1. **Minute Approval** – 04/26/18 Meeting

       Fran moved to approve the minutes. 6 in favor of approval.

10 participants: Fran Rosen, Joe Pole, Rusty Leonard, Greg Wellman, Dave McCall, Leonard Johnson, Amy Buse, Michelle Johnson, Joyce Mudel, Roy McLean.

2. **New Business**

Proposal Number	Title	Notes
18-015	Math Sequence Change for Computer Networks and Systems	This proposal might simply be withdrawn, as per the proposer, Gareth Todd, but we're waiting on confirmation The decision was made to withdraw this proposal. There is a process to follow to do that. It has floundered without correspondence for a long time.
18-055	Early Childhood Education Curriculum Clean -Up	8/28 Approved pending changes. 6-0 Proposal has gone to the UCC 4/11/18. UCC had issues with E/F's outcomes and assessments, which proposers Colleen Myers and Niccole Erickson, as well as Liza Ing, have been contacted about. We received updated E/F's on 05/15/18. This proposal will be good to go to UCC at next meeting.
18-064	Addition of MGMT 350 and AMGT 303 Option to HSET Degree	8/28 This proposal passed UCC. Proposal has passed RAM Review, and is ready for UCC review in new year. The signatures came to us after the last UCC meeting of 2018.

3. Other Business

UCC Web access **-** Rusty tabled this for the next meeting.

New UCC Manual –

Issues –

Fran – Ram is trying to see who needs to get a form B. A lot of proposers have difficulty figuring that out. Seems like RAM is sending out form B's and C's. Rusty - RAMS duty is to make sure that the right person is identified. Joe thinks the 10 days is a case by case basis. Frans concern is that the UCC will have to just check things off to push it thru. Amy – The thought that the matls were gathered in one location and it's electronically signed and searchable. This would progress in an electronic format and be signed electronically.

Rusty – We are going to reach out to the proposer reminding them that they are going to expire in a couple of days using the FSU curriculum email. But we are trying to move to getting away from it getting to the UCC without all pertinent information. We are trying to force their hand that we need to see it. We can tweek it if we need to as the process goes on. The goal is transparency and communication prior to go to the academic senate floor.

Greg – Ucc job is to look at curriculum and process. We don't have time to vet those pieces like TIP. We approve curriculum only.

Manual has been to the senate to vote on but Rusty is asking if there is a friendly amendment he should bring to the group. Greg's impression that the flow chart doesn't work with the Pharmacy and optometry programs and the flexibility must exist. The curriculum must be controlled by the faculty at large. A proposer takes it to their dept. for approval, ship to RAM then curriculum committee, then full faculty sign off, then dept chair and then Dean sign-off. The college is the degree granting unit in pharmacy.

Amy – "if your college process doesn't flow in this order, follow your process" on the flow chart in the college support area.

Add on the side to the flow chart ** Individual colleges may adapt this flow consistent with the college approval process.

Rusty will bring this forward as a friendly amendment to the senate presentation.

Fran – have to figure out the flow of form C and the electronic signature issues.

Discuss UCC Purpose

The purpose of the UCC is to evaluate curriculum proposals to ensure that they are consistent with the best interests of the University and meet the rapidly changing needs of the workforce. It is the intent of

the UCC to conduct the reviews as expeditiously as possible in a manner that facilitates development of new proposals and updating of existing programs.

Discussion points for defining/redefining what the UCC should focus on during a review:

Do we need a rubric for a proposal review?

While reviewing a proposal ask yourself the following questions:

University - Help or harm?

Outcomes & Assessment – Present – high quality – assessment strategies?

Meeting Minutes:

18-015

Fran said she didn't know if there is a timeline. Rusty said that after a year, we can remove it.

Amy asked if we are officially withdrawing it and it was a yes.

18-055

Joe Pole motion to approve. Fran second.

Fran: We need version control and a way to look back.

Joe: Recall that there was just the outcomes. Would have liked to see the previous versions.

Leonard: Years ago we were trying to get broader outcomes to make assessment easier. It may be an artifact of that process.

Page: 30

Can a course be a pre-req and a co-req. at the same time.

In Elise notes, can't be both. Leonard said it would have to be an override.

Pg. 36 and 38 EDCD 210 Why did they include it if there aren't any changes?

Per Amy, Elise did not flag anything on this course.

Amy has 7 issues.

EDCD 495 has no contact hours at all. Because it's all contact hours.

Amy: Should the proposal be held unless perfect or do you let it go on substance and make corrections. The problem was that sometimes the proposer got upset that the proposal was changed.

Rusty is concerned that this group and our quality of work if we send it to the senate in this condition,

As a committee, we can approve it, approve it pending changes or hold it.

If we approve it pending changes, it doesn't have to come back to the committee, it can then go on to the senate.

Fran - If it won't make a difference because it won't be implemented until next fall, why don't we make them fix it?

Rusty – The original motion needs to be voted down or can we amend? Should we follow Roberts Rules or change the process and do a motion to discuss prior to approval.

Joe moves to withdraw the motion for the table. Fran 2nd it. All approved.

In future, move to approve agenda and that means all items on the agenda can come to the table and have the discussion by the committee.

Motion to approve the agenda. All approved.

Joe, recommends that they catalog all the consistencies, send them back to the proposer and say it's approved pending this list.

Joyce/Rusty have to compile the list and send them back to the proposer and it not go to the senate until it's corrected.

Joe made the motion and Dave is second.

Proposed to approve pending changes and then it not go to senate till done.

All approved.

Off our books.

18-064

Page 5 form b. Dave and Amy concerned that Accounting 201 is on the checksheet and it was on the proposal.

Amy – Many of the Pre-reqs on their courses are either missing or incorrect. Her area will make corrected checksheets but do you want to see the corrected checksheets before it goes forward? Amy is ok with it either way but asked the group how they want to proceed.

Rusty – Do we want to move to approve pending the RAM changes?

Dave moves to approve pending the changes. Joe seconds it. All in favor.

Rusty adjourned the meeting at 12:38pm.