

UNIVERSITY CURRICULUM COMMITTEE AGENDA
2:00 p.m., Friday, September 9, 2016
106 Administration, Provost Conference Room

Note: If you are unable to attend or will be sending a substitute, please notify [Carole Makela](#) (1-5141) or [Shelly Ellerby](#) (1-2816) prior to the meeting.

MINUTES – Minutes of September 2, 2016

ANNOUNCEMENTS

1. The University has a number of committees, not part of the Faculty Council structure. One is the Controlled Enrollment Subcommittee. This subcommittee works with the VPUA and the members are ‘appointed by UCC’. This is an informational item so that we are aware of what we may asked for input.
2. The Task Force Activities Report: Summer 2014-2016 on the Science of Learning/Pedagogical Innovation is available on the [UCC FileShare](#) under the “Reports & Reference Documents” folder. This report is related to the work on ‘student success’, improving the graduate rates and reducing the gaps among subgroups of undergraduate students. Courses and curriculum including AUCC are referred to. The recent (week before last) call for course redesign comes out of the Learning Collaboratory Initiatives. You may identify with the survey reported on ‘interest in research and scholarship on learning and teaching. There are pilot efforts in a number of disciplines, math, physics, economics, CIVE, underway or planned for SP17 involving sophomores as undergraduate peer learning coaches and research assistants. Will be getting more information on implementation of this plan as well as identification of who was on the Task Force.
3. Per last week’s announcement on exploration of a professional doctorate at CSU, the initial policy is available on the [UCC FileShare](#) under the “Reports & Reference Documents” folder. The policy has been drafted as an addition to relevant sections of the Graduate Bulletin.
4. The Curriculum and Catalog Unit’s updated contact information is below:
Physical Location: 115 Johnson Hall
Main Phone Number: 970-491-2429
Office Email (preferred for all general inquiries): curriculum_catalog@colostate.edu

CONSENT AGENDA

See listing after New Business.

CIM Considerations

CIM Forms
CIM Processes
CIM

PROGRAMS PENDING

Help Bubble

Phase 0

Masters of Sports Management (Plan C) – Council of Deans’ consideration 2/3/16

Phase 1

Bachelor of Science in Data Science – Council of Deans’ consideration 4/16/16

- Concentration in Computer Science
- Concentration in Mathematics
- Concentration in Statistics
- Concentration in Economics
- Anticipated new courses: **DSCI** – 8 courses **CS** – 3 courses (1 dual-listed with STAT); **MATH** – 3 courses; **STAT** – 2 courses (1 dual-listed with CS)

Bachelor of Science in Geography – Council of Deans 12/15; returned for work for Phase 1b with CNR input
PhD in Anthropology – Council of Deans 12/15; returned for work for Phase 1b

PENDING CoSRGE

New Program Proposals:

- [Graduate Certificate in Conservation Actions with Lands, Animal and People](#)
- [Graduate Certificate in Sustainable Military Lands Management \(SMLM\)](#)

OTHER BUSINESS

[UCC Committee Responsibilities – Faculty Manual Section C:](#)

k. University Curriculum Committee (last revised June 22, 2006)

The University Curriculum Committee shall consist of one (1) faculty representative from each college and the Libraries, one (1) undergraduate student, one (1) graduate student, and the Provost or his or her designee (ex officio). The duties of this standing committee shall be:

1. To receive or initiate recommendations pertaining to each and every course and program offered for academic credit by any unit of the University.
2. To evaluate all proposals for new undergraduate courses and programs as well as changes in existing courses and programs for correlation with other departments before consideration and approval by the Faculty Council.
3. To evaluate all proposals for new graduate courses and programs as well as changes in existing courses and programs for correlation with other departments. Review of graduate programs is conducted after the Committee on Scholarship, Research, and Graduate Education has recommended approval prior to their submission to the Faculty Council for approval.
4. To develop necessary administrative procedures for informing interested colleges concerning courses under consideration.
5. To evaluate proposals for the establishment of new departments, and the change of academic name, change in college affiliation, dissolution, division, or merger of existing departments.
6. To recommend policies to the Faculty Council related to the operations of the Division of Continuing Education which impact curricula.

