

**Agenda**  
UCC Meeting  
February 22, 2018  
UCB 209 – 12:00 PM – 1:30 PM

Present: Joe Pole, Katherine Harris, Greg Wellman, Roy McLean, Rusty Leonard, Sue Waters, Dave McCall Mark Hutchinson, Amy Buse, and Sylvia Maixner

1. Minute Approval – 02/15/18 Meeting
  - a. Joe moved to approve, Dave seconded. 5-0 approved.
2. New Business
  - a. Pre-Req Changes
    - i. Amy came to ask the following question: if a course is being updated and is on someone else's checksheet, should MyDegree automatically update the other checksheet, or should the owner submit a proposal to update their own checksheet.
      1. The thoughts would be that it would be way too much work to make the owners of the checksheet submit a proposal.
      2. We could also update the Form B to include something to saying that they support the change and also approve having their checksheet updated.
      3. We could also have MyDegree notify the checksheet owners that the change has happened. Include a note saying that they had approved it in a previous proposal.
      4. This would just be for pre-req changes, not if a course is removed.
    - ii. Sue motioned to update the form B, Dave seconded. 8-0 approved.
  - b. Program Name Change Procedures
    - i. When a program is changing their name, the process now is to have the old program closed, and a new program created, because of the code change that this would require. This process adds a lot of time to final approval.
    - ii. The other option would be to consider it to be a "substantial revision" which means it doesn't need to go to the Board or the State.
    - iii. Program name change is actually more complicated than programs think; physical plant has to be notified to change signage, marketing has to change, and data collection changes.
    - iv. We could bring it up to the SEC to see how they feel about it.
    - v. We also need to check with Elise to see the requirements that her end needs.
    - vi. Does this have an impact on Financial Aid?
    - vii. Robin Carter should also be contacted. She is in charge of program costing.
    - viii. We should also err on the side of caution, and make sure to be consistent.
    - ix. More investigation needs to happen before we can make a decision here.
    - x. Katherine moved to table, Mark seconded. 8-0
  - c. Checksheet Contact Question
    - i. Should we make the policy to make the checksheet contact be a generic e-mail, instead of a specific person?
      1. This could lead to missed e-mails, rather than a generic e-mail that can be accessible by multiple people.
      2. It wouldn't be as personal, but would be more efficient.
      3. It would save time for everyone to make it generic.
    - ii. Dave moved to approve requiring a generic e-mail, Katherine seconded. 8-0 approved.

Proposal Number	Title	Notes
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3. Other Business

Check out some software for curriculum processes? Amy mentioned LeapFrog. They're pretty pricy, though. Amy will reach out to see if someone can come talk to the UCC in April.

We will have a meeting Spring Break.