

## **Undergraduate Curriculum Committee**

### **Minutes #1 - August 30, 2023**

Members Present: Burr, Chen, Howe, Henry, Newport, Pierce, Stabler

Members Absent: Idate, Ren, Suero

Guests: Allison Kroesch – Department of Special Education,

Other: Amy Hurd, Office of the Provost; Ian Gawron, Office of the University Registrar

- 1. Convene:** Hurd convened August 30, 2023 UCC Meeting
- 2. Introductions:** Introductions were made.
- 3. Election of UCC Officers:**
  - a. Chairperson: Hurd briefly explained the responsibilities of the chairperson position of the UCC. Newport nominated himself. Burr seconded. All voted in favor.
  - b. Vice Chairperson: Hurd briefly explained the responsibilities of the vice chairperson position of the UCC. Pierce nominated herself for the position. Chen seconded. All members voted in favor.
  - c. Recording Secretary: Hurd briefly explained the responsibilities of the recording secretary. Chen nominated herself for the position. Henry seconded. All members voted in favor. There was a brief discussion on whether Chen would be the Recording Secretary for the full year or if she would resign and Kroesch (guest) would be the new recording secretary once she is formally a member.
- 4. Liaison Assignments:**
  - a. Council of General Education: Hurd briefly explained the CGE liaison position and that it is usually the chair of the UCC who holds this position. Newport agreed to be the liaison to CGE.
  - b. Council for Teacher Education: Hurd briefly explained the CTE liaison position and how it is related to teacher education/teacher licensure. Given Kroesch's previous experience with the position, but not being a formal member of the UCC yet, it was decided to vote on the liaison position at a later date.
- 5. Review of UCC Responsibilities:**

Hurd went over the New Member Document for the UCC, which outlined the UCC responsibilities and general information. Specifically, Hurd highlighted: UCC/GCC differences in responsibilities/jurisdiction, CGE/CTE responsibilities/jurisdiction, the various resources for UCC members, and that the UCC reviews program proposals and not individual course proposals. Hurd/Gawron (guest) continued discussion on the following subject: each level of approval for proposals (primarily department, college, and UCC/GCC), circulation of proposals, and what UCC reviewers should look for in their reviews. Newport shared the importance of the library approver notification. Hurd went in depth concerning overhauling the Gen Ed requirements and how the UCC will review the new Gen Ed guidelines sometime this year. Hurd also went in depth concerning undergraduate certificates most likely moving through the system for spring review.

There were brief questions asking about who initiators of proposals were and if certain information is available regarding prerequisites. This discussion included: Henry, Burr, Hurd.

**6. Informational Items:**

Nothing Reported

**7. Miscellaneous:**

Nothing Reported

**8. Adjournment:**

The UCC meeting adjourned approximated 3:50 pm.