COMMITTEE: University Curriculum Committee

MEETING DATE: April 24, 2014 (Organizational meeting)

PERSONS PRESIDING: Lori Flint

REGULAR MEMBERS IN ATTENDANCE: Leigh Cellucci, Michael Dingfelder, Lori Flint, Donna Kain, and Mark Richardson

EX-OFFICIO MEMBERS IN ATTENDANCE: Josie Bowman, Rita Reaves, Jean-Luc Scemama, and Karen Vail-Smith

EXCUSED: David Batts, Amy McMillan, Katherine Swank

ABSENT:

SUPPORT: Kimberly Nicholson, IPAR

OTHERS IN ATTENDANCE:
Office of the Registrar, Diane Coltraine

 ACTIONS OF MEETING

Agenda Item: I. Call to Order

(1.) Minutes
The 4/10/14 UCC minutes were distributed for an electronic vote and approved.

Discussion: N/A

Action Taken: The approved 4/10/14 will be forwarded in the next few days to the Faculty Senate for review and approval at the beginning of the Fall 2014 semester.

(2.) Announcements

Discussion: The annual report is still in draft form and will be completed soon. Dr. Kain and Ms. Nicholson have added to the draft. We need to think who might be interested in serving as vice-chair of the UCC.

Action Taken: The annual report will be finalized, signed, and sent to the Faculty Senate office in the next few days. More will be discussed regarding committee officers during the current meeting.
Agenda Item: II. Old Business

(1.) Clarification Regarding the Foreign Language Requirement

Discussion: Dr. Kain explained that the topic of the Foreign Language requirement was raised because it was an issue in one of the curriculum packages. She stated that the UCC needs to understand the details of the requirement, and she asked if we could get some clarification from the Registrar’s office. Ms. Coltrane responded that for a BA degree at ECU, 12 semester hours of a foreign language are required—more specifically earning foreign language credit through level 4 is required. Most entering students take the placement exam, and they may test out of one or two semesters. In most cases, if a student placed out of the first 2 semesters, the student may fulfill the 6 credit hours as electives. Ms. Coltrane explained, however, it is really based upon the student. For instance, if a student comes in with AP credit he/she will get some credit (usually 3 credit hours) toward the requirement and will be required to take levels 3 and 4. The ECU foreign language requirement is completion through level 4, but it is an internal process and the Registrar is flexible with working with the student to fulfill this requirement.

Action Taken: No action needed.

(2.) Feedback from UCC on Questions that have been raised

Discussion: The committee had a discussion about Lecture vs. Lab hours. Dr. Kain stated that for courses that have a lab as a part of the course, UCC does review the distribution of contact hours between the lecture and the lab, but the credit hours are given to the lecture. She stated that unless two classes are proposed with different course numbers (one for the lecture and one for the lab), there is no way to divide up the credit hours. She suggested to the committee that perhaps the column breakdown on the right hand side on the form is not needed. A question was raised about the ramifications of dividing the credit hours on this form between the lecture and the lab, and if this was done if it could lead to a student claiming partial credit for a course? Dr. Bowman suggested that we change the form with a heading of “Course Hours Allocation” and take out the right hand column; she believed that this could be viewed as an editorial change. She stated that the UCC has been doing it this way for two years, and the committee was just cleaning up the form to match UCC practice. The credit hours for the course have already been listed in the course description. Ms. Nicholson stated that if this change is considered substantive it would need to be approved by the Faculty Senate, which will not occur until fall of 2014. The revised form could then be required for packages submitted for UCC review in spring of 2015. If the change is considered editorial, it can be updated during the summer.

Action Taken: Dr. Cellucci made the motion to approve the editorial change to Item 15 (to just reflect the course hour allocation) in order to make the form easier to read. The motion was approved by the majority (Dr. Dingfelder voted against), and the motion was passed.

