**Clayton State University**

**Undergraduate Curriculum Committee (UCC)**

**Meeting Minutes**

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| **Date:** September 13, 2019  **Presiding:** Keith Driscoll (chair)  **Present:** Shakil Akhtar,Khamis Bilbeisi, Michael Dancs, David Greenebaum, Rebecca Gmeiner, Deborah Gritzmacher, Joanna Harris-Worelds, Bryan LaBrecque, Mark May, Margaret McAlister, Barbara Musolf, CR Narayanaswamy, David Plaxco, Carol White, David Williams (Sen. Rep.), Jill Lane (Ex Officio)    **Not Present:** Ron Fuqua (D. Gritzmacher proxy), Rosario Vickery (C. White proxy)    **Recorder:** Bryan LaBrecque |

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| **TOPIC** | **DISCUSSION** | **ACTION** |
| **CALL TO ORDER** | **K. Driscoll called meeting to order at 12:01 p.m.**   * Motion to accept 4.12.19 Meeting (A) minutes – D. Greenbaum, Second – B. LaBrecque * Motion to accept 4.12.19 Meeting (B) minutes – C. White, Second – D. Gritzmacher | * 4.12.19 (A) minutes unanimously approved * 4.12.19 (B) minutes unanimously approved |
| **OLD BUSINESS** | * K. Driscoll commented that the new Attendance Policy adopted last Spring is be on the D2L UCC website. * D. Williams followed that comment by indicating that an attendance policy has not yet been created by the Faculty Senate * K. Driscoll posed a question regarding the size of the quorum. Practice has been 50% of elected members +1 | * None taken * None taken * None taken |
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| **NEW BUSINESS**  **Election of UCC Secretary**  **Discussion - 2nd Reading Requirement** | * Mark May volunteered as UCC Secretary for the 2019-2020 academic year * D. Williams brought up the topic of the use of consecutive meetings as a method of satisfying the requirements for a 2nd reading for certain curriculum changes. Several members questioned the “spirit” of the practice acknowledging that it was not strictly prohibited. * M. May suggested a Discussion Post in D2L and then a “2nd reading” and electronic vote, one week later. * J. Lane indicated that the Faculty Handbook has specific language regarding the necessity of 2nd readings and noted that it was less stringent than current UCC policy. * Members agreed that the UCC policy should “match” the Handbook policy. * After additional discussion, the committee agreed to a scheduled second meeting (for the express purpose of 2nd readings) in the months of March (3rd and 4th week) and April (2nd and 3rd week). | * Unanimously approved * No action taken. * B. LaBrecque agreed to review the language and bring revised version for discussion at the October meeting * K. Driscoll indicated that he will attempt to reserve the Board room for those additional meetings |
| **ADJOURN** | **Meeting adjourned at 12:35p.m.** |  |

**Next Meeting (B):** Friday, October 11, 2019, Location UC260 – Board Room