Undergraduate Curriculum Review Committee
Meeting Minutes
Friday, September 13, 2013

Attendance

Voting Members
✓ Schieltz, Bev; COSM, Chair
✓ Banks, Erik; COLA
✓ Kich, Marty; LAKE
✓ Srinivasan, Raghu; CECS
✓ Sengupta, Arijit; RSCOB
✓ Lyon, Anna; CEHS
✓ Tripplett, Stephanie; CONH
✓ Designee: Russell, Anne

Ex-officio / Non-Voting
✓ Brun, Carl; Multicultural
✓ Carrafiello, Susan; Honors
✓ Law, Joe; Provost Designee
✓ Sayer, Cathy; Service Learning
✓ Bingham, Emily; Student Government

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.