Discussion: The committee next discussed the issue of a new course prefix. It was agreed by all that a curricular change of just a new prefix only requires just the submission of a memorandum, signature form, and a notice from the registrar—it does not need marked catalog copy. Ms.
Nicholson confirmed that the GCC, like the UCC, eliminated the need for a syllabus for course renumbering at the same level with no content change.

**Action Taken:** Not applicable.

**Discussion:** The committee next discussed the issue of whether a department submitting a curricular change is required to submit, in addition to evidence it has notified affected units, any responses received from those units and in which cases? Dr. Kain stated that the policy with the GCC is that if a response is received from an affected unit, then that response should be submitted with the submission to the GCC. Dr. Kain stated that one of the problems that the UCC has encountered is that the committee is unable to monitor what is going on with the reaction from the affected units. Dr. Reaves stated that the UCC needs to see the responses received from all the affected units; additionally, the affected units still have the right to request speaking privileges at the UCC meeting. Dr. Kain stated that this kind of a change is more than just an editorial change. Ms. Nicholson confirmed that there are two different statements made about this in the UCC manual; one stated that the department must notify all affected units a minimum of two weeks in advance of the scheduled UCC meeting and obtain their response or if they do not fulfill this the department’s proposal may be tabled. Dr. Cellucci asked if the UCC could just follow the GCC policy on this issue. Ms. Nicholson read the statement from the GCC manual that states: “The GCC does not require that you obtain approval from the other units/programs, only that you notify them, request a response within five working days, and attach any response received.”

**Action Taken:** Dr. Cellucci moved that we recommend to the Faculty Senate that we follow GCC policy by notifying affected units and attaching any responses received from them to the submission materials. Dr. Batts seconded the motion, and the committee voted to approve the motion.

**Discussion:** The committee discussed whether the revision of the “may be repeated” statement and the number of meeting hours per week is considered substantive enough to require a course proposal form. Ms. Coltraine stated that the clause “may be repeated” is very important, and she would recommend that the UCC would request a new course proposal if such a change were made. Dr. Kain stated that a change to the number of meeting hours per week couldn’t be just an editorial change; this would be a substantive change that should require a course proposal form. She added that while the GCC decided this year that they are determining the need for a course proposal form for these changes on a case-by-case basis, the UCC policy has been that the committee does require a new course proposal.

**Action Taken:** The committee agreed to leave the current policy in place and require a new course proposal for a revision of the “may be repeated” statement or number of meeting hours per week.

**Discussion:** The committee considered the issue of whether the syllabus within a course proposal requires the use of MLA or APA for citations.

**Action Taken:** The committee agreed that either MLA or APA style is acceptable, and if the syllabus lists a textbook the citation must include at a minimum the author, title, and ISBN number.
Discussion: The committee discussed if there are any curriculum issues that should not require departmental faculty attendance at the UCC meeting. For instance, the committee discussed if a department wanted to make changes in pre-requisites; however, even in such a situation the changes may further questions especially if the changes might affect other courses or other units. Dr. Kain stated that the GCC has approved an expanded waiver of attendance to include: deleting, banking, renumbering a course at the same level with no content change, prerequisite revision, prefix revision with no content change, title revision with no content change, and updating the core and/or elective list. Many committee members urged the need to have faculty attend UCC meetings as questions often arise that can be quickly answered and resolved with faculty attendance.

Action Taken: Dr. Kain made a motion for the UCC leave the policy of faculty attendance the way it has been, and Dr. Scemama seconded the motion. The motion was approved.

Discussion: Another question discussed by the committee was whether the signature form should be revised to list “College/School Dean” rather than the current “College Dean.”

Action Taken: While the GCC agreed to revise the form and manual text, the UCC agreed to leave the form as is.

