

**Agenda**  
UCC Meeting  
November 9<sup>th</sup>, 2017  
CSS 302 – 12:00 PM – 1:30 PM

Present: Emily Zyla, Sue Waters, Rusty Leonard, Roy Mclean, Greg Wellman, Fran Rosen, Katherine Harris, Sylvia Maixner, Michelle Johnson, Elise Gramza, and Leonard Johnson

1. Minutes for 11/03/17 Meeting
  - a. Katherine moved to approve, Fran seconded. 7-0 approved.
  
2. New Business
  - a. RSS Seat
    - i. The SEC is fine with having a RSS Seat, but are worried about finding a faculty member from RSS to sit in it. Evidently, there's only three of them, and they're all pretty swamped. But, the suggestion was to offer RSS the seat as an "as-needed" thing, so they would just come to the meetings when RSS related proposals come through. If the RSS seat would be an as-needed one, that person would be a non-voting member; if they have a regular seat, they would be a voting member of the UCC.
    - ii. The SEC will reach out to RSS to find out what the department can handle.
  
  - b. Deadlines for Proposals
    - i. Could be aspirational deadlines? Amy can help draft something that will help people understand the timeline. We should work to clarify to faculty that it isn't just a deadline for the UCC, but a deadline for all of the other places the proposal needs to go through, like the Board of Trustees. Leonard and Michelle can work on updating the table with dates to help on this end.
  
  - c. Thresholds and Outcomes
    - i. We will write up a proposal for this for the SEC and Senate to look over. This can also be updated on the UCC manual.
      1. The UCC's intent is to ensure that things are measurable and easy to enter into TrakDat.
      2. Robbie has a list of outcomes that are measurable for people to use as an example.

Proposal Number	Title	Notes

<b>18-040</b>	<b>Creation of MATH 597</b>	This is a faculty driven independent study course – made specifically for adjuncts to make sure that they’re qualified for HLC. Sue motioned to approve, Fran seconded. 7-0 approved.
<b>18-041</b>	<b>Informatics Certificate</b>	Needs to have a Form C, but Fran has contacted Ann to see where that is; Fran will look into this.  Course Outline does not include time allocation – should be a 15 week course, plus exam week, so this proposal is missing a week.  Hold until issues are addressed.
<b>18-042</b>	<b>AAS Industrial Chemistry Technology Minor Curriculum Clean-Up</b>	Fran moved to approve, Katherine seconded. 7-0 approved.

### 3. Other Business

Emily was going through Form A and Form FTF with her College Curriculum Committee, and there were some changes that were suggested:

- The proposal name should be grayed out, like the proposal number.
- There should be a note to include the proposed effective date in the summary.
  - The effective date is on Form A, but not the FTF.