In Attendance: Voting: Pam Laird, Chair (CLAS), Candice Shelby (CLAS), Maria Buszek (CAM), Jarrod Hanson (SEHD), Tammy Stone (CLAS), Phil Gallegos (CAP), Ron Ramirez (Business), Christine Martell (SPA); Non-Voting: William Sour (Registrar’s Office), Carrie John (Registrar’s Office), Peter Anthamatten (Faculty Assembly), Hannah Couse (Staff Liaison)

1. **Minutes:** Review and motion to approve minutes from May 8
   a. Motion passed unanimously

2. **Updates:**
   a. Only two course concerns remain unresolved out of about 300 course proposals
   b. Cross-listing concerns
      i. Cross-listing can happen between schools and colleges with agreed upon distribution of credits
   c. UCC has been invited to attend a meeting with the Registrar’s Office and the college coordinators on May 31, 2018, 10:00-11:30, Student Commons 1401
   d. Communication between the UCC and the Registrar's Office includes spreadsheets for Notice of Intent (NOI) postings and course proposals to indicate appropriate actions
   e. Anthamatten and Laird met with the Provost on May 22, 2018
      i. Continued discussion of UCC bylaws
      ii. They discussed an ongoing need for a faculty committee that oversees new and revised undergraduate programs and joint undergraduate/graduate programs
      iii. The Provost suggested some language changes for the bylaws for further clarification
      iv. The Provost would like to provide feedback on processes and staffing to provide active support for the committee and its needs
      v. It would be valuable to discuss cross-listed undergrad/grad courses with the Graduate Counsel; a project for AY 2018-2019
      vi. Verbiage for the timeline of Provost appeals: “commitment to be as timely as possible on a case by case basis”; the committee agreed

3. **OnBase Demonstration by William Sour (Registrar’s Office):**
   a. Bill Sour has begun the course proposal automation project, which will proceed in three stages
   b. The first stage has been built to process course proposals
      i. The UCC chair will have access to all 3 queues: approval/denial, comments for review, final review
      ii. For all proposals that have not raised any concerns, the chair can bypass the committee and approve
iii. UCC members will be able to access proposals and will be notified about those for which the committee has received expressions of concern
c. Stage two of the system will process Notice of Intent postings through an electronic form
   i. It will also distribute them to contacts in the schools and colleges according to a list that the UCC compiles
   ii. UCC members will have access to this, as well
d. Stage three will synchronize course proposal forms and NOIs
e. The course proposals will be able to move forward on a scheduled timer
f. It will be the UCC’s responsibility to hold back any proposals about which it has received expressions of concern until those are resolved
g. What is OnBase?
   i. University has a subscription to the software, which is the repository for UIS documents
   ii. The software is available to any departments in the university who wish to utilize it
h. Contacts in schools and colleges will be automatically notified of NOIs & proposals in the future
   i. Concerned schools/colleges and/or faculty must still contact the committee directly about any issues
   ii. Schools/colleges still have to go through the entire course proposal list to review NOIs and proposals, which will be shorter in the future now that the backlog has been processed

4. Work Flow Discussion:
   a. Review of diagram
   b. “Duplication” of steps 5 and 8 gives units two opportunities to raise concern for course overlap and other issues
      i. Notification of NOI posting is the first opportunity
      ii. Upon a full course proposal posting, NOIs will be redistributed as the second opportunity to review and express concerns
c. Is there a need to standardize syllabi formats?
   i. There are certain required aspects that must be included in each syllabi
   ii. It is unnecessary to require all faculty to have the same format of syllabi
d. Where do units document that they have discussed with others about their concern and that the concern has been resolved?
   i. Currently, the UCC staff liaison creates spreadsheets that collect all that data from emails the committee chair receives
   ii. The spreadsheets are distributed to school and college contacts and are available in the committee’s OneDrive folder
   iii. Such a refinement can be considered in later AYS
   iv. Information about including and releasing a record can be implemented into the work flow
e. Should an NOI expire if no one submits a full proposal?
i. OnBase can archive all NOIs, so they would be searchable at any time
f. What should be UCC’s timing for initial review for unresolved concerns?
   i. The committee will block out a monthly meeting time during the AY for potential review
   ii. However the UCC will only meet when concerns are unresolved or when there are other decisions, discussions that require committee attention
   iii. The committee can require that all relevant course materials (syllabi, descriptions, title, etc.) must be submitted a week before its monthly meeting for the unresolved concern to be discussed then

5. **Unresolved Concerns:**
   a. The review process for courses will be the first topic of UCC discussion in fall 2018
   b. Recommendations include:
      i. Requiring a memo from a concerned unit that includes reasons for concern and evidence of attempts to resolve concern
      ii. Requiring a memo from the proposing unit to argue its case
      iii. There is a preference for considering memos without presence of involved parties, with an option to invite individuals as seems appropriate and useful
      iv. The committee will need to meet in the fall to continue building its systems, but once those are settled, it would only need to meet when requested to help to resolve concerns
      v. Who should be allowed at the UCC review meetings? Faculty who proposed the course? Deans and assistant deans? No one?
      vi. If non-committee members attend meeting, deliberations will take place without them
      vii. If one faculty member attends, does the faculty member from the other unit need to attend as well? Should attendance be optional?
      viii. Look at the language of the CLAS Ethics Committee process to develop further the UCC’s process

6. **Membership for AY 2018-2019:**
   a. The UCC needs to recruit members for next year for units that do not have representation. Chair will poll members to assess needs.
   b. Motion for Candice Shelby to be the chair for AY 2018-2019 passed unanimously
   c. Duties of a vice chair, if deemed necessary
      i. Someone has to be available to monitor things at all times
      ii. When the chair is not available, the vice chair will fill in the gaps
   d. The committee will not meet during summer, but members agreed to be available via email during summer as feasible

7. **Meeting Adjourned**