(3.) Implement plan Approved in 2011 Regarding Cleanup of Undergraduate Courses Banked 5+ Years
   - Initial Cleanup of Undergraduate Banked Courses Banked 5+ Years Action Plan
   - Draft Memo Template for Faculty Senate for Initial Banked Courses Cleanup
   - Institutionalization of Annual Undergraduate Banked Courses Action Plan
   - Draft Memo Template for Faculty Senate for Annual Banked Courses Cleanup
   - Chair Flint asked Ms. Nicholson to prepare and present these processes as the work regarding implementation has spanned more than one committee year and the task force from last year did not have an opportunity to finalize their work

Discussion: Ms. Nicholson stated that the concept for implementing a plan for initial cleanup of undergraduate banked courses had been previously approved by UCC, but the UCC never came up with a process and had considered modeling their implementation after the what the GCC had successfully done. Ms. Nicholson presented the GCC process for banking graduate courses to the UCC committee—the UCC committee could consider a similar process for the initial cleanup and the annual process of banking classes. The committee discussed the need to draft a memo for both the initial cleanup and the annual banking of courses that would be approved by the Faculty Senate. The committee also discussed collecting the data early in the year requiring the notice be sent out to the units early and with a deadline. The UCC will need to determine the deadline—most likely it will be in January.

Action Taken: Dr. Cellucci moved that the committee adopt the proposed Undergraduate Banked Courses Initial Cleanup Action plan, and the proposed Memo Template for Faculty Senate for
Initial Banked Courses Cleanup that is similar to the GCC policy on banked courses, and Dr. Scemama seconded it. The motion was approved. Dr. Cellucci moved to approve the Annual Undergraduate Banked Courses Action Plan and the Memo Template for Faculty Senate for Annual Banked Courses Cleanup, and Professor Vail-Smith seconded the motion. The motion was approved.

4. Implement Plan Approved in 2001 Regarding Cleanup of Undergraduate Courses Not Offered in 10+ Years
   - Institutionalization of Quinquennial Undergraduate Courses Not Offered in 10+ Years Action Plan

Discussion: Ms. Nicholson stated that the UCC needs to discuss the development of an action plan to deal with courses have been listed in the undergraduate catalog but have not been taught for 10 years or more; these are courses that have not even been banked. She brought to the committee a proposed action plan (Active Undergraduate Courses Not Offered in 10+ Years Action Plan) that was similar to the one developed by the GCC for the same issue. Ms. Nicholson stated that this plan would occur every 5 years, and the plan would be listed on the UCC website and also in the UCC manual. The committee reviewed and discussed the plan and found it satisfactory. Dr. Flint asked if the UCC should begin the plan (with initial cleanup) during the 2014-15 academic year, and then begin the regular action plan in 2015 and every 5 years thereafter. The committee agreed to this. Dr. Reaves suggested that we adopt the phrase “five year review of courses not offered for 10 years,” and the committee agreed that this was clearer.

Action Taken: Dr. Cellucci made a motion that the UCC follow the Five-Year Review of Courses Not Offered in 10+ Years Action Plan, and Dr. Scemama seconded the motion. The motion was approved.

5. Implement Plan for Removal of 5000-level Courses Previously Deleted by the GCC
   - Initial Cleanup of 5000-level Courses Previously Deleted by the GCC
   - Institutionalization of Process for Removal of 5000-level Courses Previously Deleted by the GCC.

Discussion: Ms. Nicholson told the committee that there is not a mechanism to insure that the 5000-level courses removed from the Graduate catalog are likewise removed from the Undergraduate catalog. Ms. Nicholson prepared a 5000-level Courses Cleanup Plan for the committee to discuss based upon the UCC previous discussions about this issue. Ms. Coltraine stated that there are 5000-level courses in the Undergraduate Catalog that are not active, but she was told that she could not remove them because there is not an approved process in place. Dr. Flint suggested that the UCC should develop a memo to send to the affected units to notify them of the 5000-level courses that need to be removed from the catalog.

Action Taken: Dr. Cellucci made a motion that the UCC follow the proposed 5000-level course cleanup plan for implementation and thereafter we follow the last step, and Dr. Scemama seconded the motion. The motion was approved.

