**Clayton State University**

**Undergraduate Curriculum Committee (UCC)**

**Meeting Minutes**

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| **Date:** November 9, 2018**Presiding:** Carol White (chair)**Present:** Shakil Akhtar,Khamis Bilbeisi, Keith Driscoll, David Greenebaum, Joanna Harris-Worelds, Ron Fuqua, Emily Kilburg, Bryan LaBrecque, Catherine Matos, Mark May, CR Narayanaswamy, David Plaxco, Junfeng Qu, Chris Ritter (video/phone), Joan Taylor, Rosario Vickery, Carol White, David Williams (Sen. Rep.), Rebecca Gmeiner, Jill Lane, Antoinette Miller (non-member)**Not Present:** Deborah Gritzmacher (R. Fuqua proxy), Latrina Walden **Recorder:** Joanna Harris-Worelds  |

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| **TOPIC** | **DISCUSSION** | **ACTION** |
| **CALL TO ORDER** | C. White called meeting to order at 1:00p.m.* Motion to accept 10.12.18 minutes
 | * 10.12.18 minutes approved with name correction (Greenebaum)
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| **OLD BUSINESS** **UCC Attendance** | * K. Driscoll stated he will collate information and pull together policies; stated he’d garner feedback from members expressing interest in policy development.
* D. Plaxco summarized email sent concerning attendance policy. Membership is more than physical presence but participation too. Supports language to address level of engagement within meetings.
* C: There are many subjects intertwined with attendance and thorough observed past committee member behaviors, a specific policy addressing issues is needed.
* C: Concerning proxies, a proxy acts on behalf of the absence member. Notification of proxy should be written in advance of meeting and notated on the sign-in sheet.
* S: Is it possible to create an attendance record for the year for posting in an effort to change University & P&T culture as a step to resolve and address concerns of committee attendance?
* C. White closed discussion to respect member time.
 | * .No actions.
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| **NEW BUSINESS****CSU 4001 Course Proposal** | * C. White explained the BAF discrepancy with upload, however, both documents had correct information.
* A. Miller explained PACE began in Fall 2014 and is in last year of QEP and transitioning to permanent curricula as a part of strategic plan. Over the past 4 years, 2,000+ students have taken courses with embedded community engagement projects at the 1000 to 4000 level. Over 200 students have taken more than one PACE course. As an initiative to support community engagement embedded within the University, proposal for a 4000-level independent study for service-learning project.
* C: CSU prefix means course is not embedded within any curriculum. For financial aid (FA) support, a student has to have an available “free elective” or be a requirement.
* R: Curricula reviewed for free electives space; more than half have availability.
* C: CSU prefix may be an exclusion within some curriculum; must not be for CSU prefix to be applicable.
* S: Unique number for course and departmental prefix and each department would adopt into their curriculum to help mitigate the FA concern.
* S: Current internship courses exist with EX and add CE for Experiential (EX) Community Engagement (CE) instead of CSU prefix; less likely to have exclusion.
* C: Potential for increased course substitution requests if non-departmental prefix used; support unique number with departmental prefix for increased buy-in.
* C: Every major would have to create a course? If so, creating 20-30 courses leads to management difficult. Then decide are they repeatable? Could assign different sections restricted to majors.

(Discussion about course prefixes, sections, etc.)* A. Miller clarified course enrollment is small and capped at 5 students; faculty directly involved with student and community partner; each course highly content variable, but specific outcomes present as used already with QEP. More outcomes added based on curriculum.
* S: Seems desirable for departments to have buy-in to conducting course given outcomes, therefore supports suggestion to use curriculum prefix.
* C: If course approved as CSU or EXCE and departments desired curriculum inclusion, then could later adopt.
* A. Miller added the overall plan is to identify interest faculty to pilot in Fall 2019 since QEP ending; experience arguably different from special topic course or directed readings course. First step towards departmental ownership.

(Discussion about FA payment, course load, etc.)* C: Can add departmental approval restriction too.
* A. Miller explained the course reflection can range in various forms, such as a report-out session with faculty and community partner, a presentation, a summative paper. The act of reflection is tied to curriculum content for assessment.

(Explanation and discussion of faculty training with community engagement academy and assisting faculty with administrative support).* S: Within the course description, suggest alternation for more specificity for discipline connectivity to help encourage departmental acceptance, such as “appropriate to the discipline”.
* C: Under restrictions, none, however states students should have taken a community engagement course and be familiar with the community partner.
* R: Any course can be taught as a PACE course, therefore, unable to place restrictions.

(Discussion about PACE and how a student seeks approval to take course. Topic raised of faculty course load and credit; Faculty Affairs involvement calculation; departmental compensation and individual discretion.)* C: What do faculty think? Is there faculty and student interest? Concerned that students would engage without prior understanding and faculty lack support to conduct. Is a survey needed to demonstrate interest?
* A. Miller explained to develop the QEP there was buy-in and QEP operating for four years. For taking the course, the student has had previously community engagement. Multiple checks in place to prevent a student from taking course for which they’re not adequately prepared.
* Q: Can the course to have variable credit?
* R: Not at this time. Discussion held. Possibly in future.

(Discussion about how similar courses used and catalog placement along with community engagement incorporated.)* Motion to table course proposal for revisions.
 | * Course proposal tabled for revisions to course designation (prefix) and course description (allow for discipline-specific verbiage).
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| **ADJOURN** | Meeting adjourned at 2:00p.m. |  |

**Next Meeting:** Friday, December 14, 2018 at 1:00p.m. if business

 Friday, January 11, 2018 at 1:00pm Location UC260