UCC Operating Procedures – See document after the Consent Agenda (also available on the [UCC FileShare](#) under the “Reports & Reference Documents” folder or online in the [Faculty Council Procedures Handbook](#), pgs. 79-80).

OLD BUSINESS

New Courses

College of Agricultural Sciences

[HORT 328](#) **HORT 328 Interior Landscaping 3(2-2-0) F**

Effective Term

Spring 2017

Prerequisite: HORT 100 or BZ 120.

Registration Information: Must register for lecture and laboratory. Required field trips.

Description: Interior plant culture, plant identification, interiorscape design and concepts for running an interior plantscaping business.

Grade Mode: Traditional.

Reason for Request: This course has been offered as an experimental course for two terms. It has had sufficient enrollment from horticulture majors that the department has elected to continue the course.

College of Liberal Arts

[JTC 344](#) **JTC 344 Crafting Journalism Into Fiction 3(3-0-0) As needed** Spring 2017
Prerequisite: JTC 211.
Registration Information: Sophomore standing. Sections may be offered: Online.
Description: Crafting clear, precise prose in reporting the news and researching and writing long-form fiction.
Grade Mode: Traditional.
Reason for Request: This class was previously offered as a workshop and was very popular, and the department would like to make it a permanent course.

Major Changes to Courses

Effective Term

College of Business

[ACT 601B](#) **ACT 601B Professional Practice: Accounting ~~Auditing~~ 3(3-0-0) S** Summer 2017
Prerequisite: ~~ACT 612~~ ACT 441.
Restriction: Must be a: Graduate, Professional.
Registration Information: Sections may be offered: Online.
Description: Management of professional accounting practice; professional ethics and regulation; and research techniques.
Grade Mode: Traditional.
Reason for Request: This is an existing course, we are just modifying the title to better reflect the scope of the professional issues in the course. The addition of the learning objectives will make this course's learning objectives consistent with ACT 601A Professional Practice: Taxation.

College of Liberal Arts

[INST 200](#) **INST 200 Interdisciplinary Approaches to Globalization 3(3-0-0) F, S, SS** Spring 2017
Prerequisite: None.
Registration Information: None.
Description: Uses an interdisciplinary lens to explore and elucidate the issues, themes, and problems associated with globalization. Helping students navigate the complexities of our globalized and globalizing world, introducing students to diverse cultures and societies around the world and highlight global patterns and connections, and familiarizing students with the value of interdisciplinary research.
Grade Mode: Traditional.
[AUCC 3E: Global & Cultural Awareness]

Intra-University

[GRAD 550](#) **GRAD 550 STEM Communication 1(1-0-0) F, S** Spring 2017
Prerequisite: None.
Registration Information: Graduate standing. Sections may be offered: Online.
Description: Review and practice of key communication principles for Science, Technology, Engineering, and Mathematics (STEM) professionals.
Grade Mode: Traditional.
Reason for Request: STEM Communication skills are becoming more and more critical for an expanding population of graduate students. The goal of this request is to expand the access of such training to our online community of trainees.



New Undergraduate Certificates

**College of Liberal Arts
 Department of Philosophy
 Certificate in Ethics and Society**

Effective Spring 2017

[Link to CIM](#)

Reason for Request: This certificate is a response to the growing demand for ethics education from students in many different majors across campus. Until now, a comprehensive education in ethics was only available from within the Philosophy major or minor, which also required students to take many courses unrelated to ethics. This certificate has been developed to provide students from any major with the necessary background and skills to do advanced work in ethics without requiring them to do unrelated coursework in Philosophy.

