



UNIVERSITY CURRICULUM COMMITTEE

Wednesday, February 22, 2012
10:00-12:00 – Provost’s Conference Room

Minutes

Present: C. Tubbs, L. Stallworth, T. Haney, J. Wilkins, S. Pawar, D. Hoopes, S. Einbinder, J. Keville, M. Krivokuca, K. Chai, C. Bordinaro, J. Davis, C. Jacobs,

Absent: D. Sherman, B. McLelland, J. Gasco, K. Ganezer, M. Beheshti

Call to Order: 10:10am

Approval of Agenda

- I. K. Chai moved to approve. C. Tubbs seconded. M/S/P**
 - a. Agenda approved.**

Approval of Minutes

- I. K. Chai moved to approve. D. Hoopes seconded. M/S/P**
 - a. Minutes approved.**

Curriculum Review Guide

- 1. C. Jacobs- the Guide is going to be part of the WASC Interim Report; it needs to be approved ASAP.**
- 2. C. Jacobs- (p. 10) Under “UNIVERSITY CURRICULUM COMMITTEE- Level III” inaccurate statement that UCC is the final stage of approval. The Provost and/ or Chancellor’s Office needs to review/approve for final approval.**
 - a. UCC is the final “faculty” committee.**
 - b. There should be statement about Provost/designee approval under this section.**
 - c. J. Keville- suggested: “curricular review by faculty committee”**
 - d. C. Jacobs- suggested: “ final on campus approval is by the President or designee”**
 - e. T. Haney- suggested including a modified flow chart developed by CBAPP curriculum chair Jim Barbour with page number references to assist Guide users.**
 - f. T. Haney- will remove the appendices from the Guide beginning at p. 26 for inclusion in the WASC Report. Some procedures are not currently practiced and/or newer versions have been issued by the Chancellor’s Office.**

FC = frozen course, MC = modified course, NC = new course, RC = retired course FP=frozen program, DP=discontinued program, MP = modified program, NP=new program

- i. CPEC will not be taken out.
- g. C. Jacobs- questioned if there is a difference between options and concentrations and if a definition is given for each.
 - i. T. Haney- according to the Chancellor's Office, the terms are interchangeable.
- h. **Graduate Council-** p. 7-J. Wilkins- the Guide statement mentions courses, however Grad Council has only received grad programs to review up to this year.
 - i. S. Pawar- suggested revision to say "review program proposals" and delete "course duplication."
 - ii. Delete 10 working days statement; the Council meets once per month.
- i. **General Education Committee-** p.7- delete 10 working days statement.
- j. **Table of Contents-** include the title of appendices. This will be one of the final steps.
- k. **Certificate Programs-** p. 13- due to the new law by the Dept. of Education for new certificates insert before the PM, "As of 7/1/11 all new certificate programs must be approved by the US Dept. of Education."
- l. Potential changes in personnel throughout.
- m. P. 15 "Course Catalog Database". (Put in all caps.)
- n. **Baccalaureate Level Courses-** p. 16-20- document is from 1983. There is a newer document from at least 1987.
 - i. S. Pawar- we have something from the Chancellor's Office with more recent/updated documents that will replace these.
- o. **RP (Report in Progress)** p. 22- T. Haney needs to consult with Brandy McLelland on the use of the "RP" grading symbol.
- p. **Course Prerequisites-** enforcement of the completion of prerequisites is the responsibility of the instructor, unless the course prerequisite is encoded in the Course Catalog Database and automatically checked.
- q. **Syllabus Content-** will check if there's a 2003 version.
- r. "List of Available Documents"- no longer available. Clear up and include the website where the information can be found.
- s. P. 11- spell out EPC (Educational Policy Committee)
 - i. Do a search for (EPC) to read Educational "Policy" Committee, not Educational
- t. **Appendices**
 - i. Appendix A- there is a newer version.
 - ii. Appendix B- inconsistent information needs to be reviewed and edited. Change to EO 602 in top paragraph.
 - iii. Appendix C- OK
 - iv. Appendix D- will check for an updated version.
 - v. Appendix E- will check for an update. There may be supplemental information on the Chancellor's Office website.
 - vi. Appendix F- Title V- OK
 - vii. Appendix G- will check for updated information.

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- viii. Policies Committee.
- u. C. Bordinaro moved to approve the University Curriculum Guide pending recommended changes. J. Keville seconded. M/S/P
 - i. Approved

3. Adjourn: 11:18 a.m.