6. Feedback from UCC Liaisons Regarding Improving the System
Discussion: Dr. Flint said that in reviewing the minutes from the last UCC meeting, the question that arose regarding this issue about getting feedback from the UCC liaisons was whether the committee should send them more information and invite their feedback. Dr. Cellucci summarized the issue and explained that we should reach out to the liaisons to ask them how the process could be improved. She stated that this would give the liaisons a role in the process without going against the Faculty Senate’s objection to us requiring a check off by the unit liaison on curricular actions. Dr. Reaves suggested that perhaps we should communicate with liaisons more than just the first two-hour meeting in the fall semester—they need to be kept up to date throughout the year. Another committee member suggested that the liaisons could be invited to attend our regular meetings. Ms. Nicholson stated that each year an inquiry is sent to the Deans, and they decide who will serve as the unit’s UCC liaison and make clear their participation in the process. Professor Vail-Smith said it might be good to have the department’s liaison present at the UCC meeting to learn what makes a good liaison—they could provide tips to the UCC about how we could improve the advising process. Ms. Nicholson said that each unit seems to handle the liaison role differently; some liaisons take an active role and attend UCC meetings with the department faculty while others that were assigned the liaison position do not seem to know that they even hold that role.

Action Taken: Dr. Flint agreed to draft a memo to the liaisons, and she asked the committee to review, suggest revisions, and eventually approve it so that it can be sent out to the current departmental liaisons. She stated that she would include the duties of liaisons that are in listed in the UCC manual.

(7.) Recycling Bin for UCC Use

Discussion: The committee members had commented about the need to recycle the printed materials from each UCC meeting.

Action Taken: Dr. Batts has ordered the recycling bin so that it would be present at the times of the meeting. The committee expressed their appreciation to Dr. Batts for doing this.

(8.) Locked Cabinet in Brewster B104 for UCC Use

Discussion: The committee members had discussed the need to have a locked cabinet in our regular meeting room (Brewster B104) to store the assorted materials that must currently be transported by the UCC chair and committee members to each meeting (name plates, extension chords and surge protectors for computers, and other necessary equipment). The Willis building was suggested as a meeting site that would have accessible parking. Dr. Flint stated that she will need to find out who schedules meetings in the Willis building and check to see if a locked cabinet is possible there. Prof. Vail-Smith stated that it would be nice to have location that had a reception area for the faculty scheduled for each meeting. Dr. Cellucci added that this would allow the committee to have a pre-discussion about issues on the meeting agenda before the faculty was admitted to the meeting.

Action Taken: Dr. Flint stated that she would explore the possibility of obtaining a locked cabinet for either the Brewster location or a location that would be more central to both campuses.
(9.) Manual/Forms Summer Task Force

Discussion: The committee discussed the conceptual framework for the revised UCC manual that was approved by the Faculty Senate. Dr. Flint explained that as the manual is now revised according to the new framework, the committee would need members to review it before the fall semester begins.

Action Taken: Dr. Scemama, Professor Vail-Smith, and Dr. Flint volunteered to be on the review committee for the revised UCC manual.

Agenda Item: III. New Business

(1.) Consideration of SharePoint for future use

Ms. Nicholson presented information to the committee on the features of SharePoint, a web-based network that can be used for posting materials for the UCC for faculty review, evaluation, and recordkeeping. She explained that the GCC has been considering its use beginning next year, and that perhaps the UCC should also consider adopting it. Dr. Flint remarked that the system looks acceptable, but she noted that SharePoint requires a login for each use. Professor Vail-Smith stated that the only problem she noticed in using it for other committees was finding the site if the site is not bookmarked on the computer. Dr. Reaves explained the advantage of SharePoint is how easy it is to use and to share documents. She recommended fall SharePoint implementation to the committee for its efficiency and easy accessibility. Ms. Nicholson said she could send members the link to SharePoint in each message she sends to the committee. Ms. Nicholson and Dr. Reaves said that the UCC needed better course document management.

Action Taken: Dr. Flint made a motion to implement SharePoint in fall, and Dr. Scemama seconded the motion. The motion was approved. Discussion following the meeting resulted in the request for an informational meeting during the summer to satisfy any outstanding questions regarding SharePoint. This has been scheduled and will include UCC, Faculty Senate, IPAR, and ITCS representation.

