

CLAYTON STATE UNIVERSITY
Undergraduate Curriculum Committee (UCC)
MEETING MINUTES

Date: September 13, 2013 **KEY: C = Comment; R = Response; Q = Question**
Presiding: Mara Mooney (Chair)
Present: Augustine Ayuk, Christian Barrientos, Rebecca Gmeiner, Randall Gooden (faculty senate), Charlie Harris, Kathryn Kemp (faculty senate), Joan Taylor (proxy for Adam Kubik), Mary Lamb, Lois Manning-Burke, Mara Mooney, Kara Mullen, George Nakos, Leon Prieto, Dina Swearngin, Dee Tanner, David Williams, Jill Lane (visitor), Richard Young (visitor)
Not Present: Scott Bailey, Robert Vaughan, Susan Hornbuckle, Sandra Jones
Recorder: Mary Lamb (Co-chair)

TOPIC	DISCUSSION	ACTION
CALL TO ORDER	<p>M. Mooney called meeting to order at 12:03 p.m.</p> <ul style="list-style-type: none"> Minutes from August meeting approved with update: Dee Tanner not present. 	
OLD BUSINESS	<ul style="list-style-type: none"> No old business 	
NEW BUSINESS <i>Banner Course Action System</i>	<ul style="list-style-type: none"> M. Mooney introduced the online Banner Course Action System (BCAS) that will impact our committee and the rest of campus. Comment: Discussion about having deadlines for catalog. Becky noted we have one catalog a year, starting each fall, so no more mid-year changes. We don't yet know the date when changes need to be submitted for Fall catalog. Kara notes she and Adam can't access the BCAS, and Richard noted that you can access it if you can access the Faculty portal through the DUCK. Mara and Richard noted this, and he'll research about adding them as approved users. Mara introduced Richard Young (the program developer), who did a demonstration of the system for the committee. More info on the BCAS is at https://apps.clayton.edu/ActionForms/. All faculty have access and can log in with their CSU/Swan network login and password. Note that the BCAS is for new courses and modified course proposals. Still need shared folder for program changes and other curricular modifications. 	

	<ul style="list-style-type: none"> • Richard explained how to use the system. Discussion and questions ensued. Richard noted that some departments may choose to appoint someone to enter this information (i.e., curriculum committee chair, etc.) since some of this training concerns software, but you do need to know course proposal guidelines/info to know what to put in. • A nice feature is “clone course” if you’re creating several of the same type. • Becky noted that the BCAS has been used for 9 months or so, and Richard has refined the system. She noted that so far it has been a great system. • Departments (faculty) can create proposals and let colleagues/curriculum members know; all faculty can search for proposals to review. There’s a search box to find proposals. • Workflow established—department head, dean, etc. “Approve” buttons for each level, but buttons not available for faculty who just want to review it. • This is mainly a mechanism for submitting and approving courses once approved at department level. It’s up to departments to use whatever process they use to create course proposals and modifications. • Mara noted this will streamline the process, even as challenges will be training on it. Academic Affairs is meeting with the deans in September to give them information about the BCAS to pass on to their colleges. • Motion to require all proposals to UCC be submitted through BCAS by David Williams. Seconded: Randall Goodman. • Discussion ensued. • Unanimously approved. • Deadline for all proposals (through BCAS or shared folder): first Friday of each month. 	<ul style="list-style-type: none"> • Mara will remind the deans about the requirement that proposals be submitted at least one week prior to a meeting in order to be placed on the agenda.
<i>Upcoming Meeting Reminder</i>	<ul style="list-style-type: none"> • Next Meeting: Friday, Oct. 11 at 12 noon 	
ADJOURN	<ul style="list-style-type: none"> • Meeting adjourned at 12:57 p.m. 	

Next Meeting: Friday October 11, 2013 at 12:00 p.m. University Center (UC) Foundation Board Room