**UCC Meeting Minutes – October 11, 2018**

**Present:** Sean Tolman, Kevin McCarthy, Stan Jenne, Krista Ruggles, Lorraine Wallace, Hilary Hungerford, Nick Ball, Evelyn Porter, Sabine Berlin, Debbie Ferguson, Rachelle Blake

**Excused or Absent:** Chris Witt, David Connelly, Eric Humphrey

**Guests:** Rob Warcup, Paul Cheney, Sally Rocks, Fern Caka

**Program and Course Discussion Items**

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| **Course/Program** | **Notes** | **VOTE** |
| College of Science |
| BS Biology Education | Concern about program containing a GI course. Program does contain a GI course option and the graduation requirement state that at least one GI course must be completed. No vote at this time. Roll back to Hilary Hungerford to modify secondary education courses. Secondary and special education want to add one 2 credit course and reduce the student teaching requirement by 2 credits to approximately 15 programs.  | No vote at this time |
| CHEM 1115 | Question about credit ratio; discussed general ratio of 1:3. | approved 7 to 0 |
| CHEM 1210 | Question about using the word 'recommended' and 'at UVU' in course description. Committee decided 'recommended' is appropriate. Sally Rocks and Fern Caka opted to remove 'at UVU' from the description; vote is contingent upon removal of this wording. | approved 7 to 0 |
| College of Engineering and Technology |
| AAS Web Design and Development | Debbie Ferguson will make an editorial change to remove parenthetical, '(Departments may require a higher GPA.)', from Graduation Requirement number three. | approved 7 to 0 |
| AAS Building Inspection Technology | Principal BIT instructor is retiring, department has requested a suspension of three years to reevaluate and research program options. Utah and Northwest allow suspensions. Currently there is no curriculum policy on suspensions. The AAC have also requested/voted to suspend the program. Committee discussed suspending BIT; general consensus is to allow the suspension - it enables transparency to students and is reasonable to allow the department time to decide direction of program. Suspension will be processed via a paper form, signed by UCC members and submitted to Northwest. To monitor the three year time frame the curriculum office will treat the suspension similar to the program three year review. BIT can be deleted before three years, but if re-activated, catalog year must be taken into account when determining effective date. | approved 7 to 0 |
| CC Building Inspction Technology | approved 7 to 0 |
| TM Emphasis in Building Inspection Tech | approved 7 to 0 |
| School of the Arts |
| DANC 265R | Question about lab hours, which were justified at the September 2018 UCC meeting by Chris Witt. | approved 7 to 0 |
| DANC 2670 | approved 7 to 0 |
| DANC 365R | approved 7 to 0 |

**Other Discussion Items**

* UCC handbook needed. Plan is to review and reference USU sample in order to create a handbook for UVU. The sample will be divided into five sections among UCC committee members as follows:
1. **Policy** - Sean Tolman and Kevin McCarthy
2. **Curriculum Sub Committee** - Evelyn Porter and Stan Jenne
3. **Course Changes/Approvals** - Krista Ruggles and Lorraine Wallace
4. **Program Changes/Approvals** - Hilary Hungerford and Nick Ball
5. **Other** – no individuals assigned yet

\*Sean will collaborate on all sections

\*\* Chris Witt will be asked which section he would like to help with

The committee will discuss progress of the handbook at the monthly UCC meetings. First due date for edits will be in the January 2019 UCC meeting.

* A reminder was mentioned - for course submissions, only list programs that contian the course in the associated program field (at bottom of CIM form) not already listed in the ecosystem.