(2.) Appointment of a UCC Representative for the Bachelor of Science in University Studies (BSUS) Oversight Committee

Discussion: Dr. Flint stated that a volunteer from UCC is needed to serve as our representative for the newly formed Bachelor of Science in University Studies Oversight Committee.

Action Taken: Dr. Flint will send out a memo to the full committee to ask for a volunteer to serve as a UCC representative for the Bachelor of Science in University Studies Oversight Committee.

Agenda Item: IV. Chair Report

(1.) Ideas for Improvement
Dr. Cellucci discussed the issue with campus parking and the locations of meetings mainly on the East campus. The location of the meetings predominantly in the Brewster building on the East campus seems unfair to the members of the committee who teach on the west campus who must travel the greater distance and find nearby campus parking. She noted that she has received anecdotal evidence regarding the reluctance of health science faculty members to serve on the UCC committee. Perhaps the committee could consider holding one meeting each semester on west campus, if not a show of good faith then at least they would understand the inconvenience placed upon the west campus faculty to participate. The committee discussed the issue and asked if an alternative location could be found. Dr. Flint stated that the committee should explore a different location equidistant to both campuses. The Willis building was raised as a choice for committee members for an alternate meeting location.

(2.) Examination, revision, and approval of the 2013-2014 UCC Annual Report
Dr. Flint is still working on the Annual Report. It will be completed in the next few days, signed, and sent to the Faculty Senate office.

Agenda Item: V. UCC Membership and Officers

(1.) Thank You (regular members and term)
The committee recognized Dr. Kain for her years of service to the committee and for serving as UCC Chair. The committee recognized Dr. Cellucci for her years of service to the committee and for serving as UCC Vice-Chair.
- David Batts (2014)
- Leigh Cellucci (2014)
- Michael Dingfelder (2014)
- Donna Kain (2015)
- Mark Richardson (2015)
- Amy McMillan (2015)
- Lori Flint (2016)

New Members (reference taken from Faculty Senate Web site):
- Jean-Luc Scemama, Biology (2017)
- Gail Ratcliff, Mathematics (2017)
- Nathalie Mizelle, Allied Health Sciences (2017)
- Michael Dingfelder, Physics (2017)

(2.) Thank You (ex-officio members and term)
- Josie Bowman (2014)
- Rita Reaves (2014)
- Jean-Luc Scemama (2014)
- Katherine Swank (2014)
3. UCC Leadership (possibilities for fall)
   A replacement was needed for vice-chair as Dr. Cellucci’s term is expiring. Possibilities from the committee were discussed. Jean-Luc Scemama was asked if he would consider nomination in the fall for vice-chair, and he accepted.

NEXT MEETING: TBA
ITEMS TO BE DISCUSSED: See agenda.

Dr. Flint moved to adjourn at 6:00 pm. Motion passed. Meeting adjourned.

Respectfully Submitted by:

Mark Richardson
Secretary of the UCC
Undergraduate Banked Courses Initial Cleanup Action Plan

The UCC would like to recommend the following action plan regarding the initial cleanup of undergraduate courses banked 5+ years:

- The UCC requested a spreadsheet from the Office of the Registrar identifying all undergraduate courses that have been banked for 5 or more years that still appear in the official undergraduate catalog. This list will be presented at the 1st UCC meeting in the fall of 2014.
- The UCC chair, or designee, will distribute the course list with a notification memorandum to all units summarizing the intent to delete the identified banked courses as a catalog cleanup action. Units desiring to keep their banked courses will be given an opportunity to submit a justification memorandum to the UCC, via cucsubmissions@ecu.edu, describing why their course(s) should remain banked.
- Units will be given approximately 4–6 weeks to respond to the proposed banked courses cleanup action.
- The courses, and any unit requests for retention, will be placed on the first available UCC agenda following the response submission deadline.
- The UCC will vote to retain or delete courses with retention requests. Courses without retention requests will be approved for deletion.
- Following approval of the UCC minutes identifying the courses approved for deletion by the UCC, Faculty Senate, and chancellor, the Office of the Registrar will be notified to initiate the administrative deletion of the courses (no marked catalog copy will be required).
- Academic Program Planning and Development will notify the Office of the Registrar, on behalf of the UCC, when the chancellor has approved the initial cleanup action (courses for deletion) as part of the UCC minutes.
- Academic Program Planning and Development will notify the applicable department chairs/program directors and UCC liaisons, on behalf of the UCC, when the chancellor has approved the UCC minutes that contain the cleanup action (courses for deletion).
- The UCC will establish a policy for annual review.
Dear Deans, Chairs, and Program Directors,