<u>PHIL 205</u>	Introduction to Ethics	3
Select 12 credits from the following: ¹		12
<u>PHIL 103</u>	Moral and Social Problems (GT-AH3)	
<u>PHIL 104</u>	Values, Culture, and Food Animal Agriculture	
<u>PHIL 130</u>	Bioethics and Society	
<u>PHIL 240</u>	Philosophies of Peace and Nonviolence	
<u>PHIL 305A</u>	Philosophical Issues in the Professions: Business Ethics	
<u>PHIL 305B</u>	Philosophical Issues in the Professions: Medical Life Science	
<u>PHIL 305C</u>	Philosophical Issues in the Professions: Caring Professions	
<u>PHIL 305D</u>	Philosophical Issues in the Professions: Engineering	
<u>PHIL 305E</u>	Philosophical Issues in the Professions: Animal Science	
<u>PHIL 305F</u>	Philosophical Issues in the Professions: Information Science	
<u>PHIL 305G</u>	Philosophical Issues in the Professions: Research Ethics	
<u>PHIL 312</u>	Philosophy of Law	
<u>PHIL 320</u>	Ethics of Sustainability	
<u>PHIL 330</u>	Agricultural and Food System Ethics	
<u>PHIL 345</u>	Environmental Ethics	
<u>PHIL 350</u>	Social and Political Philosophy	
<u>PHIL 353</u>	Feminist Philosophies	
<u>PHIL 366</u>	Philosophy of Aging	
<u>PHIL 447</u>	Ethical Theory	
Program Total Credits		15

¹ At least 9 credits must be from upper-division courses.



College of Liberal Arts
Department of Philosophy
Certificate in World Philosophies and Religions

Effective Spring 2017

[Link to CIM](#)

Reason for Request: This certificate is a response to the growing demand from students for an education in philosophy that explores philosophical perspectives beyond those within the Western tradition. The Philosophy Department has had a lot of interest in such courses from students in other majors, but until now has only offered Global Philosophies as a concentration within a philosophy major. Many students with an interest in this area do not have room for a second major in Philosophy. This certificate has been designed to provide students from any major with the background and skills necessary for exploring a globally diverse group of philosophical traditions without requiring them to major in Philosophy.

Choose 1 course from the following:	3
<u>PHIL 170</u> World Philosophies (GT-AH3)	
<u>PHIL 171</u> Religions of the West	
<u>PHIL 172</u> Religions of the East	
Choose 12 additional credits from the following: ¹	12
<u>PHIL 170</u> World Philosophies (GT-AH3)	
<u>PHIL 171</u> Religions of the West	
<u>PHIL 172</u> Religions of the East	
<u>PHIL 173</u> Philosophy of Traditional Judaism	
<u>PHIL 270</u> Issues in the Study of Religion	
<u>PHIL 335</u> Islam: Cosmology and Practice	
<u>PHIL 349</u> Philosophies of East Asia	
<u>PHIL 351</u> Interpreting the New Testament	
<u>PHIL 355</u> Philosophy of Religion	
<u>PHIL 360</u> Topics in Asian Philosophy	
<u>PHIL 370</u> Contemporary Western Religious Thought	
<u>PHIL 371</u> Contemporary Eastern Religious Thought	
<u>PHIL 372</u> Meaning and Truth in Religion	
<u>PHIL 375</u> Science and Religion	
<u>PHIL 379</u> Mysticism East and West	
<u>PHIL 455</u> Islamic Philosophy	
<u>PHIL 463</u> Seminar in Religious Studies	

Program Total Credits

15

¹ At least 9 credits must be from upper-division courses.



NEW BUSINESS

Major Changes to Courses

Effective Term

College of Liberal Arts

[SPCM 130](#) **SPCM 130 Relational and Organizational Communication 3(2-0-1) F, S, SS** Spring 2017

Prerequisite: None.

Registration Information: [Sections may be offered: Online.](#)

Description: Basic communication processes and skills central to relating and organizing in interpersonal, small group, and organizational contexts.

Grade Mode: Traditional.

[AUCC 3C and GT-SS3]

Reason for Request: This change enables the course to be taught in both on-campus and online formats to increase flexibility for students who need to take this course.

[SPCM 347](#) **SPCM 347 Visual Communication 3(3-0-0) S** Spring 2017

Prerequisite: SPCM 100 or SPCM 342.

Registration Information: [Sections may be offered: Online.](#)

Description: Media/visual aesthetics and literacy, ~~and~~ the symbolic and affective dimensions of the codes, conventions, and formulas of media.

Grade Mode: Student Option.

Reason for Request: This change enables the course to be taught in both on-campus and online formats to increase flexibility for students who need this course.

