

Minutes of the University Curriculum Committee
University of Mary Washington
18 April 2013

Present: Voting members:

- Gail Brooks – College of Business, secretary
- Stephen Davies (Computer Science), chair – University Faculty Council
- Beverly Epps (Foundation, Leadership, and Special Populations) – College of Education
- Brad Hansen (Economics), College of Arts and Sciences

Non-voting members:

- Rita Dunston – Registrar
- John Morello – Associate Provost
- Courtney Clayton-Next year's UCC representative from the UFC

Chair Stephen Davies called the meeting to order at 3:35 p.m. in the Computer Science Conference Room.

Old Business:

The committee approved a correction to add the approval of the *Spanish* major change to the minutes from February 6 meeting. The updated minutes have been posted on the UCC web site.

New Business:

- The committee discussed the online UCC process and decided it has worked extremely well this past year. Many thanks to John Morello and Martha Burtis for their work on this project over the past 18+ months.
- Suggestions for enhancements to the UCC web site included
 - the ability to search for text in the titles of courses and programs,
 - changing the “archived” category to “approved” and
 - establishing different naming conventions for expedited proposals for cases where there are multiple expedited actions in the same document.
- The committee agreed that the February 15 deadline for approved change proposals to be included in the following fall catalog should be continued.
- The committee discussed the “COURSE AND CURRICULUM CHANGE PROCEDURES” booklet and decided no changes are needed at this time.
- The committee discussed the cover sheets for change proposals and decided the following additions should be made to the forms.
 - Require the addition of all supporting documentation (e.g. syllabus, rationale statement) as part of the cover sheet form document so all information for a proposal is in one file when it is submitted to the college curriculum committee.

- Expand the “Impact Statement” for the proposals to include additional documentation from the Department Chair and/or the Dean to address how the resource requirements will/will not impact resources from other departments and/or programs if there are resource requirements needed beyond the department submitting the proposal.
- The committee discussed and approved a new requirement for proposals that include new courses from a different UMW college. If a program, major or minor proposal includes new course proposals from a different college and the new course proposals have not been approved by the other college’s curriculum committee, the college curriculum committee considering the new program, major or minor proposal will only provisionally approve the proposal contingent on the new courses being approved by the other college’s curriculum committee. Additionally, the completed new course proposals must be included in the program, major or minor proposal and not be changed by the other curriculum committee during the course approval process.
- The committee decided that a reminder should be sent to each department chair and/or Dean at the beginning of each fall semester listing special topic courses that have been offered more than three times to encourage them to submit new course proposals for these courses if they plan to continue offering them. Three times is currently the maximum number of times a special topics course should be offered. The Registrar’s office has agreed to assist in providing this list.
- The committee made a recommendation that once per academic year a list of courses that have not been taught in the past five (5) years will be created. The Registrar’s office has agreed to assist with the creation of this list. The list will be published on the UFC web site the first week of classes each fall semester. Each department or program will be given one month after the publication date to respond to the UCC about the courses. After the one month time has passed, all courses on the list will be deleted from the next publication of the catalog unless a rationale has been provided for why the department desires to keep the course. This recommendation will be forwarded to the UFC for approval.
- In order for the curriculum process to proceed smoothly over the next academic year and to give each committee at least one week to review materials from the previous committee’s meeting, the UCC recommends that the Provost’s office determine a meeting schedule for the following committees involved in the curriculum approval process: College Curriculum Committees, College Senate/Council, UCC and UFC, in this order, with a minimum of seven (7) days between meetings.

The meeting adjourned at 4:35 p.m.

Respectfully submitted,

Gail Brooks