

**UPCC Meeting Minutes**  
**August 17<sup>th</sup>, 2017**  
**12:30pm-2:00pm**  
**Kennesaw Campus: Burriss Building BB152**

Members Present: Gail Scott (CHSS), Doug Moodie (Coles), Lee Langub (Bagwell), Raynie Jean-Sigur (Bagwell), William Griffiths (CSM), Michelle Head (CSM), Chris Brown (WCHHS), Jennifer A. Wade-Berg (WHHS), Charles Parrot (COTA), Amanda Wansa Morgan (COTA), Pinder Naidu (UC), Carolee Larsen (UC), Julia Morrissey (HC), Kevin McFall (SPSEET), Sathish Kumar Gurupatham (SPSEET), Susan Vande Ven (CCSE), D. Michael Franklin (CCSE), Brian Starks (General Education Council), Valerie Whittlesey (Academic Affairs), Erin Delaney (SGA Representative)

Guests: Amy Jones, Marilee McClure, Scott Reese, (illegible name)

**The meeting was called to order at 12:30pm**

UPCC Chair, Dr. Jennifer Wade-Berg, welcomed everyone to the meeting.

Sign-In sheet circulated through the membership.

“Verify” sheet circulated through the membership for checking & editing.

**Approval of Minutes from April 27, 2017**

Motion was made by Gail Scott to accept the minutes, seconded by Mike Franklin, and the minutes were approved unanimously.

*Department of Molecular and Cellular Biology*

Scott Reese lead discussion of update to BIOL4310L – a proposal from the previous school year that was approved but rejected at the Registrar due to approval of 2<sup>nd</sup> read being omitted from official minutes. The change is from 5 credits to a “6-9 credit option” to reflect actual hours spent in internship. Course change does not affect program, it simply affects the flow of credits within.

Question: Are there prerequisites? Answer: No, its by permission of instructor

Motion to approve 2<sup>nd</sup> reading was made by Michelle Head and seconded by Susan Vande Ven, and was **approved unanimously**.

*Revision to University Handbook 3.1.2*

Jennifer Wade-Berg read through the proposal as members read from hard copies and illuminated changes. Clarified that we have 2 student representatives to the UPCC. Motion to approve changes was made by Gail Scott, seconded by Raynice Jean-Sigur, and **approved unanimously**.

*Revision to Committee Guidelines – Committee Meeting Procedures*

Jennifer Wade-Berg reviewed changes as members read hard copies.

Changes include: updated date, definition of a quorum, updates to due dates on proposals to committee, definition of curriculum process (in reference to Curriculog), removing clauses about paper signatures since everything is currently digital, and adjusting typos.

Charlie Parrot raised the question of how these updates affect timelines for faculty to complete proposals on time. Jennifer Wade-Berg clarified that in previous years, proposals were coming in so late that they were being read hastily and passing through with more errors. Setting deadlines for faculty members to be earlier allows for a more streamlined process through the steps by putting responsibility to catch errors back on the departments and colleges. Adding the Executive Committee and its readings of the proposals also will minimize time spent in general UPCC meetings fixing minor errors in grammar, wording, etc. and allowing more in-depth discussion of pedagogy and curriculum changes. Jennifer implores all UPCC representatives to relay to their faculty that we cannot function through a “trickle up” way of proofreading. The earlier we approve proposals, the more accurate we will be in catching errors as well as anticipating program changes and consolidating program changes in the event of multiple course changes.

Mike Franklin pointed out some grammatical errors, Jennifer obliged to fixing. Mike Franklin asked if the language regarding requiring originators to attend the UPCC meeting to speak on their proposal could be changed to reflect the current policy. Discussion ensued and arrived at keeping the current process in place: Originators are invited and encouraged to come and speak on behalf of the proposal but the college rep could also represent the proposal if informed well enough. It would be assumed that if the proposal is being read by the Executive Committee and is placed on the “consent agenda” for the general UPCC meeting, then it is ready to go and a college rep can represent the proposal.

Jennifer Wade-Berg clarified that this proposal does not have to go through the Faculty Senate.

Brian Starks made a motion to approve this revision, Mike Franklin seconded, and the **revisions to “Committee Meeting Procedures” passed unanimously.**

*Revision to Committee Guidelines – Review and Approval Process*

Jennifer Wade-Berg reviewed changes as members reviewed on hard copies. Add a note in Category 2: if the course number doesn't change but the topic does, the UPCC does not have to approve. ALL: correct throughout the document “EPPC” to EPCC”. Please note the added Category 4 which will prevent proposals that affect Gen Ed. Courses to pass through without the general education council knowing about them. Note: Those approving proposals at every level need to be submitting comments in Curriculog. The Registrar stated that one cannot reject a proposal without a comment anyway. Jennifer Wade-Berg also clarified that even though there might be more approvals in the flow chart provided by the Registrar's office, those approvals happen off campus and are beyond the purview of the UPCC (ie. Proposals that need to be approved by the BOR)

Motion to pass these revisions to the “Review and Approval Process” was made by Susan Vande Ven, seconded by Gail Scott, and **passed unanimously**.

UPCC Executive Committee Elections

Nominations for Chair:

Nomination for Jennifer Wade-Berg made by Gail Scott

Gail Scott took over running nominations so that Jennifer Wade-Berg could excuse herself.

William Griffiths moved to close nominations, Mike Franklin seconded.

**Jennifer Wade-Berg was elected chair unanimously.**

Nominations for Vice-Chair

Gail Scott nominated Michelle Head, seconded by William Griffiths

No discussion ensued.

**Michelle Head elected chair unanimously**

Nominations for Secretary

Gail Scott nominated William Griffiths, seconded Kevin McFall

Charlie Parrott moved to close nominations

**William Griffiths elected Secretary unanimously**

Jennifer Wade-Berg shared that we need representatives from both the Kennesaw and the Marietta campus and that there would be stipends. When she asked who’s interested, she received interest from Gail Scott, Pinder Naidu, Mike Franklin, and Doug Moodie. The Executive Committee (chair, vice chair, and secretary) will make decisions. Mike Franklin and Charlie Parrot both expressed that if the burden upon the Executive Committee became too great, they would volunteer assistance and that we should invite members to speak on proposals that may need further clarification.

Other business

Gail Scott expressed that she missed some of the changes that went through for the Honors College and Honors in the Major program changes from last academic year.

Julia Morrissey explained that majors need to submit plans to the Honors College for them to accept potential honors in the major tracks but aren’t obligated to. All further questions can be referred to Dr. Bailey in the Honors College.

Registrar: all of the curriculum and Curriculog training materials are on the website. A reminder that departments can request Curriculog training sessions (so can Colleges) for training and brush-ups. The Registrar’s office is also planning to do the training informational session open to all like this past year, which was appreciated by all. The current training video is 30 minutes and the plan is to update it to include modules so that a user can skip to needed information.

**Meeting adjourned at 1:29pm**