On December 6, 2011 the Faculty Senate approved the initiation of a catalog cleanup action proposed by the University Curriculum Committee (UCC) at their November 10, 2011 meeting. This cleanup action targets undergraduate courses banked 5 or more years. The initial cleanup action plan created by the UCC on April 24, 2014 identifies the specific implementation steps.

As you will see in the attached document, this involves a large number of courses. This action will assist us in performing a cleanup of the Undergraduate Catalog by removing inactive banked courses.

If a unit wishes to keep one or more of the identified banked courses, a brief memorandum of justification must be submitted to the UCC mailbox (cucsubmissions@ecu.edu) by (TBD). After this date, the UCC will work with the Office of the Registrar to begin the process of deleting the banked courses that do not have a request for retention memorandum.

Thank you for your attention to this matter.

University Curriculum Committee will include their footer here
Annual Undergraduate Banked Courses Action Plan

The UCC would like to recommend the following action plan regarding the annual cleanup of undergraduate courses banked 5+ years:

- In September of each year the UCC chair, or designee, will request a spreadsheet from the Office of the Registrar identifying all undergraduate courses that have been banked for 5 or more years that still appear in the official undergraduate catalog. This list will be presented at the first UCC meeting of each year.

- By October 1st of each year, the UCC chair, or designee, will distribute a notification memorandum to all units summarizing the intent to delete the identified banked courses as a catalog cleanup action. Units desiring to keep their banked courses will be given an opportunity to submit a justification memorandum to the UCC, via cucsubmissions@ecu.edu, describing why their course(s) should remain banked. The deadline for justification memorandum submissions will be November 1st of each year.

- The courses, and any unit requests for retention, will be placed on the November UCC agenda of each year.

- The UCC will vote to retain or delete courses with retention requests. Courses without retention requests will be approved for deletion.

- Following approval of the UCC minutes identifying the courses approved for deletion by the UCC, Faculty Senate, and chancellor, the Office of the Registrar will be notified to initiate the administrative deletion of the courses (no marked catalog copy will be required).

- Academic Program Planning and Development will notify the Office of the Registrar, on behalf of the UCC, when the chancellor has approved the initial cleanup action (courses for deletion) as part of the UCC minutes.

- Academic Program Planning and Development will notify the applicable department chairs/program directors and UCC liaisons, on behalf of the UCC, when the chancellor has approved the UCC minutes that contain the cleanup action (courses for deletion).

- Review of the policy will take place biennially by the UCC.
Dear Deans, Chairs, and Program Directors:

The University Curriculum Committee (UCC) institutionalized a banked courses process as part of their April 24, 2014 minutes (see attached). These minutes were subsequently approved by the Faculty Senate on (TBD). This process implements the annual deletion of undergraduate-level courses banked 5+ years. The policy specifies that colleges/schools/departments will be given an opportunity to request the preservation of the identified courses.

Please review the attached list of courses that have been banked 5+ years. If your college/school/department decides to make a request to preserve any of the courses on the list, they will need to do so prior to November 1, 2015. (5:00 pm). All requests to preserve banked courses should be sent to the UCC mailbox at cucsubmissions@ecu.edu prior to this deadline. Include in your memorandum of request a clear justification as to why your college or school is requesting that the banked courses be preserved. The UCC members will consider your requests and notify you of their decision.

