UNIVERSITY CURRICULUM COMMITTEE

Wednesday, February 22, 2012
10:00-12:00 – Provost’s Conference Room

Minutes

Present: C. Tubbs, L. Stallworth, T. Haney, J. Wilkins, S. Pawar, D. Hoopes, S. Einbinder, J. Keville, M. Krivokuca, K. Chai, C. Bordinaro, J. Davis, C. Jacobs,

Absent: D. Sherman, B. McLelland, J. Gasco, K. Ganezer, M. Beheshti

Call to Order: 10:10 am

Approval of Agenda

1. K. Chai moved to approve. C. Tubbs seconded. M/S/P
   a. Agenda approved.

Approval of Minutes

1. K. Chai moved to approve. D. Hoopes seconded. M/S/P
   a. Minutes approved.

Curriculum Review Guide

1. C. Jacobs- the Guide is going to be part of the WASC Interim Report; it needs to be approved ASAP.

2. C. Jacobs- (p. 10) Under “UNIVERSITY CURRICULUM COMMITTEE- Level III” inaccurate statement that UCC is the final stage of approval. The Provost and/or Chancellor’s Office needs to review/approve for final approval.
   a. UCC is the final “faculty” committee.
   b. There should be statement about Provost/designee approval under this section.
   c. J. Keville- suggested: “curricular review by faculty committee”
   d. C. Jacobs- suggested: “ final on campus approval is by the President or designee”
   e. T. Haney- suggested including a modified flow chart developed by CBAPP curriculum chair Jim Barbour with page number references to assist Guide users.
   f. T. Haney- will remove the appendices from the Guide beginning at p. 26 for inclusion in the WASC Report. Some procedures are not currently practiced and/or newer versions have been issued by the Chancellor’s Office.

FC = frozen course, MC = modified course, NC = new course, RC = retired course FP=frozen program, DP=discontinued program, MP = modified program, NP=new program
i. CPEC will not be taken out.
g. C. Jacobs- questioned if there is a difference between options and concentrations and if a definition is given for each.
i. T. Haney- according to the Chancellor’s Office, the terms are interchangeable.
h. Graduate Council- p. 7-J. Wilkins- the Guide statement mentions courses, however Grad Council has only received grad programs to review up to this year.
i. S. Pawar- suggested revision to say “review program proposals” and delete “course duplication.”
ii. Delete 10 working days statement; the Council meets once per month.
i. General Education Committee- p.7- delete 10 working days statement.
j. Table of Contents- include the title of appendices. This will be one of the final steps.
k. Certificate Programs- p. 13- due to the new law by the Dept. of Education for new certificates insert before the PM, “As of 7/1/11 all new certificate programs must be approved by the US Dept. of Education.”
l. Potential changes in personnel throughout.
m. P. 15 “Course Catalog Database”. (Put in all caps.)
n. Baccalaureate Level Courses- p. 16- document is from 1983. There is a newer document from at least 1987.
i. S. Pawar- we have something from the Chancellor’s Office with more recent updated documents that will replace these.
o. RP (Report in Progress) p. 22- T. Haney needs to consult with Brandy McLelland on the use of the “RP” grading symbol.
p. Course Prerequisites- enforcement of the completion of prerequisites is the responsibility of the instructor, unless the course prerequisite is encoded in the Course Catalog Database and automatically checked.
q. Syllabus Content- will check if there’s a 2003 version.
r. “List of Available Documents”- no longer available. Clear up and include the website where the information can be found.
s. P. 11- spell out EPC (Educational Policy Committee)
i. Do a search for (EPC) to read Educational “Policy” Committee, not Educational
t. Appendices
i. Appendix A- there is a newer version.
ii. Appendix B- inconsistent information needs to be reviewed and edited. Change to EO 602 in top paragraph.
iii. Appendix C- OK
iv. Appendix D- will check for an updated version.
v. Appendix E- will check for an update. There may be supplemental information on the Chancellor’s Office website.
vi. Appendix F- Title V- OK
vii. Appendix G- will check for updated information.

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viii. Policies Committee.

u. C. Bordinaro moved to approve the University Curriculum Guide pending recommended changes. J. Keville seconded, M/S/P

i. Approved

3. Adjourn: 11:18 a.m.