**Notice**

Complete and correct proposals/packages were placed on this agenda in the order in which they were received and availability of time.

The Committee devotes the necessary time to thoroughly review each package; therefore, presentation times are approximate and may vary. Your patience is appreciated.

### Section I - Meeting Agenda

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<td>Revision of an Existing Course: <strong>HNRS 3100</strong></td>
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<td>III.</td>
<td>Course Substitutions (Jean-Luc Scemama)</td>
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<td>Old Business</td>
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<td>IV.</td>
<td>2017-2018 UCC Goals (Jean-Luc Scemama)</td>
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<td>V.</td>
<td>Karen Summey will speak about the process for certificates.</td>
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I. Call to Order/Announcements

Jean-Luc Scemama called the meeting to order at 2:02 PM. He reviewed the course substitution process with the committee members. He let the members know that he will be assigning forms to each member for review.

II. Honors College (Todd Fraley and Sharon Paynter)

Revision of an Existing Course: HNRS 3100

Discussion

Memorandum of Request needs more information
Justification needs revising. Take some of the information from the MOR and copy and paste into the justification
Revise title
Revise course description with new course information
Delete the prerequisite and delete it in the MOR too
Course objectives: delete or correct 1st sentence, clarify #6
Topic outline: correct #3 and #8
Course Assignments: Change "me" to "instructor"
Contact Hours: Change the hours to contact hours per semester and add other contact hours areas (seminar/internship or practicum)

Decision

☐ Approve
☑ Approve with Amendments
☐ Tabled (returned to originator)

III. Course Substitutions (Jean-Luc Scemama)

Comments/Discussion

One course substitution package was reviewed as a group as a sample.

Social Work BSW: need to provide list of courses to Marc Setliff to code in Banner, choose MATH 1065 or higher for the GEN ED Math course

Decision

☐ Approve
☑ Approve with Amendments
☐ Tabled (returned to originator)

IV. New Business (Lori Flint)

Comments/Discussion

Lori Flint reviewed the Certificate process with committee members on behalf of Karen Summey. She explained the admission criteria and subsequent admission to the graduate degree programs. The number of undergraduate credits may not be less than twelve semester hours or more than one half of the semester hours required for the related undergraduate degree. These policies were adopted to include UNC-GA and SACS guidelines. The certificate form is in Curriculog.