UNIVERSITY CURRICULUM COMMITTEE  
2016-17 Meeting #20, April 10, 2017

Present: Patricia Hart, Rick Stoddart, Robert Heinse, Don Crowley, Joseph Law, Taylor Raney, Jeanne Stevenson, Kenton Bird, Dan Eveleth, Jaap Vos (via Zoom), Rick Leathers  
Absent: Catherine Yenne, Danny Bugingo, Jerrold Long, Dinara Storfer  
Others present: Grace Miller, Dwaine Hubbard, Rebecca Frost, Jerry McMurtry

A quorum being present, Chairperson Hart opened the meeting at 3:30 PM in the Pitman Cataldo Room. The minutes were approved unanimously.

UCC-17-028  COLLEGE OF ENGINEERING  
Joe Law noted that the items were previously tabled because the prerequisites were not identical, but this has since been corrected. It was moved and seconded to approve the course changes. The motion passed unanimously.

UCC-17-044  COLLEGE OF SCIENCE  
It was moved and seconded to approve the new course, with correct rationale. The motion passed unanimously.

UCC-17-045  COLLEGE OF ENGINEERING  
It was moved and seconded to approve the changes. The motion passed unanimously.

Kenton Bird asked how many students completed the Analog certificate a year and Law replied that about 4 enroll a year and 6 or 7 enroll in the Power Systems Certificate. He explained further that the Analog certificate is a good lead-in to the Master of Engineering.

UCC-17-046  COLLEGE OF GRADUATE STUDIES  
It was moved and seconded to approve the changes. Jerry McMurtry noted a couple updates: “a study plan” should read “a proposed study plan” and all instances of “Graduate College” or “Graduate Studies” should read “College of Graduate Studies.” The committee elected to make the suggested changes. The committee also elected to number the list in the second paragraph. The motion passed unanimously.

CURRICULUM DEADLINES  
Dwaine Hubbard noted that the Registrar’s Office is motivated to get C proposals through the process quickly in order to provide for recruitment, as limited recruitment will negatively impact enrollment and enrollment is a significant factor in program prioritization. Hubbard also noted that NWCCU approval became the final step for C items three years ago.

Heather Chermak noted that the Registrar’s Office spends a lot of time going back and forth with departments in order to clarify proposals at every level, which slows down the process. Dan Eveleth noted that everything was once due on October 15th and asked whether the committee might consider returning to that deadline.

Kenton Bird noted that many items were held up because department representatives were not in attendance to answer questions.
Rick Stoddart and Joe Law noted that editing should happen at the college level. Eveleth suggested adding check-boxes to the paperwork in order to clarify the required sections and ensure that only completed paperwork makes its way to the Registrar’s Office. Chairperson Hart noted that the Provost’s Office appears overworked.

Bird suggested an annual workshop for chairs of curriculum committees, perhaps at the 1st meeting of the semester or around the time that colleges normally appoint chairs.

Chermak noted that this is a long-standing problem that interferes with the Office of the Registrar’s ability to offer a complete Catalog before registration opens. Eveleth noted that if investigation identified bottlenecks at the Registrar level, a case could be made for additional resources. The committee elected to send a recommendation on to Faculty Senate proposing an October 1 deadline for all incoming items. Chairperson Hart will prepare the memo.

Hearing no additional questions, Chairperson Hart closed the meeting at 5PM.

Grace Miller
UCC Secretary