

Minutes of the University Curriculum Committee
University of Mary Washington
9 September 2011

Present: Voting members:

- Gail Brooks (Accounting and Management Information Systems) – College of Business
- Mary Beth Mathews (Classics, Philosophy, and Religion) – University Faculty Council
- Gary Richards (English, Linguistics, and Communication) – College of Arts and Sciences

Non-voting members:

- Kevin Caffrey – Senior Associate Registrar
- John Morello – Associate Provost

Chair Mary Beth Mathews called the meeting to order at 3:06 p.m. in Trinkle 106A.

Minutes of the 23 August meeting had been circulated and approved electronically, and secretary Gary Richards had filed them with UFC. They are posted at <http://ufc.umw.edu/committees/university-curriculum-committee/>.

The committee continued its discussion of providing “clear direction for the college-level curriculum committees as to which curricular actions require University-level oversight and which do not, so as to prevent course and/or program duplication.”

By general consensus, the committee determined that curricular actions involving changes to existing courses in isolation may be treated *without* full University-level oversight. These include:

- change to a course number
- change to a course title
- change to a course’s credit hours
- change to a course catalog description
- change to a course’s prerequisites
- deletion of a course

For these expedited actions, the college-level curriculum committees may simply notify the University Curriculum Committee after college senates’ approvals. The UCC does, however, retain the authority to return these actions to the college curriculum committees if the UCC discovers problems with the actions. The committee also began discussing modes, timetables, and persons responsible for posting these curricular actions for review on the UCC page of the University Faculty Council website.

For all other curricular actions, the University Curriculum Committee will review the materials submitted to the college curriculum committees: cover pages, memos, syllabi, and all other supporting documents. These actions include:

- request for a new degree program

- request for a new major, minor, certificate, or concentration
- request for a new course
- change to a degree program
- change to a major, minor, certificate, or concentration

Chairs of college curriculum committees will distribute all materials associated with curricular actions to UCC members by the end of the week after college senates' approvals.

The committee will next meet Monday, 26 September 2011. Mary Beth Mathews will solicit preferred times electronically.

The meeting adjourned at 4:13 p.m.

Respectfully submitted,

Gary Richards