

Undergraduate Committee Meeting

Minutes

October 12, 2018

9:00am-11:00am

Present UC Members: Clara Downey, Hsuying Ward, Jonathan Guist, Carlton Nelson, Timothy Brush

Absent UC Members: Jeannean Ryman, Jaime Mancha, SJ Kumar

Present Office of Academic and Institutional Excellence (OAIE): Laura Saenz, Vice President OAIE, and Rosie Peña, Program Manager.

Visitors:

A. CALL TO ORDER @ 9:00am

B. ELECTION OF OFFICERS

- Vice-chair: Hsuying Ward
- Secretary: Jonathan Guist

C. REVIEW OF MINUTES – April 13, 2018

Approval of Minutes: Motion to Approve: Ward

Approved: (5-0)

D. REVIEW OF SUBMISSIONS

a. College of Fine Arts

1. Art

- Revise Course: ARTS 3311

Presenter: No representative present

Discussion: Item tabled until next meeting due to no representative to present the submission to the committee.

Motion to Table : Guist, Ward

Approved: (5-0)

b. College of Liberal Arts

1. Literatures and Cultural Studies

- Revise Program: BA in English

Presenter: Gary Schneider

Motion to Approve: Nelson, Ward

Approved: (5-0)

c. Robert C. Vackar College of Business and Entrepreneurship

- Blanket Waiver
 - Revise Program: All Business Degrees

Presenter: No representative present

Discussion: Request confirmation that there is agreement among all College of Business chairs that this will apply to all degree programs in College of Business; Item tabled until next meeting due to no representative to present the submission to the committee.

Motion to table:

d. College of Sciences

1. Biology

- Revise Program: BIS – Lie Science 4th-8th Teacher Certification

Presenter: Tim Brush

Discussion: Item 1- can fix typo but must keep official long title (“Planet Earth and its Place”) for degree plan, so change to short title (“Planet Earth”) is not possible. If intention is to actually change course title then the proper forms will need to be submitted.

Motion to Approve: Nelson, Ward

Approved: (5-0)

E. INFORMATIONAL ITEMS

- Technical Review
 - Each college is undergoing a review of all undergraduate degree plans
 - Recommendations are being made as to how degree plans can be tightened up
 - Each college will get feedback about items such as courses that are not offered frequently, prerequisite problems, etc
 - Committee may see items that need to be expedited as a result of that review process
- Summer Curriculum Changes
 - Some non-substantive changes are received over the summer
 - Changes were mostly of course type – lecture to lab, etc – items that are not subject to the review process

- Degree programs approved over the summer that were previously voted on by the committee
- Proposed Review Process
 - Submission deadline has changed from 1 week before meeting to 2 weeks before meeting
 - Dr. Saenz proposing new ways of reviewing submissions
 - Rotating pairs responsible for deep review, along with Rosie's support, for each meeting
 - For meetings with a heavier agenda, a second pair could be appointed
 - This idea was met with approval by committee members
 - Submission of documents to the committee
 - Committee members communicate to their respective departments to be sure the updated version of the documents are used and they are submitted through email only
 - Committee Meetings
 - Committee meetings need to be face-to-face so members should make best effort to attend in person rather than via Zoom/Skype – committee members present were in agreement
- Bylaws
 - Committee doesn't currently have bylaws
 - Dr. Saenz is working on a draft to be presented at next meeting
 - One item to consider for bylaws:
 - Is committee open to doing electronic vote for non-substantive curriculum items?
 - Committee would have to come up with a list of what could be defined as non-substantive
 - No objection from committee as long as there is a way to maintain good record keeping of these votes in a way that is simple and efficient for Rosie

F. MEETING ADJOURN @ 9:46AM