**Clayton State University**

**Undergraduate Curriculum Committee (UCC)**

**Meeting Minutes**

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| **Date:** January 11, 2019**Presiding:** Carol White (chair)**Present:** Shakil Akhtar,Khamis Bilbeisi, Keith Driscoll, David Greenebaum, Deborah Gritzmacher, Joanna Harris-Worelds, Emily Kilburg, Bryan LaBrecque, Mark May, CR Narayanaswamy, David Plaxco, Junfeng Qu, Chris Ritter, Joan Taylor, Rosario Vickery, Carol White, David Williams (Sen. Rep.), Rebecca Gmeiner, Jill Lane, Eric Tack, George Nakos (non-member)**Not Present:** Ron Fuqua (D. Gritzmacher proxy), Catherine Matos, Latrina Walden **Recorder:** Joanna Harris-Worelds  |

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| **TOPIC** | **DISCUSSION** | **ACTION** |
| **CALL TO ORDER** | C. White called meeting to order at 12:03p.m.* Motion to accept 11.9.18 minutes
 | * 11.9.18 minutes approved with no corrections
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| **OLD BUSINESS** **CSU 4001 Course Proposal****UCC Meetings****UCC Second Readings****UCC Attendance Policy** | * C. White announced course proposal discussed at 11.9.18 remains tables as A. Miller is continuing to work on revisions and be presented again at a future meeting.
* C. White announced and reminded members to expect two-hour meetings in March and April.
* C. White stated there has been a tradition requiring a second reading for new and changes to programs, which cannot be waived. Faculty Bylaws does not specify that second readings cannot be waived in these circumstances; states ‘Second readings are required. Second readings can be waived when initial vote is unanimous’.
* C: Has a person changed mind during a second reading?
* R: A previous individual felt strongly the second reading was a safety net.
* C. White asked the Graduate School about practices, and they are not requiring a second reading if unanimous.
* C: Cannot recall a veto during the second reading.
* C: If someone is concerned about the topic, if there is a vote for ‘no’, then a second reading is required. To waive the second reading, a unanimous vote required. If a vote goes to a second reading, then approval is majority.
* C: The question is: Do we have to have second readings only in those two instances (new programs and changes to programs) or can it be waived in those as well.
* C: Can Faculty Senate require second readings by UCC?
* C: We would be changing UCC practice and following the Faculty Bylaws. Faculty Bylaws does not specify that certain things have to.

(Faculty Bylaws read aloud)* R: Common practice began when a member felt strongly for having second readings for new programs and changes to programs even though the vote was unanimous and did not require a second reading.
* C: Without having anonymity through voting buttons or method and using voice or by-hand, one can easily feel intimidated to vote a particular way.
* C. White paused discussion to revisit at next meeting, and Faculty Senate will be informed for their feedback once a UCC decision is reached.
* K. Driscoll provided a written draft of an attendance policy to members. Two issues: 1) attendance and 2) removal/replacement. With research and behavior psychologists’ consultation, virtual attendance increases multitasking and distraction away from active meeting involvement, and potentially lacks effectively achieving committee business. Assumption of agreement to be nominated and elected to a committee is volunteering time to be present and participate.
* S: Policies do not intertwine. Recommend super majority (60% +1 or 3/5ths) as an amendment to the written draft.
* C: UCC does not have Bylaws, but a Handbook establishing practices beyond Faculty Bylaws.
* S: UCC Bylaws cannot supersede Faculty Bylaws.
* Q: Should consideration be given to a members’ attendance when a course conflicts after meetings had been scheduled? (Exceptional situation).
* Q: What happens when someone does not send a proxy in absence; forcible? Could the person receive committee credit for not attending and only sending a proxy? Is a letter to the Dean effective for action?

(Discussion of definition and use of proxies; no language permits substitutes; hypothetical situations for member removal and action; importance, responsibilities and accountability for membership participation; administrative involvement regarding a faculty matter)* S: Faculty Bylaws mandate each committee *will* create language addressing attendance.
* S: Establishing bylaws will help procedures. Are the officers of the committee defined in the Bylaws?
* R: No, Bylaws state the committee establishes officers.
* Motion for three changes: 1) majority to ‘super majority’ 2) Executive Committee to ‘Sitting Officers of the’ and 3) add an apostrophe on ‘representatives’ before college.
 | * .No actions.
* No actions.
* No actions.
* Approved changes to removal/replacement verbiage with three votes abstained.
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| **NEW BUSINESS****CIMS Course Revision Proposals**MATH 0998BMATH 0999BMATH 1101MATH 1111MATH 1401**Business**New Course, Deactivation, & Residency Req’t | D. Williams explained the course modifications and * changes are required from the University System Math Committee to follow system-wide guidelines. For renumbering MATH 1231 to 1401, it is consistent with current offering and better aligns for transfers.
* Q: Will MATH 1231 be deactivated?
* R: Possibly, but details to be determined.
* C: BAF creates new course, then deactivation of MATH 1231 is needed in Banner. Not essential to deactivate to create a new course.
* C: When course deactivated it remains in course catalog to allow appearance on transcripts.
* C: If equivalent course, on BAF, new course will need to list MATH 1231 as an equivalent; 1401 is present.
* Motion to approve course revision proposals.
* G. Nakos explained the change of the prefix from MGMT 3102 to SCML to better reflect course content, and all business students are required to take course and SCML 3102 course would be equivalent to MGMT 3102.
* G. Nakos explained the Supply Chain description is 7-8 years old, but with growth of program, needs revision.
* C: When a prefix changes for a course, sometimes students take both courses believing to be different; Banner does not alert to this problem. Adding a statement in the course description would help address.
* G. Nakos stated this course typically is taken in the last semester as content tends to be very challenging.
* C: Suggest to place prefix change in as many places as possible including syllabus.
* Q: Is there not a place in Banner where the course is “not available for students who have taken X”?
* R: No, only course description.
* Q: Does Degree Works have a note?
* R: Degree Works would place a course repeat because it would be marked as an equivalent.

(Discussion about restrictions, replacements, and alerts.) * Q: If MGMT 3102 is equivalent to SCML 3102, should the BAF for the new course state it as equivalent?
* R: Yes. Will need to be added.
* Q: How does the residency requirement work? Does this mean students have to take 12 hours of Supply Chain Mgmt from CSU and no transfer credit?
* R: Cannot require. Can say X number of hours applicable to the major, but cannot specify where.
* C: Can a student transfer all mgmt. courses to CSU and receive a mgmt. degree from CSU.
* R: No; 21 of 30 hours must be upper division within major; presume part of curriculum has mgmt. courses.

(Discussion of hours and various scenarios.)* C: Old description is not appropriate, as it is very similar to other description currently in use.
* R: Stipulations on when courses can be taken is not enforceable, such as the last X hours of the program. The hours applicable to degree versus timing.
* C: Use prereqs to force SCML courses at program end.
* S: Add to course description a statement similar to: “This course is intended to be equivalent to the former course of MGMT 3102.”
* Motion to approve course prefix change with amendments to add course equivalency to BAF and alter course description to state equivalency.
* Motion to deactivate MGMT 3102.
* Motion to waive second readings for both courses.
* G. Nakos withdrew proposal for residency requirement.
 | * Approved course revision proposals unanimously and required second readings waived.
* Approved course prefix change with amendments unanimously.
* Approved course deactivation unanimously.
* Approved to waive required second readings.
* No actions.
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| **ADJOURN** | Meeting adjourned at 1:14p.m. |  |

**Next Meeting:** Friday, February 8, 2019 at 12:00pm Location UC260