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>I. Call to Order (Jeff Popke)</td>
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<td>II. Remarks by Jeff Popke, Chair of the Faculty</td>
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<td>III. Election of Committee Officers</td>
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<td>IV. Announcements</td>
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<td>V. Curriculog Tutorial for New Members</td>
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Section II - Meeting Minutes

Date 2018-08-30

Attendance

* Bellacero, Cynthia
* Bowman, Josie
* Dembo, Jonathan
* Ferguson, Kenneth
* Jordan, Debra
* Kean, Linda
* Kidd, Susan
* Schemama, Jean-Luc

Attendance

* Spalding, Nancy
* Vail-Smith, Karen
* Weiss, Stacy
* SGA Rep
* Baker, Rachel
* Coltraine, Diane
* Summey, Karen
* Traynor, Karen

Guests/Comments

Jeff Popke, Lori Lee

Meeting Adjourned

3:30 PM

I. Call to Order/Announcements

- Dr. Popke called the meeting to order and new members of the committee were introduced.

II. Remarks by Jeff Popke, Chair of the Faculty

- Dr. Popke thanked the committee members for their willingness to serve on the Undergraduate Curriculum Committee (UCC) and their commitment to the model of shared governance at East Carolina University. He announced that the membership of the committee that handles university articulation agreements would be expanding to include more faculty representation, and he asked for a representative from the UCC to serve. Dr. Linda Kean volunteered to serve in that capacity. He noted that the committee would be reviewing updated guidelines for credit hour definitions, and that the revised guidelines would address nontraditional courses, including study abroad courses. He explained that all feedback would be routed to
Curriculog

III. Election of officers

- Jean-Luc Scemama was elected as Chair (nomination Karen Vail-Smith, seconded by Nancy Spalding)
- Karen Vail-Smith was elected as Vice-Chair (nomination Josie Bowman, seconded by Jonathan)
- Josie Bowman was elected as Secretary (nomination Nancy Spalding, seconded by Stacy Weiss)

IV. Announcements

Dr. Scemama provided an introduction to the importance of the Committee task and explained the way the Committee has been sharing the responsibility of packages among its members.

V. Curriculog Tutorial for New Members

Karen Traynor and Rachel Baker demonstrated to the Committee members how to use the Agenda sent out via email to review the proposals in Curriculog. They showed how to comment directly on proposal forms and the Committee discussed what type of comments should be appropriate. Dr. Jordan shared her experience on the GCC where this feature was used last year, and the Committee concluded that it should be used to ask clarificatory questions and to point out obvious errors (grammatical, spelling, omissions of information) so the
originator could remedy them or consider how they would answer a particular question before the meeting.

Section III

VI.

VII.

VIII.

IX.