**Clayton State University**

**Undergraduate Curriculum Committee (UCC)**

**Meeting Minutes**

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| **Date:** August 10, 2011  **Presiding:** Susan Hornbuckle  **Present:** Tatiana Krivosheev, Joan Taylor, Charles Ralph, Valecia Carter, David Furman, George Nakos, Dina Swearngin, Robert Vaughan (from Faculty Senate), Jeanette Celeste Walley-Jean  **Not Present:** *According to Faculty Councils & Committees 2011-2012 PDF:* Khedijia Gadhoum, David Ludley, Cherie Long, Chris Raridan, Christian Barrientos, Adam Kubik  **Recorder:** Joanna Harris |

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| **TOPIC** | **DISCUSSION** | **ACTION** |
| **CALL TO ORDER** | S. Hornbuckle called meeting to order at 1:05p.m. |  |
| **NEW BUSINESS Elections** | * Election of chair and co-chair for UCC * S. Hornbuckle opened the floor for nominees for chair, co-chair, and recorder. | * Tatiana Krivosheev elected as Chair * Charles Ralph elected as Co-Chair * Joanna Harris volunteered as Recorder |
| **Meeting Times** | * From the 2010-2011 academic year, there were conflicts with UCC’s meeting time and Faculty Senate. * Faculty Senate would meet every 2nd and 4th Tuesday. * A motion was made to change the meeting days especially since there will be a change in the activity period beginning Spring 2012. * The proposed meeting day and time would be the 1st Friday of the month from 12:00-1:00p.m. | * Chair to email members to confirm proposed change to UCC meeting time and day. |
| **Deadlines & Dates** | * Suggested to have an early deadline for proposals to give members of UCC time to review before meetings. * Discussion that meeting dates need to be determined and announced. | * For proposals for UCC review, Chair to find out about drop box and email members. |
| **Terms** | * Discussion regarding who decides UCC terms since all COH terms expired the same year. | * COH members to decide their terms amongst selves for term rotations and inform COH Dean. |
| **Other** |  | * Chair to email Deans to verify who is on UCC. |

**Next Meeting:** September 2, 2011 at 12p.m.

Location TBD