The University Curriculum Committee (UCC)
Organizational Meeting Minutes
Thursday, April 23, 2015

Regular Members Present:
   Lori Flint (Chair)
   Jean-Luc Scemama (Vice Chair)
   Mark Richardson (Secretary)
   Ken Anselmi
   Gail Ratcliff
   Karen Vail-Smith

Regular Members Excused:
   David Batts
   Michael Dingfelder

Ex-Officio Members Present:
   Josie Bowman
   Rita Reaves

Ex-Officio Members Excused:
   Ashley Carr
   Erin Parrish
   Michelle Wallen

IPAR Office of Academic Program Planning and Development (OAPPD):
   Kimberly Nicholson

Office of the Registrar:
   Diane Coltraine

Guests:
   None

Actions of Committee:

I. Call to Order

1. The 03-26-15 and 04-09-16 UCC minutes were approved electronically and forwarded to the Faculty Senate for placement on their 04-21-15 agenda.

2. The 04-16-15 minutes are being finalized and will be sent electronically to members of the committee for review. Once approved they will be forwarded to the Faculty Senate for placement on the first available agenda for the Fall 2015 semester.

3. Dr. Flint said that we had 700 actions this year. Dr. Flint asked if the committee would like to add Foundations actions and Diversity credit (DD and GD) to the tracking list. The UCC only reviews new and revised courses that have received diversity credit. The committee decided it was not in the purview of the UCC to track foundations and diversity approvals. This is the purview of the Foundations Curriculum and Instructional Effectiveness (FCIE) Committee.
II. UCC Annual Report

- Discussion: The committee looked at last year’s annual report for reference. The committee worked on a draft of the annual report together.

- Action Taken: The committee prepared a rough draft of the annual report after discussing the goals and accomplishments of the year. Ms. Nicholson will e-mail the draft annual report to Dr. Flint, Dr. Scemama and Dr. Richardson for review.

III. Old Business

1. Revision of foundations credit within a degree.

   - Discussion: The engineering package from the 04-16-15 UCC meeting will be resubmitted in the fall and includes revision of the foundations credit within the BS in Engineering to 42-43 s.h. Dr. Bailey, Chair of the FCIE committee, said it was okay to approve this if the program wants it.

   - Action Taken: The committee agreed to approve the review of the package that includes the foundations credit revision.

2. Revision of 43 Minors – Thomas Harriot College of Arts and Sciences

   - Discussion: Dr. Flint said we have to see what the College has decided to do about the revisions. Derek Maher will work on a memo or template that will cover the minors for revision that will be acted upon in the fall semester. Those departments or interdisciplinary programs that want to change their minors will need to do so as part of the College of Arts and Sciences package.

   - Action Taken: Committee officers will be available during the summer months to answer questions as Dr. Maher prepares the package for the UCC to review in the fall.

3. Process for addressing COMM 2420, CHEM 2650, and CHEM 2651

   - Discussion: Ms. Coltraine presented the committee with a list of programs that need to be revised, and she stated that she will work over the summer to notify the program directors and help them with the revision of marked catalog copy.

   - Action Taken: CHEM 2650 and CHEM 2651 were approved by UCC, but COMM 2420 was tabled until Fall 2015. The implementation of discontinuation of CHEM 2650, 2651, and COMM 2420 have been delayed until Fall 2016.

IV. Ideas for Improvement

- Discussion: Ms. Nicholson mentioned the need to make further editorial revisions to correct some minor details in the new course proposal form and other forms to be available to faculty revising courses or proposing new courses next year.
o Action Taken: The committee agrees that editorial refinements to the forms could be made and approved by UCC officers during the summer months as long as the changes are consistent with the previously approved revisions.

V. UCC Membership and Officers (discussion only; no vote)

o Discussion: Link to roster posted to UCC Web site:

http://www.ecu.edu/cs-acad/fsonline/customcf/rosters/cur.pdf

UCC Secretary – The members discussed nomination of David Batts, with support from Josie Bowman, for UCC secretary at the fall organizational meeting. Dr. Batts and Dr. Bowman shared they are happy to share the responsibilities of this role if elected. Mark Richardson will assist with the first set of minutes.

Election information from the Faculty Manual:

All University Academic Committees are Standing Committees of the Faculty Senate. Information relating to each committee is available in the Faculty Senate office and electronically on the Faculty Senate web site.

Officers: Officers of each committee are elected from the membership of the committee, excluding ex-officio, by the members of the committee, for a term of one year. Previous service as a committee officer shall not prejudice a member's election to any committee office. Under normal circumstances each committee shall have a chairperson, a vice chairperson, and a secretary. Upon organization of the new committees, at the Committees' Organizational meetings beginning in the Fall, the former chairperson if available will turn over committee records to the new chairperson. The Chair of the Faculty may declare an elected member's seat vacant upon the occurrence of three consecutive absences of that member. The Chair of the Faculty will appoint faculty members to fill vacancies of any University Academic Committee that may occur during the academic year. Interim elections may be held to fill an office that has become vacant or to replace an officer that two-thirds of the full committee membership deems is not fulfilling the obligations of the office.

o Action Taken: The UCC will elect officers at the first meeting of the Fall 2015 semester. Mark Johnson is the new member of the UCC (from English). Ex-officios are not chosen until the beginning of the academic year.

VI. Summer Task Force

o Discussion: Ms. Nicholson and Dr. Flint shared that finalization of the UCC forms/guidance materials, in accordance with committee approved revisions, will be completed over the summer.

o Action Taken: Dr. Flint, Dr. Scemama, Dr. Vail-Smith, and Dr. Richardson will work on a summer task force to help with finalization of all UCC forms and guidance materials and review and preparation of the Foreign Language curriculum package.
VII. Open Discussion

- Discussion:
  
  Dr. Reaves stated that according to the Provost we should consider changing the name of our UCC committee to the Undergraduate Curriculum Committee (instead of the University Curriculum Committee).
  
  Committee members discussed the possibility of finding a new room for UCC meetings.

- Action Taken: No action taken at this time; discussion will continue at the September 10, 2015 organizational meeting.

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NEXT MEETING: September 10, 2015

Dr. Flint made a motion to adjourn at 4:15pm. The motion passed and the meeting was adjourned.

Respectfully Submitted by

Mark D. Richardson
Secretary of the UCC