Voting Members Present: Kim Pittcock, Wayne Wilkinson, Jason Stewart, Warren Johnson (also as proxy for Shelley Gipson), Michael Bowman, Evelyn Taylor, David Gilmore

Non-Voting Members Present: Jesse Blankenship, Nikesha Nesbitt, Summer DeProw, Star Holloway, Karen Wheeler

Members Absent: J. Eric Sims, Shelley Gipson, Rebecca Oliver

Non-Members Present: Mary Elizabeth Spence (Assessment), Michael Gray (Communication), Temma Balducci (Art + Design), Thilla Sivakumaran (A-State Online)

Meeting called to order 10:30 am

1. Motion to approve April 12, 2019 meeting minutes: Kim Pittcock. Second: Warren Johnson. Passed.
2. Old Business
	1. 2019U\_LAC54\_TABLED\_BC\_GRFX-Course-Changes-REVISION1
		1. Additions to admissions requirements needed.
		2. Resubmitted as 2019U\_LAC54\_BC\_GRFX-Course-Changes-REVISION2 and considered in Current Curricular Proposals below.
	2. 2019U\_LAC66\_TABLED\_LON8-Debate-Forensics-Certificate
		1. Justification needs work; suggested additions to justify certificate: a. Explain benefit to current students; and, b. Conduct an employer survey.
		2. Resubmitted as 2019U\_LAC66\_LON8-Debate-Forensics-Certificate-REVISION1 and considered in Current Curricular Proposals below.
	3. 2019U\_LAC72\_TABLED\_BC\_Criminology-Grade-Changes
		1. Evidence of impact on students needed.
		2. No new submission.
	4. 2019U\_LAC73\_TABLED\_BC\_Sociology-Grade-Changes
		1. Evidence of impact on students needed.
		2. No new submission.
	5. 2019U\_SM05\_TABLED\_NC\_MATH-1024-College-Algebra-Enhanced
		1. No new submission.
	6. 2018U\_NHP21\_TABLED\_LON3\_Imaging-Specialist-Emphasis-REVISION2
		1. No new submission.
3. Current Curricular Proposals
	1. 2019U\_LAC54\_BC\_GRFX-Course-Changes-REVISION2
		1. Motion to approve: Jason Stewart. Second: Kim Pittcock. Passed.
	2. 2019U\_LAC66\_LON8-Debate-Forensics-Certificate-REVISION1
		1. Motion to approve: David Gilmore. Second: Kim Pittcock. Passed.
4. Non-Curricular
	1. Upskill new course proposals submitted after the UCC deadline (2019U\_LAC77-LAC92)**[[1]](#footnote-1)**
		1. Motion to consider Upskill proposals: Wayne Wilkinson. Second: Kim Pittcock. Passed.
			1. After discussion, vote to consider: 6 in favor. 0 opposed. Passed.
		2. Motion to consider today (April 30th meeting): David Gilmore. Second: Kim Pittcock. Passed.
			1. Vote: 0 in favor. Failed.
		3. Motion to consider via email no later than 5 pm, May 10th: Kim Pittcock. Second: Wayne Wilkinson. Passed.
			1. Amendments to Motion:
				1. Proposals will be considered by the entire Committee (no subcommittees).
				2. Committee members will “reply all” with comments/concerns as they review.
				3. If there are revisions to areas other than assessment Warren Johnson should be contacted.
				4. Proposals will not be considered until the assessment portion is completed. The deadline for assessment will be noon, Friday, May 3rd; updated proposals will be distributed to the Committee thereafter.
			2. Vote on Motion with amendments: 7 in favor. 0 opposed. Passed.
	2. UCC Process Discussion
		1. Assessment
			1. Helpful to Assessment office to work with proposals at the department level because the department is most familiar with program outcomes. Also, getting proposals early in the process eliminates the time-crunch that occurs when they’re received at the end.
				1. A signature line for Assessment will be added to the curriculum form between the Department Chair and College Curriculum Committee Chair.
		2. Revision Communication
			1. When requesting revisions make that communication to the college curriculum chair. Most UCC members are chairs of their college curriculum committees.
		3. Curriculum Forms
			1. Forms will be revised this summer. We’ll be focusing on paring down the data fields by determining which data is necessary for the Registrar’s office and which data is helpful for the UCC to have.
			2. After the new forms are ready we’ll continue to accept the old forms until a cut-off date to be determined.
			3. We’ll be in contact with Council members about working sessions this summer.
		4. Proposal Representation at Meetings
			1. In the past we’ve notified proposal contacts via email when their proposals were up for consideration at a meeting and encouraged them to attend. Going forward, notification will not be sent out to proposal contacts, and UCC members will take responsibility for notifying contacts if they think their presence is required.
		5. Subsequent Discussion to be Held Prior to First UCC Meeting in the Fall
			1. Revisions – Should focus be on substantive changes only? Registrar will make some corrections when putting the Bulletin together.
5. Member Items
	1. None

Meeting adjourned 12:30 pm

**Subcommittee Memberships**

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| --- |
| **Subcommittees** |
| Subcommittee1 | Subcommittee2 | Subcommittee3 |
| Michael BowmanShelley GipsonWarren JohnsonRebecca Oliver | Kim PittcockJason StewartWayne WilkinsonNikesha Nesbitt | David GilmoreEvi TaylorEric Sims Star Holloway |
| **Can review:** |
| AGRI, BU, EBS, ECS, NHP, SM, US | BU, LAC, MS, NHP, SM | AGRI, EBS, ECS, LAC, MS, US |

All proposals may be reviewed at <https://www.astate.edu/a/shared-governance/shared-governance-committees/undergraduate-curriculum-council/documents.dot>

1. Post-meeting action: 2019U\_LAC77-LAC92 were withdrawn from consideration on Thursday, May 2nd. [↑](#footnote-ref-1)