College of Health and Human Sciences

[HDFS 217](#) **HDFS 217 Creative Experiences for Children 3(2-0-1) F, S, SS** Spring 2017

Prerequisite: HDFS 101 or PSY 100; ~~HDFS 277 or concurrent registration.~~

Registration Information: Sections may be offered: Online.

Description: Theories of play; [and creativity provide the foundation for examining the role of art, music, and literature in early childhood as related to child development. Exploration of creative techniques appropriate for young children and how these techniques enhance the child's self-expression, creativity, and development in educational, medical, and therapeutic settings.](#)

Grade Mode: Traditional.

Reason for Request: The primary purpose of this request is to drop HDFS 277 as a corequisite, as it was determined that the content in HDFS 277 (Professional Skills Development I) was not necessary for successful completion of HDFS 217.

Minor changes in language were made to the course description, course learning objectives, and course topics. However, the basic content of the course remains the same and is in accordance with the requirements for early childhood teacher licensure and director qualifications requirements in the state of Colorado.



New Graduate Certificates

College of Natural Sciences
Department of Psychology
Graduate Certificate in Organizational Development

Effective Fall 2017

[Link to CIM](#)

Reason for Request: Advance your career as a management consultant, human resources specialist, or training professional with this three-course certificate program. The curriculum covers the core competencies needed to practice as an industrial/organizational psychologist or human resources professional, including an overview of:

- Theories of organizational attitudes, group behavior, and individual motivation
- Methods for diagnosing needs, facilitating change, and evaluating organizational effectiveness
- Strategies for conducting succession planning and developing leaders

The Organizational Development Certificate provides an introduction to the concepts and practices related to systems and technologies that facilitate organizational change and enhance organizational effectiveness. It is designed for professionals involved with recruitment, selection, placement, training, and performance management of employees and staff in organizations.

Additional coursework may be required due to prerequisites.

Code	Title	Credits
<u>PSY 648</u>	Applied Organizational Psychology	3
<u>PSY 661</u>	Applied Organizational Development	3
<u>PSY 666</u>	Succession Planning and Leadership Development	3
Program Total Credits		9

*This certificate may have courses in common with other graduate certificates. A student may earn more than one certificate, but a given course may be counted only in one certificate.



College of Natural Sciences
Department of Psychology
Graduate Certificate in Performance Management

Effective Fall 2017

[Link to CIM](#)

Reason for Request: A certificate of completion had been offered through CSU Online since about 2010. The required courses are also part of Psychology's Master's in Applied Industrial/Organizational Psychology(MAIOP) program. The certificate program connects to, and supports, the MAIOP program in two ways.

First, it serves as a "feeder" program to the full MAIOP program. Students who think they *may* be interested in a masters can complete the certificate and then, if they decide to apply to (and are accepted into) MAIOP, their credits can be applied to their masters degree.

Second, many individuals with work experience seek deeper knowledge and skill development in content narrower than MAIOP as a whole. The certificate coursework meets their educational needs. Often times, such students might excel in *these* courses would struggle in other MAIOP coursework.

Additional coursework may be required due to prerequisites.

Code	Title	Credits
<u>PSY 647</u>	Applied Industrial Psychology	3
<u>PSY 667</u>	Competency Modeling and Criterion Development	3
<u>PSY 668</u>	Workforce Training and Development	3
Program Total Credits		9

*This certificate may have courses in common with other graduate certificates. A student may earn more than one certificate, but a given course may be counted only in one certificate.



New Specialization

College of Business
 Department of Accounting

Effective Fall 2017

[Link to CIM](#)

Master of Accountancy, Plan C, Financial Analysis, Auditing, and Reporting Specialization

Reason for Request: Discussion with key external stakeholders, especially alumni and employers, indicates a demand for specialization in this area. The majority of our graduates typically find employment in this segment of the profession, and this is expected to continue. The specialization makes use of existing courses, adding structure and focus to the program of study.

