**Clayton State University**

**Undergraduate Curriculum Committee (UCC)**

**Meeting Minutes**

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| **Date:** March 15, 2019**Presiding:** Carol White (chair)**Present:** Shakil Akhtar,Khamis Bilbeisi, Keith Driscoll, David Greenebaum, Deborah Gritzmacher, Joanna Harris-Worelds, , Bryan LaBrecque, Catherine Matos, Mark May, CR Narayanaswamy, , David Plaxco, Joan Taylor, Carol White, David Williams (Sen. Rep.), Jill Lane**Not Present:** Ron Fuqua (D. Gritzmacher proxy), Emily Kilburg, (D. Gritzmacher proxy), Junfeng Qu (S. Akhtar proxy), Chris Ritter (D. Plaxo proxy), Rosario Vickery (C. White proxy), Rebecca Gmeiner, Latrina Walden **Recorder:** Joanna Harris-Worelds  |

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| **TOPIC** | **DISCUSSION** | **ACTION** |
| **CALL TO ORDER** | C. White called meeting to order at 1:24p.m. | * None
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| **OLD BUSINESS** **Course Modifications**CMS 3700, JOUR 3011, JOUR 3012,CMS 2010**UCC Absence & Virtual Attendance Policy** | * C. White announced second readings for course modifications.
* Motion to approve course additions.
* K. Driscoll reminded committee of approved removal policy. Expounded on written attendance policy needs.
* If two thirds of the sitting officers of the committee vote to advance the removal of a member, a vote of the full committee will be held. If a supermajority of members vote for removal, the chair will inform the Dean of the representative’s college of the committee decision and request that a replacement representative be elected.
* (Discussion on word changes to attendance policy with edits made during discussion as projected on wall.)
* C: Absenteeism definition means excessive (and unexcused), therefore word addition would be duplicative. Absenteeism does not mean absent once.
* C: Reminded committee discussion on defining set number of absences in policy was held at prior meeting.
* Motion to approve absence policy (as edited).
* Committee membership brings with it the expectation of a willingness and ability to serve. Absenteeism may be cause for removal.
* Motion to approve absence policy with amendment.
* K. Driscoll provided virtual attendance options.
* C. White elaborated the policy helps to solidifies customary practices. This helps address having a policy mandated by Faculty Bylaws for the UCC Handbook.
* (Discussion about when different departments meet, meeting practices, and if/when to better time meetings to avoid other conflicts to help encourage physical presence for meetings. Should wording be developed to define attendance using how a member contributions to meetings.)
* Suggestions to edit verbiage to virtual attendance policy.
* C. White reminded committee further discussion will be available on UCC D2L discussion board.
 | * Tabled second reading for free elective restriction.
* Approved course modification unanimously during second reading.
* Not approved amended absence policy; fails by majority nays with three agree.
* Approved absence policy unanimously.
* No actions.
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| **ADJOURN** | Meeting adjourned at 2:00p.m. |  |

**Next Meeting:** Friday, April 12, 2019 at 12:00pm Location UC260