

CLAYTON STATE UNIVERSITY
Undergraduate Curriculum Committee (UCC)
MEETING MINUTES

Date: November 10, 2017
Presiding: Anthony Giovannitti (chair)
Present: Shakil Akhtar, Pearl Chang, Keith Driscoll, Ron Fuqua, David Greenbaum, Deborah Gritzmacher, Joanna Harris-Worelds, George Nakos, Adel Novin, Chris Ritter, Joan Taylor, Carol White, Catherine Matos (Sen Rep), David Williams (Sen Rep), Jill Lane, Rebecca Gmeiner
Not Present: Andrea Allen, Byron Jeff, Josh Meddaugh (excused), Latrina Walden
Recorder: Joanna Harris-Worelds

TOPIC	DISCUSSION	ACTION
CALL TO ORDER	<p>A. Giovannitti called meeting to order at 12:30p.m.</p> <ul style="list-style-type: none"> • Motion to accept 9.8.17 minutes 	<ul style="list-style-type: none"> • 11.10.17 minutes approved
OLD BUSINESS	<ul style="list-style-type: none"> • A. Giovannitti reminded committee of C. Walley-Jean request for UCC Handbook. Will seek for volunteers via email. Volunteers / subcommittee will need to have 3-4 individuals to review the faculty handbook (FH) for existing policies governing the UCC, then add procedures not found (i.e. UCC members need a week to review materials prior to meetings; consequences of missing a committee meeting, etc.). Once subcommittee drafts UCC Handbook, it would be sent to members for review electronically for discussion prior to acceptance. • Comment: If the FH states policies and procedures, the UCC Handbook would need to direct the reader to the FH as a reference. The UCC Handbook would contain bylaws, committee functions, etc. 	<ul style="list-style-type: none"> • A. Giovannitti to request volunteers.
NEW BUSINESS Temp Secretary	<ul style="list-style-type: none"> • A. Giovannitti reminded committee that a temporary secretary will be needed for the January, February, and March meetings. 	<ul style="list-style-type: none"> • A. Giovannitti to contact members for a volunteer.
December Meeting	<ul style="list-style-type: none"> • A. Giovannitti announced the committee's next meeting is in December, and advised if no business to discuss, the meeting would be cancelled. Will inform committee members. 	<ul style="list-style-type: none"> • A. Giovannitti to email committee members confirming if December meeting will be held for new business.
ADJOURN	Meeting adjourned at 12:55p.m.	

Next Meeting: Friday, December 8, 2017 at 12:30p.m. Location UC260