Undergraduate Curriculum Committee (UCC)
Meeting Minutes
Thursday September 8, 2016
2:00 pm
Brewster B-104

Regular Members Present:
Michael Dingfelder
Gail Ratcliff
Jean-Luc Scemama
David Batts
Mark Johnson
Mark Richardson
Karen Vail-Smith
Nancy Spaulding

Ex-Officio Members Present:
Josie Bowman
Patrick Rider
David Wilson-Okamura
Benavidez Rachelle--Student Representative for Ryan Beeson

Ex-Officio Members Excused:
Lori Flint

IPAR Office of Academic Program Planning and Development (OAPPD):
Karen Summey
Karen Traynor
Patricia Gregory

Office of the Registrar:
Diane Coltraine--Excused

I. Call to Order/Welcome UCC Members and Introduction of New Members: Dr. John Stiller and Lori Lee
Dr. Stiller reviewed the charge of the committee and discussed some strategies that could facilitate the work of the committee.

II. Election of UCC Officers:
Chair elected: Dr. Jean Luc Scemama
Vice-Chair elected: Dr. Karen Vail-Smith
Secretary: Drs. Josie Bowman and Gail Ratcliff

III. Improving the Effectiveness of the UCC:
Review of document from the UCC annual report focusing on improving effectiveness. Suggestions based on the document are:

- **Foundations curriculum changes**—The UCC will employ a division of work system, with “straight forward” requests handled first and those more complex at a later time.
- **Assignments to review packets** will be made at least 2 weeks in advance if possible.
- **When reviewing a packet** committee member(s) assigned to that packet will communicate about any problems identified. Major problems will be sent to committee officer(s) for further discussion. A decision can then be made about how to handle the submission, e.g., —leave on the agenda or remove.
- **Committee members** will check the catalog description and course descriptions to ensure that the information is correct and consistent with the current catalog.
- **New courses** need a strong, realistic and well documented justification related to the need for resources.
- **Proposals should include** realistic student enrollment numbers, based on current numbers. It was suggested that special topics courses could allow a faculty to assess the student interest level before requesting creation of a new course.

IV. **UCC Curriculum and Program Submission Review Process:**

Review of handout with minimal discussion.

V. **Curriculog Update:**

Curriculog has been purchased and ECU staff will start working with the team on October 24. It will be implemented fall 2017. Dr. Ratcliff will work on “test-driving” the program. Karen Traynor is the lead on this project.

VI. **Program Development Issues: Karen Summey, IPA**

Discussed an upcoming workshop related to development of new degree program on September 27 and 28. Other workshop (including both face-to-face and some online) include: Unlocking CIP codes (TBD), Discontinue a Degree and Specific Programs, Well-crafted Course Proposals and Making your Course Catalog Work for You. There will be one new undergraduate program requested in computer science and possibility a B.A in religious studies.

VII. **Old Business:**

Discussed the need to follow up on the UCC minutes for 04/21/16. Action pending related to change in prefix for Engineering.

VIII. **New Business**

UCC Liaison Orientation on 09/15/2016. Agenda will be distributed by Friday.
XI. **Meeting Adjourned at 4:30pm**

Next meeting September 22, 2016 at 2pm Brewster B-104