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UCC Minutes, 09/20/2007

Lon Smith
lsmith@ulm.edu

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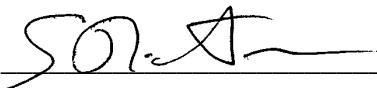
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UNDERGRADUATE CURRICULUM MINUTES

Date: 09/20/2007

Minutes Approved by:  Date Approved: 1/8/08

TO: Dr. Stephen A. Richters
Provost

FROM: Dr. Lon Smith, Chair
Undergraduate Curriculum Committee
And
Dr. Chris Michaelides, Vice-Chair
Undergraduate Curriculum Committee

FACULTY MEMBERS PRESENT: L. Smith, C. Michaelides, H. Rappaport, P. Nelson,
B. Fassett, B. Ricks, S. Saydam, L. Hayes, D. Schween, J. Corder

FACULTY MEMBERS ABSENT: N/A

STUDENT MEMBERS PRESENT: N/A

STUDENT MEMBERS ABSENT: N/A

1. No Curriculum Changes

ADDENDUM

1. UCC members discussed the need to monitor integration of university core requirements in new degree programs and changes to existing degree programs. All agreed that this function should be entrusted to a standing committee, and furthermore that, given its history of providing such oversight regarding the core curriculum and its experience dealing with curricular matters in general, the UCC is best positioned to play this monitoring role.
2. UCC discussed and updated the UCC general procedures for curricular changes. (procedure attached)

Undergraduate Curricular Change Procedure (General Outline)

- I. Idea is conceived by faculty member
- II. Department formalizes idea
 - a. Completes appropriate forms
 - b. May be done by committee
- III. Proposal is passed to college level
 - a. The Dean may collect proposal and submit to college committee – or –
 - b. Standing college committee may accept proposal for debate directly
- IV. All forms approved at college level
 - a. Forms will be edited based on college discussion
 - b. Proposal is approved and signed by
 - i. Department Head/Faculty Chair/Program Chair
 - ii. College Dean
 - iii. Chair of College Curriculum Committee
- V. Proposal submitted to Undergraduate Curriculum Committee (UCC)
 - a. Submission dates posted on website
 - b. Three hardcopies sent to chair with signatures
 - c. Representative for proposal will attend UCC meeting to address any concerns
- VI. After approval proposal submitted to Academic Affairs
 - a. Proposal is entered into the Minutes of the UCC
 - b. Minutes are sent to AA for approval and signature by Provost
- VII. Changes are put into affect
 - a. After all approvals the changes may then take affect
 - i. Catalog will be updated
 - ii. Course inventory will be modified
 - iii. New curricular items may then be scheduled

At each step the proposal may fail or have to be re-introduced for technical or content reasons.

Exceptions to Undergraduate Curricular Change Procedure

1. Creation of new course
 - a. New course number must be requested and approved by the registrar prior to submission of proposal at the college level
2. Creation of new degree program
 - a. The Board of Regents reserves the right to establish new programs therefore the following steps are followed after development at the departmental level
 - i. Dean and appropriate departmental level personnel will contact Provost and discuss possible new program
 - ii. The Provost with the President will request approval of new program to the Board
 - iii. The proposed degree should then follow the standard procedure so that all University policies and procedures are followed. In other words, follow UCC procedure to gain contingent approval from the University
 - iv. The proposal for the new program may then be placed on the agenda of a Board meeting
 - v. Board will inform University of needed documentation
 - vi. Appropriate members of the University will attend meeting of the Board to discuss addition of the new program
 - vii. After approval the proposal will continue with Step III (College Level) of the Undergraduate Curricular Change Procedure to finalize all changes and insure that all need agencies have been notified.
3. Change in Degree Title or Type (i.e. B.S. to B.A.)
 - a. The Board of Regents reserves the right to approve the change of any degree titles therefore the same procedure is followed as the creation of a new degree program.