Following completion of the process by the UCC and Faculty Senate, and upon receipt of confirmation of chancellor approval of the applicable UCC minutes, the Office of the Registrar will delete undergraduate courses banked 5+ years, other than those approved for retention by the UCC and Faculty Senate.

If you have questions about the policy or process, please contact Dr. Lori Flint, chair of the UCC, at 252-737-1949 or flintl@ecu.edu.

University Curriculum Committee will include their footer here
5 Year Review of Undergraduate Courses Not Offered in 10+ Years Action Plan

The UCC would like to recommend the following action plan regarding the initial and subsequent 5 year cleanup of undergraduate courses not offered in 10+ years:

- Initial cleanup of courses not offered in 10+ years will take place in fall of 2014 and will follow the same steps as outlined below for the 5 year cleanup process.
- Beginning in September of 2015, and every fifth year thereafter (e.g. 2020, 2025, 2030, etc.), the UCC chair or designee will request a spreadsheet from the Office of the Registrar identifying all active undergraduate courses that have not been offered in 10+ years that still appear in the official undergraduate catalog. This list of courses will be presented at the first UCC meeting of the year.
- By October 1st of each fifth year, the UCC chair, or designee, will distribute the notification memorandum to all units summarizing the intent to delete the identified courses not offered in 10+ years as a catalog cleanup action. Units desiring to keep their courses will be given an opportunity to submit a justification memorandum to the UCC, via cucsubmissions@ecu.edu, describing why their course(s) should remain in the catalog. The deadline for justification memorandum submissions will be November 1st of each fifth year.
- The courses, and any unit requests for retention, will be placed on the UCC agenda.
- The UCC will vote to retain or delete courses with retention requests. Courses without retention requests will be approved for deletion.
- Following approval of the UCC minutes identifying the courses approved for deletion by the UCC, Faculty Senate, and chancellor, the Office of the Registrar will be notified to initiate the administrative deletion of the courses (no marked catalog copy will be required).
- Academic Program Planning and Development will notify the Office of the Registrar, on behalf of the UCC, when the chancellor has approved the cleanup action (courses for deletion) as part of the UCC minutes.
- Academic Program Planning and Development will notify the applicable department chairs/program directors and UCC liaisons, on behalf of the UCC, when the chancellor has approved the UCC minutes that contain the cleanup action (courses for deletion).
- This policy will be reviewed by the UCC every fifth year, following implementation in 2015.
The UCC would like to recommend the following action plan regarding the removal of 5000-level courses from the undergraduate catalog that have been previously deleted by the Graduate Curriculum Committee (GCC):

- Initial cleanup/removal of 5000-level courses previously deleted by the Graduate Curriculum Committee (GCC) from the undergraduate catalog will take place in the fall of 2014.
- The UCC will request a spreadsheet from the Office of the Registrar identifying all 5000-level courses that have previously been deleted by the GCC but still appear in the undergraduate catalog. This list of courses will be presented at the first UCC meeting of the year.
- The UCC chair, or designee, will send a notification to the applicable department chairs/program directors and UCC liaisons regarding these courses. The communication will explain that these courses are no longer active or available for students and will identify the program, or course, that references the deleted 5000-level course(s) in the undergraduate catalog.
- The courses will be placed on the first available UCC agenda following the unit notification.
- The UCC will vote to remove the previously deleted courses from the undergraduate catalog.
- Following approval of the UCC minutes identifying the courses approved for removal from the undergraduate catalog by the UCC, Faculty Senate, and chancellor, the Office of the Registrar will be notified to initiate the administrative removal of these courses (no marked catalog copy will be required).
- Academic Program Planning and Development will notify the Office of the Registrar, on behalf of the UCC, when the chancellor has approved the cleanup action as part of the UCC minutes.
- Following initial cleanup, the Office of the Registrar will regularly remove 5000-level courses deleted by the GCC from the undergraduate catalog.