Undergraduate Curriculum Council (UCC)
August 22, 2019 – 3:00-5:00 p.m. in AA102, Meridian 827, and I.F. Bennion Conference Room
Volume XXXV, Meeting 7 (21-07)
MINUTES – Approved by Curriculum Council on August 29, 2019; Accepted by Faculty Senate on October 14, 2019; Accepted by Associate Deans and Academic Affairs on September 16, 2019

A. PRELIMINARIES
1a. Attendance:
   Members: Carmen Febles, Deidre Caputo-Levine, Joanne Toevs, Cathy Gray, Wenxiang Zhu, Geoffrey Bennett (chair), Gene Warren, Wendy Mickelsen, LaVona Andrew, Barb Mason
   Ex-Officio: Alan Frantz (for Joanne Tokle), Chris Hunt, JoAnn Hertz, Corey Zink
   Admin. Asst: Catherine Read
1b. Excused: Steve Byers, Emily White
1c. Guests: Spencer Jardine (GERC)

2. Minutes – none, all were approved last spring

3. Welcome and Announcements
   Introductions.

4. Report from the Executive Committee:
   The committee met on Monday and discussed the need for a new vice chair and forthcoming change memos. Hunt has been requested by Academic Affairs and the Department of Communication Sciences and Disorders to add two certificates to current 2019-20 catalog that appear in the State Board Office’s program inventory for ISU. Bennett explained to the new UCC members what change memo are and their purpose in allowing the Registrar’s Office to make simple catalog changes in lieu of requiring a full proposal.

5. Information from Academic Affairs: none

6. Current Subcommittee Activities:
   GERC has their first meeting of the semester this coming Tuesday.

7. Major Academic Plans (MAPs) / Complete College America
   Joanne Hertz explained SBOE has adopted Complete College America initiatives, including a written Degree MAP (Major Academic Plan) which shows a suggested pathway to graduation for each program. Now that MAPs have been developed for each program, Central Academic Advising will be turning over responsibility for maintaining the accuracy of each MAP to department chairs. Chairs will review all their MAPs annually and forward those to the central repository, maprepo@isu.edu, for posting on website and publishing in the catalog. Substantive changes to MAPs may require UCC proposals to ensure the curricular changes are included in the new catalog. She will forward updated MAP instructions to Read for posting on UCC’s website.

8. UCC 101
   Bennett gave a brief overview of UCC reps’ duties in helping their constituent departments prepare their proposals, prod Proposal Originators to when needed, help resolve issues and concerns from impact responses, and ensure catalog curriculum is accurate and free of discrepancies among programs.

B. INFORMATION ITEMS – none this week
C. CONSENT CALENDAR – none this week

State Proposals for Review): -- none this week

Curriculum, Course and Program Change Proposals: -- none this week

D. REMAIN TABLED – Council voted to **untab**le the following proposals for discussion.

1. **Proposal #56** from Teacher Education Studies: CHEM to clean up the catalog, reduce credits, and align curriculum with state certification requirements. This is the **fourth** of eight sub-proposals created from the original comprehensive proposal and includes only changes to the Chemistry portions of the TES curriculum in the catalog. Toevs reported the department will work with the Chemistry department to resolve curricular differences. **Tabled** again.

2. **Proposal #7** from Industrial Cybersecurity Engineering Technology program to convert some existing ECET courses to upper division (33xx and 44xx) in preparation for potential BAS degree. Had been **tabled** until fall semester, pending cooperative arrangements between Cybersecurity programs in COSE and COT, which have since been worked out. Expect this proposal to be ready for council’s consideration again soon, along with the sister proposal for the new BAS degree. There will also be a corresponding State Proposal for UCC’s review and endorsement. **Tabled** again.

Short demonstration of UCC’s Tracking Sheet, website and proposal process ensued. New members were encouraged to ask for help or guidance from other members whenever they have questions or are unsure of something.

E. NEW BUSINESS

1. **UCC Vice Chair – need new election**

Deidre Caputo-Levine has workload conflicts so had to resign as Vice Chair, but will stay on as regular UCC rep.

Bennett reviewed the duties of the Vice Chair including attending GERC once or twice a month, sharing the liaison responsibility with a GERC Officer. Vice Chair may succeed Chair the following year. **Bennett asked members to consider nominations for next week’s meeting.**

F. ADJOURNMENT: 3:50 p.m.