

# Undergraduate Curriculum Committee Meeting

October 4, 2007

4:00 pm, LIB 302D

## MINUTES

<i>Attending:</i> Carl Templin, Genell Harris, Sheila Johnson, Jim Bradford, Vik Brown, Shauna Mendini, and Vicki Meier, secretary	<i>Excused:</i> Terry Alger, Karl Stevens	<i>Absent:</i> Carl Franklin, Jeff Barnes
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### Reminder of Fall Semester Meeting Schedule

November 1, 4:00 pm, LIB 302D

November 29, 4:00 pm, LIB 302D

### Follow-up on Proposal Form Changes:

Submission procedure changes will be presented to the deans.

- Electronic submission and one original sent with proper signatures
  - One form used for substantive changes
  - A consent change form for minor changes or a memo with proper signatures may be submitted.
- Website will be changed to eliminate the PDF form, leaving a read-only two Word templates with “save as” capability

### Curricular Items:

- Communication Major and Minor Emphasis renamed to “Communication Studies” – There was some confusion by committee members on this item, since the changes were already effective in this year’s catalog. No action was taken in this matter. However, following the meeting, Carl Templin visited John Ault to see why the proposal was submitted. The college was just trying to recreate a paper trail, so the paperwork was signed at that point.
- CJ 3900 – It was proposed that the Catalog Description be changed to add “This course is strongly recommended for any student considering a graduate level program. Can also be counted as Political Science credit. (Alternate Springs)” The committee wondered why this description should be listed under the course, not under degree requirements. Jim Bradford motioned to table the item until a representative from HSS can answer the questions, Shauna Mendini seconded the motion, voting was unanimous.
  - **Committee Decision: A representative from the college proposing changes must be present and available to respond to questions or we cannot approve proposals by that college.**
- PSY 5100 & 5110 – New course proposals. Since the 5000 level is reserved for workshops only, not regular curricula, the undergraduate committee cannot respond to this proposal. The proposals were sent back to HSS.

Meeting adjourned at 4:35 pm