University Curriculum Committee
Minutes March 13, 2018 3:00-4:30

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

1. Introductions

2. Background and Charge: Peter Anthamatten, Chair of Faculty Assembly and the ad hoc Curriculum Oversight Steering Committee (COSC)
   a. In order to maximize the integrity of the new budget model, the Faculty Assembly and university deans advocated for the creation of the UCC.
   b. The goal is to have a fully functioning committee by spring 2018, fall at the latest.
   c. COSC member Jeff Franklin suggested dissolving the Undergraduate Council, moving those tasks to the UCC to ensure faculty perspective throughout the curriculum.
   d. Challenges include adequate resources, including course releases for chair and half-time staff support, both for this initial semester and ongoing functions.
   e. Long-term goals include:
      i. A transparent review process at all levels
      ii. A system that fits the timelines of the Registrar’s Office and those of schools and colleges
      iii. A website that facilitates processes
      iv. An emphasis on cross-college/school collaboration with minimal conflict to prevent course duplication retroactive to July 1, 2017
      v. Requiring that all schools and colleges have a functioning curriculum committee, preferably elected by faculty, during AY 2018-2019
   f. Establishing bylaws as a standing committee a first step

3. Discussion and responses to questions:
   a. Review of relevant aspects of the new budget model and its incentives for schools and colleges to offer courses that duplicate those in other units.
   b. The University will benefit from integrating curriculum and coordinating units’ efforts; the UCC will encourage inter-college/school communication and cooperation.
   c. All courses in CU Denver that draw on tuition fall under this framework and are subject to UCC review, including D1, D2, and D3.
   d. The UCC will encourage schools and colleges to communicate about potential overlap before proposing new courses to resolve issues in advance.
   e. The quality of syllabi/course outlines/descriptions could rise through collaboration between schools and colleges.
   f. The UCC will eventually have a website capable of accepting proposal through web forms; right now we are using OneDrive.
g. Question: Could intra-college conflicts about course duplication be brought to the committee? The committee will have to explore that in consultation with the Faculty Assembly. At a minimum, each school and college will be required to have its own curriculum committee in the next AY.
   i. Collectives of faculty within schools and colleges should make decisions about intra-college curriculum.

h. Curriculum and course content fall under the UCC’s purview, not day-to-day course activities.
   i. Questions about how courses are taught will not fall under UCC’s purview. There are other avenues to protect classroom academic freedom, including schools and colleges’ internal curriculum committees.
   j. Although the COSC’s January 23, 2018, memo framed the UCC’s role as providing “recommendations to the Provost,” Article 5 of Regental Law assures faculty authority over curriculum. This will be an immediate topic of deliberation within the committee and the Faculty Assembly.

4. Practicalities and Overview of Calendar:
   a. In order to make decisions by May, the committee will have to move quickly. See the proposed calendar in the agenda for target dates.
   b. Our goal is to move quickly in order to process the backlog of proposals from July 1, 2017.
   c. Laird will contact all schools and colleges’ contact persons and Laura Goodwin tomorrow (March 14) with updates and requests.
   d. Immediate goals include building the website and presenting bylaws to the Faculty Assembly for approval in April.
   e. Laird discussed distributed documents that include bylaws of similar committees elsewhere, as well as the CU Denver Core Curriculum Oversight Committee

5. Moving Forward:
   a. The committee agreed to fortnightly meetings this spring, Tuesdays, 2:30-4:00
   b. Bylaws subcommittee: Hanson and Vajda agreed to meet with Laird over spring break
   c. Questions for future discussion include:
      i. Is the UCC advisory or deciding?
      ii. Free standing like CCOC or a standing committee of the Faculty Assembly?
      iii. Should bylaws institute an appeals process by which deans would appeal to the Provost? If so, should there be a time limit for Provost’s decisions?
      iv. Should decisions be made by consensus, simple or strong majorities, etc.?
   d. Carrie John offered possibility of help from the Registrar’s Office for archiving, generating online forms, etc. The committee accepted her offer gratefully.
   e. The first priority is to address course proposals already in the queue since July 1, 2017, in order to minimize delay in offering those courses.

6. Meeting Adjourned