Effective Fall 2017

Code	Title	Credits
Required Core		
<u>ACT 540</u>	Professional Ethics and Responsibilities	3
<u>ACT 561</u>	Legal and Regulatory Issues in Accounting	3
<u>ACT 601B</u>	Professional Practice: Auditing	3
<u>ACT 631</u>	Corporate Taxation	3
<u>ACT 641</u>	Contemporary Auditing	3
Other required courses		
<u>ACT 541</u>	Forensic Accounting and Fraud Auditing	3
<u>ACT 612</u>	Contemporary Financial Accounting Issues	3
<u>ACT 614</u>	Financial Statement Analysis and Valuation	3
Electives		
Select six credits of the following, or other approved MAcc elective in consultation with advisor:		6
<u>ACT 570</u>	Government and Nonprofit	
<u>ACT 575</u>	Oil and Gas Accounting	
<u>CIS 601</u>	Enterprise Computing and Systems Integration	
<u>FIN 475</u>	International Business Finance	
Program Total Credits		30



Major Changes to Existing Programs

College of Business
Department of Accounting
Master of Accountancy, Plan C (M.Acc.)

Effective Fall 2017

[Link to CIM](#)

Reason for Request: Revisions align curriculum with changes in the professional practice environment, and state CPA licensure requirements.

Effective Fall 2017 ~~2013~~

Code	Title	Credits
Required Core		
<u>ACT 540</u>	Professional Ethics and Responsibilities	3
<u>ACT 561</u>	Legal and Regulatory Issues in Accounting	3
<u>ACT 601A</u> or <u>ACT 601B</u>	Professional Practice: Taxation Professional Practice: Auditing	3
ACT 601B	Professional Practice: Auditing	
<u>ACT 631</u>	Corporate Taxation	3
Auditing Requirement		
Select one course from the following:		3
<u>ACT 641</u>	Contemporary Auditing	3
Selected Courses		
Select a minimum of 15 credits from the following not taken above:		15
ACT 411	Advanced Accounting	
ACT 541	Forensic Accounting and Fraud Auditing	
<u>ACT 541</u>	Forensic Accounting and Fraud Auditing	
ACT 601B	Professional Practice: Auditing	
<u>ACT 550</u>	<u>Accounting Information Technologies</u>	
<u>ACT 570</u>	Government and Nonprofit	
<u>ACT 575</u>	<u>Oil and Gas Accounting</u>	
<u>ACT 612</u>	Contemporary Financial Accounting Issues	
<u>ACT 614</u>	Financial Statement Analysis and Valuation	
ACT 622	Course ACT 622 Not Found	
<u>ACT 633</u>	Flow-Through Entities	
<u>ACT 635</u>	State and Local Taxation	
<u>ACT 636</u>	Taxation of Corporations and Shareholders	
<u>ACT 639</u>	Special Topics in Taxation	
ACT 641	Contemporary Auditing	
<u>CIS 600</u>	Information Technology and Project Management	
<u>CIS 601/MGT 601</u>	Enterprise Computing and Systems Integration	
<u>FIN 475</u>	International Business Finance	

Code	Title	Credits
Program Total Credits		30

A minimum of 30 credits are required to complete this program.



Program Deactivations

Warner College of Natural Resources **Effective Spring 2017**
Department of Forest & Rangeland Stewardship [Link to CIM](#)
Master of Natural Resources Stewardship, Sustainable Military Lands Management Specialization

Reason for Request: The Center for the Environmental Management of Military Lands is requesting a graduate certificate in Sustainable Military Land Management (SMLM). The certificate will use the same courses as the Sustainable Military Land Management area of specialization of the Master of Natural Resources Stewardship (MNRS) degree. With the approval of the SMLM certificate there will no longer be a need for the SMLM specialization. Students in the MNRS program will be able to pair the SMLM certificate with one of the other areas of specialization within the MNRS degree: restoration ecology, rangeland ecosystem science, or forest sciences. We expect the demand for the SMLM area of specialization within the MNRS degree to decline significantly as a result, and that the remaining areas of specialization plus the SMLM certificate will adequately serve the MNRS student population that is interested in military land management. We would like to allow existing students the choice of completing their degree or switching to another area of specialization and entering the certificate program.

