Undergraduate Curriculum Review Committee

Meeting Minutes

Friday, September 13, 2013

**Attendance**

|  |  |
| --- | --- |
| **Voting Members** | **Ex-officio / Non-Voting** |
| * Schieltz, Bev; COSM, Chair
 | * Brun, Carl; Multicultural
 |
| * Banks, Erik; COLA
 | * Carrafiello, Susan; Honors
 |
| * Kich, Marty; LAKE
 | * Law, Joe; Provost Designee
 |
| Srinivasan, Raghu; CECS | * Sayer, Cathy; Service Learning
 |
| * Sengupta, Arijit; RSCOB
 |  |
| * Lyon, Anna; CEHS
 | * Bingham, Emily; Student Government
 |
| Triplett, Stephanie; CONH* Designee: Russell, Anne
 |  |

1.) **Call to Order**

Bev Schieltz called the meeting to order at 1:00 p.m.

2.) **Introductions**

3.) **Review charge of the committee**

The committee reviewed its charged and agreed to petition Senate leadership for a clarification of its roles relating to undergraduate programs and courses.

4.) **Review of courses currently approved**

 106 Core (majority in CoLA & CoSM)

 372 Integrated Writing

 24 Multicultural Competence

 30 SRV/SRVI courses Fall, 2013

5.) The committee discussed the process that would be used for the review of course attributes. Issues discussed included:

* What materials need to be collected?
* Who is responsible for the collection?
* How the committee determines that a specific course fulfills its attribute outcomes?
* How often do courses need to be reviewed?
* Archival process of course materials and results.
* Process to communicate results to departments and faculty.
* Needed action when courses fail to meet attribute outcomes.

The committee chose to wait until their charge is clarified before proceeding on these issues.

6.) **Meeting Schedule**

The committee decided to tentatively hold meetings on the second Friday of the month at 1 p.m.

7.) **Adjournment**

The meeting adjourned at 2:20 p.m. The next meeting will be on Friday, October 11, 1:00 p.m. in 138 Fawcett Hall.