i. That is outside its mandate, but the committee should ensure that there is a formal and documented process within each school and college to address all curriculum matters.

7. Moving Forward:
   a. Create a process and documentation subcommittee: Laird and Buszek
   b. Membership and officers 2018-2019
      i. Current members have been appointed, not elected
      ii. How and when should the UCC begin proper process for new members?
      iii. Consider retaining most of the same members until UCC is completely up and running, maybe 2019-2020 elections
         1. Doing so would maximize continuity
         2. It could also help with establishing a staggered membership

8. Meeting Adjourned