Effective Fall 2014

Code	Title	Credits
Core Courses		
Select one course from the following:		3
F 520	Advanced Quantitative Methods in Forestry I	
NR 566	Natural Resource Inventory and Data Analysis	
RS 532	Rangeland Ecosystem Sampling	
NR 444 or NR 568	Fire Economics and Policy Economics of Forests, Restoration and Fire	3
NR 565 or NR 578	Principles of Natural Resources Ecology Ecology of Disturbed Lands	3
NR 567	Analysis of Environmental Impact	3
NR 693	Natural Resources Stewardship Seminar	2
Sustainable Military Lands Management Specialization		
NR 550	Sustainable Military Lands Management	3
NR 551	Cultural Resource Management on Military Lands	3
NR 552	Ecology of Military Lands	3
Electives⁺		7
Program Total Credits		30

~~A minimum of 30 credits are required to complete this program.~~

⁺ Select courses with approval of advisor and graduate committee.



Warner College of Natural Resources
Department of Human Dimensions of Natural Resources
Master of Science in Human Dimensions of Natural Resources, Conservation Leadership Specialization

Effective Summer 2016
[Link to CIM](#)

Reason for Request: We have not run this program in three years and do not foresee running it again in the future.

Effective Spring 2010

First Year		
<u>NR 540A</u>	Environmental Issues: Water Resources	2
<u>NR 540B</u>	Environmental Issues: Biological Diversity	2
<u>NR 540C</u>	Environmental Issues: Ecologic Reconciliation	2
<u>NR 540D</u>	Environmental Issues: Ecosystem Services	2
<u>NR 541</u>	Conservation Policy, Finance, and Governance	2
<u>NR 542</u>	Global Change and Conservation	2
<u>NR 543A</u>	Catalyzing Change: Conflict and Conservation	2
<u>NR 543B</u>	Catalyzing Change: Collaborative Conservation	2
<u>NR 544A</u>	Conservation Methods: Watershed Sciences	1
<u>NR 544B</u>	Conservation Methods: Ecological Sciences	1
<u>NR 544C</u>	Conservation Methods: Social Sciences	1
<u>NR 544D</u>	Conservation Methods: Spatial Information	1
<u>NR 544E</u>	Conservation Methods: Integrative Field Work	2-4
<u>NR 545A</u>	Multilevel Views: Society and Conservation - Mexico	2
<u>NR 549A</u>	Conservation and Systems Leadership	1-3
-	Credits	25-29
Second Year		
<u>NR 546A</u>	Socioecological Context: Mexico	2
<u>NR 547</u>	Poverty and Sustainable Development	2
<u>NR 548A</u>	Conservation Planning and Management: Mexico	2
<u>NR 549B</u>	Conservation and Systems Leadership: Field	1-3
	Select 2-4 credits from the following:	2-4
<u>NRRT 695A</u>	Independent Study: Administration	-
<u>NRRT 695B</u>	Independent Study: Management	-
<u>NRRT 695C</u>	Independent Study: Interpretation	-
<u>NRRT 695D</u>	Independent Study: Landscape Planning	-
<u>NRRT 698</u>	Research	3-8
-	Credits	12-21
-	Program Total Credits	37-50

A minimum of 37 credits are required to complete this program.



University Curriculum Committee
 September 9, 2016
CONSENT AGENDA

Experimental Courses – First Offerings

Course Title	Effective Term
BMS 580A3 Assisted Reproductive Technologies Lab 2	Spring 2017
HIST 381A3 Plants and Animals in the Middle Ages	Spring 2017

Course Drops

Course Title	Requested Change	Effective Term
AGRI 320A Computer Applications in Agriculture: Optimization	Drop	Spring 2017
AGRI 320B Computer Applications in Agriculture: Data Base	Drop	Spring 2017
AGRI 320C Computer Applications in Agriculture: Communications	Drop	Spring 2017
AGRI 320D Computer Applications in Agriculture: Project Management	Drop	Spring 2017
AGRI 320E Computer Applications in Agriculture: Spreadsheets	Drop	Spring 2017
AGRI 320F Computer Applications in Agriculture: Presentation Technology	Drop	Spring 2017
AGRI 374 Professional Development Seminar	Drop	Spring 2017
AGRI 487A Internship: Domestic	Drop	Spring 2017
AGRI 487B Internship: International	Drop	Spring 2017
AGRI 492 Seminar	Drop	Spring 2017
AGRI 495 Independent Study	Drop	Spring 2017

Minor Changes to Courses

Course Title	Requested Change	Effective Term
ANEQ 334 Reason for Request:	Principles of Equine Genetics After reviewing the material taught in STATS201, a student would have the knowledge and level of information to be successful in ANEQ334 Equine Genetics.	Spring 2017

~~Prerequisite: ANEQ 102; ANEQ 328 or SOCR 330 or BZ 350; STAT 301 or STAT 307.~~
(ANEQ 102) and (ANEQ 328 or BZ 350 or SOCR 330) and (STAT 201 or STAT 301 or STAT 307).

