

**The University Curriculum Committee will meet
Friday, September 22, 2006
Rm. 140 Kleinpell Fine Arts Bldg. (CAS Conference Room)
Time: 3:35 pm**

AGENDA

I. Roll Call

Committee Members: Jennifer Brantley, Tim Buttles, Morgan Clifford, Michael Crotser, Tim Holleran, Lynn Jermal, Dan Linwick, Lowell McCann, Carl Popelka, Charles Hurt (Provost), Julie Persico (Graduate Studies), Lisa Pillow (Library), Yunge Dutton (Registrar's Office)

II. Selection of Recording Secretary

III. Introduction of substitutes

IV. Introduction of guests representing courses

V. Approval of minutes from September 8, 2006

VI. Notifications/Information from the Chair

VII. Old Business

1. Prerequisite changes in 26 PED and HEAL courses. They all came (without course proposal forms) on one transmittal form. Last year the committee decided that this was not acceptable, and requested the actual forms. The college curriculum committee has requested we take them as a group.
2. P ED 371: Recreational Field Study-The proposal is to allow students to take up to 8 credits as an internship and apply it to their program. The normal maximum seems to be 6 credits. We requested from the Senate a ruling, but did not receive one.

VIII. New Business

1. Charge from the Faculty Senate: Review the language in Chapter 3.3, Article III, Section F, Sub-section 5a, and submit any changes by October 1.

The current language is:

5. *Procedure:*

a. *Courses are generally generated and developed by department faculty. Course proposals must be reviewed and approved at the departmental level. Letters of support from persons in departments that were consulted where possible curriculum overlap may occur must be forwarded with the proposal. The originating department must sign off on the accompanying transmittal form. The proposal is then sent to the college curriculum committee or other appropriate committees if the course is intercollege in nature.*

2. Other changes to the language in the Faculty Handbook.
3. Charge from the Faculty Senate: Review and Revise the course approval documents and the transmittal form to "ensure that they are effective and that they include a requirement that the

department/program sponsoring a course proposal has obtained verification from their dean that all resource concerns have been addressed.” Target date for recommendation: February 10.

Possible additions:

- a) Syllabi.
- b) Letters from departments with overlaps (this exists, can we clarify it?).
- c) Proposals submitted by adjunct faculty-how should they be handled?
- d) Online courses-credit hours?
- e) Routing of proposals (to Gen. Ed. or AP&P first?, back to UCC after Gen. Ed., or AP&P, to Yunge and/or Julie early to check for conflicts?)

4. Reducing paper usage: electronic agendas and course proposals. Should we propose that the university adopt an electronic campus-wide course proposal system?
5. Course ‘previewing’ before being seen by the full committee. Who should preview? What are the criteria for sending proposals back to the referring committee? (For example: massive typos, no documentation of overlap with other courses, no official statement from the Dean about how the course will be staffed, etc.)
6. Possible recommendations to Faculty Senate:
 - a) To officially include a representative from the Grad. Council and/or Grad. Office on the UCC.
 - b) Change the order courses progress through the committees? (Gen. Ed. and AP&P before UCC?)
 - c) Other?
7. Recommendations for ‘travel courses.’ Particularly, do we have a recommendation about the weight of participation in the evaluation of the course?
8. University-wide policy for how many times the same “Topics” course can be offered before it must be proposed as a separate course.
9. Other.