University Curriculum  
ANNUAL REPORT  
1998-1999 Academic Year  

1. Membership (include ex-officio members).  
Ex-officio member with vote: Brenda Killingsworth, Chair of  
the Faculty or Linda Wolfe, her representative; Charles  
Bland, chair General Education committee; Ex-officio  
members without vote: the Chancellor and Vice Chancellor  
for Academic Affairs or Caroline Ayers, his representative;  
Regular members: Ron Graziani, Thomas Huener, JoAnn  
Jones, Bob Joyner, Dale Knickerbocker, Greg Lapicki, Janis  
Shea, James O. Smith, and John Whitehead.  

2. Meeting Dates (include members absent).  
24 September, 1998  
8 October, 1998  
12 November, 1998  
28 January, 1999  
11 February, 1999  
25 February, 1999  
11 March, 1999  
22 April, 1999  

3. Subcommittees established during the year  
(include progress and/or completion of work).  
1. Subcommittee to revise the various submission forms  
and make them ready for on line submission.  

2. Subcommittee to implement on line submission and  
create committee web page. Work of both committees was  
completed.  

4. Accomplishments during the year, especially as  
addressed through committee goals. Include  
recommendations made to agencies other than the  
Faculty Senate as well as the Faculty Senate.  

The committee met its charge in a diligent and timely  
manner. The major accomplishment of the committee this  
year was to move to an electronic submission process. At  
the start of the second semester the committee requested  
electronic submission of all items. This dramatically reduced  
the amount of paper needed to file a request and further  
when coupled with the posting of items on the web site  
allowed all university stakeholders to be aware of these  
requests.  

5. Reports to the Faculty Senate (include dates and  
resolution numbers).  
10 November, 1998 98-30  
8 December, 1998 98-37  
23 February, 1999 99-3  
30 March, 1999 99-12  

6. Business carried over to next year (list in priority  
order).  
1. Examine current submission forms for ease of  
use and submission.  

2. Revise current web page for ease of use.

4. Resolve issues of dual submissions of 5000 level courses.

7. Evaluation of the committee (include anything that hindered or assisted the committee’s work during the year).

A. Charge: adequate

B. Personnel: Excellent, a hard working group who readily accepted their responsibility. Although the method of submission changed in mid year, the members accepted these changes well. This caused inconvenience to some members but they responded well. The members of this committee always come well prepared and ready to work.

C. Attendance: Excellent, the only absences were due to illness or other university business.

D. Responsibilities: The one-year catalog appears to have helped the work load.

E. Activities: Satisfactory

8. Suggestion(s) to the Chair of the Faculty and/or Faculty Senate for improving the effectiveness of the committee.

1. The Faculty Senate should encourage units to participate in the workshops next year.

2. The committee wishes to remind units that it is their responsibility to file items in a timely manner.

3. The committee wishes to thank the party responsible for providing name plates for use at the meeting. This has helped make the presenters more at ease.