L. UNIVERSITY CURRICULUM COMMITTEE - OPERATING PROCEDURES (Adopted April 20, 2001 - Revised August 21, 2015)

1. University Curriculum Committee (UCC) meetings are open to any member of the university community; however, participation in those meetings except for elected representatives and ex-officio members is at the invitation of the Chair of the UCC.
2. College representatives serve as liaisons between their units, UCC, and the Office of Curriculum and Catalog. Elected representatives are encouraged to send a substitute when they cannot attend a UCC meeting. Whether or no a substitute attends, the elected representative and/or the chair may decide to defer agenda items from their unit to the next meeting when the representative shall be present.
3. In the event that the Chair is not present to convene a meeting of the Committee and has not arranged for another member to act as chair, any other member of the Committee may chair the meeting provided all members are duly notified of the meeting and the agenda. If a quorum of voting members is present, the committee may elect a chair, pro tem, for that meeting only and conduct business.
4. A quorum shall consist of six (6) of eleven (11) voting members of the Committee.
5. A staff member (from the Office of Curriculum and Catalog) appointed by the Provost will act as Secretary of the Committee. The Secretary will prepare an agenda in cooperation with the Chair and shall record and prepare minutes to be distributed to the members prior to the subsequent meeting. After adoption of the minutes by the Committee, the Chair will direct the Secretary to forward them to the Chair of Faculty Council.
6. The Committee may approve UCC minutes by e-mail when this consideration has been agreed to at a regular UCC meeting and would facilitate timely receipt of the approved minutes by the Executive Committee of Faculty Council. Other items of business will only be voted on by e-mail after they have been discussed at a UCC meeting, there is a consensus among the members to have an e-mail vote, and a vote is needed prior to the next regular UCC meeting due to the timeliness of the matter.
7. It is the responsibility of the Chair of the Committee to send copies of all official correspondence of the Committee to the Chair of Faculty Council including an annual report. It is also the responsibility of the Chair to inform the Chair of Faculty Council of any significant proposals or actions made to the Committee by members of the faculty or the administration.
8. Robert's Rules of Order, latest edition, shall govern Committee meetings.
9. The UCC shall by its own authority review, modify, delete, augment and amend the procedures set forth in the Curriculum Policies and Procedures Manual. Changes and the effective date for those changes shall be publicized to the University community well before the effective date. Changes that shall constitute modifications of POLICY or NEW POLICY shall be approved as a special action item before the Faculty Council before adoption.
10. Review and modification of the Operating Procedures shall be by a 2/3 vote, 8 of 11 members, at any regular meeting.
11. The UCC shall meet every Friday - 2:00 p.m. to 4:00+ p.m. beginning the first week of the fall and spring semesters and ending the last week of classes for those semesters. Priority will be given to two meetings per semester for the discussion of curricular policy and issues.

12. Under normal circumstances, items will remain on the agenda as old business for no longer than three (3) meetings. If the item has not been resolved by the third meeting, it will be removed from the agenda and it must be resubmitted with corrections to the Curriculum and Catalog office for consideration as new business.
13. New programs (degrees and majors) will first be on the UCC agenda as an information item at least one week prior to consideration for action.
14. UCC may form ad hoc committees from its members to address identified policies/issues. Additional faculty may be included to assure breadth of perspective related to subcommittee charge.
15. The UCC chair will be invited to attend the Council of Deans when Phase 0, I, and II proposals are being presented and reviewed.
16. The UCC meeting agenda will include a consent agenda for items designated as minor changes (courses and programs). A list of experimental courses approved for 1st or 2nd offerings will be appended to the weekly agenda.