University Bilateral Agreement Committee (UBAC)
August 24, 2012
Ragsdale 211

Those attending: Josie Bowman, Linner Griffin, Tierini Hodges, Kevin O’Brien, Mark Sprague, Rita Reaves, Teresa White

L. Griffin welcomed the newly appointed members to the first meeting of the semester and thanked them for agreeing to serve on this very important committee. She reviewed the committee’s charge by referring to ECU REG02.07.04, Approval and Review of Bilateral Agreements. REG02.07.04 can be found on the ECU Web site: http://www.ecu.edu/PRR. The committee’s charge indicates it “will meet a minimum of once each semester to review and recommend approval/disapproval of pending and existing bilateral agreements. The University Bilateral Agreement Committee membership consists of 4 faculty and 3 administrators representing different departments and colleges. Members will serve three-year terms.”

L. Griffin distributed a copy of the agenda to the committee. The agenda included the following items: Policies, Regulations and Rules of the Approval and Review of the Bilateral Agreements; Notices of Articulation Agreements received from the Colleges.
- The NCCC/UNC Bilateral Inventory by University Agreements Between ECU and the Community Colleges
- SACS definitions for three types of contractual relationships:
  - Consortial Relationship
  - Contractual Agreement
  - Collaborative Academic Arrangements
- University Bilateral Agreement Committee Review Criteria.

Members discussed several other issues during the meeting:
- M. Sprague mentioned that consortial and bilateral agreements impact curricula. As such, the agreements should be reviewed by faculty.
- T. Hodges described the types of transfer transcript review that is completed by Admissions and the actual transfer credit review that is performed by the academic units.
- K. O’Brien stressed the need for comprehensive curriculum procedures in unit codes.
- L. Griffin noted that the UBAC is an administrative committee; its charge is to develop a university-wide review process for review of existing agreements and new agreements.

Committee members agreed to address the following agenda items in the September meeting:
- Identify informational content that introduces the committee and presents the committee’s review process steps to departments developing bilateral agreements?
- Development of a template (form), which will clearly delineate requirements for all consortial and bilateral agreements. T. White will research existing templates from other universities that may assist with this effort.

Meeting was adjourned at 10:30 a.m.
Minutes respectfully submitted by Barbara H. Little

Next meeting September 14, 2012 (8:30 a.m. – 10:00 a.m.) Spilman 203