

**Meeting Minutes**  
**Monday, August 24, 2015**  
**10:00 a.m. – 11:00 a.m.**  
**Lawrence Street Center (LSC) - Regents Conference Room, Suite 1400**

**In Attendance:** Amanda Charlesworth, Jeff Franklin, Rudi Hartmann, Kelly Hupfeld, Michael Jenson, Deborah Kellogg, Barbara Seidl, Catherine Wiley

**Non-voting Members in Attendance:** Ashby Butnor

**Other Attendees:** Mary Baitinger (recorder)

**Discussion Items:**

The Undergraduate Council (UGC) met to discuss an e-mail request by Rudi Hartmann regarding online courses and to review revisions of the UGC Bylaws (both documents sent to attendees prior to the meeting)

**Rudi Hartmann E-Mail**

After reviewing and discussing Hartmann's e-mail, the group determined that if there are specific concerns and issues related to the implementation of online courses, these should be addressed directly to the department or school. Other places this topic could be addressed is the Faculty Assembly as well as other active committees considering online education. The UGC's purpose is to address items that support all academic aspects of the undergraduate experience on the CU Denver downtown campus. Franklin will provide some general feedback discussed within UGC about online education at an upcoming dean's meeting.

**UGC Bylaws**

Franklin proposed necessary updates and new revisions to the existing bylaws, dated August 2006. The committee discussed these point-by-point, asking questions and clarifying points of potential confusion and making suggestions for additional clarifications and updates. Among the issues considered were these:

- Clarifying that the UGC considers proposed new curricula with cross-college content or impact.
- Insuring that non-tenure-track faculty are represented on the UGC.
- Clarifying the role of the UGC in the oversight of potential overlap between programs, helping academic units to have constructive communication when cases of duplication or competition between programs and courses arises.
- Fostering communication not only across school/college boundaries but also across Academic Affairs and Student Affairs offices.
- Stating the UGC's role in fostering experiential learning and High-Impact Practices.

Franklin will incorporate these and other changes recommended by the committee and submit, prior to the next meeting, a second revised draft for discussion and consideration for approval at the next meeting.

## **Next Meeting**

The next UGC meeting will be held on Monday, September 28, 2015 in the Regent's Conference Room. Requested agenda items should be submitted by Thursday, September 24, 2015 to Mary Baitinger and Jeff Franklin for inclusion. [This meeting subsequently was cancelled, thereby shifting the next meeting to October 10, 2015.]